

**AGENDA  
BUSINESS SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE  
TUESDAY, JANUARY 16, 2018, 10:00 A.M.**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENT REFLECTION**
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 4. APPROVAL OF MINUTES – January 9, 2018**
- 5. PUBLIC COMMENT (PERTAINING TO AGENDA ITEMS ONLY)**
- 6. UPCOMING MEETINGS:**

Wednesday, January 17	7:30 a.m.	Blair County Convention & Sports Facilities Authority Meeting (Blair County Convention Center, Meeting Room 1)
	9:00 a.m.	So. Allegh. Plan. & Dev. Commission Annual Reorg. Board Meeting (Sunnehanna Country Club)
Thursday, January 18	8:30 a.m.	Prison Board (Commissioners Meeting Room, Basement)
	10:00 a.m.	Records Improvement (Commissioners Meeting Room, Basement)
Friday, January 19		
Monday, January 22	3:00 p.m.	Altoona Bl. Co. Dev. Corp. Board Meeting (DeVorris Center for Business Development)
Tuesday, January 23	10:00 a.m.	Commissioners Work Session (Commissioners Meeting Room, Basement)
Wednesday, January 24	3:00 p.m.	Blair Health Choices (audit presentation) (120 Holliday Hills Dr., Hollidaysburg, PA)
Thursday, January 25	10:15 a.m.	Salary Board (Commissioners Meeting Room, Basement)
Friday, January 26		
Monday, January 29		
Tuesday, January 30	10:00 a.m.	Commissioners Business Session (Commissioners Meeting Room, Basement)

**7. COMMISSIONERS COMMENTS**

**8. PROCLAMATION**

Blair County School Choice Week

**9. CONSENT AGENDA**

**Resolution 15-2018:**

- a. Requesting payment of the Warrant List dated 1/16/18 in the amount of \$168,099.19 which includes payment of the following invoices:
  - **NBIS Bridge Inspection and Inventory:** Two (2) invoices received from Stiffler McGraw as follows: **Invoice #6, in the total amount of \$8,226.79;** Bridge #82, Monastery Road over Frankstown Branch of Juniata River, \$2,289.44; Bridge #82, Analysis, \$855.08; Bridge #68, West Loop Road over Old Town Run, \$1,815.95; Bridge 10, Friesville over South Poplar Run, \$595.29; Bridge #46, Church Hill Road over Little Juniata River, \$2,289.44; Bridge #46, Analysis; Bridge #80, Wertz Road over Piney Creek, \$1,815.95; and **Invoice #7, in the total amount of \$9,279.56;** Bridge #21, Etna Furnace Road over Roaring Run, \$595.29; Bridge #24, Flowing Spring Road over Frankstown Branch of Juniata River, \$2,641.13; Bridge #69, Bedford Street over South Dry Run, \$1,815.95; Bridge #81, Chappell Road over Bob's Creek, \$595.29; Bridge 33, Old Mill Run Road over Mill Run, \$1,815.95 and Bridge #35, Homers Gap Road over Homers Gap Run, \$1,815.95. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
- b. **Blair County Airport Authority:** Requesting approval for the reappointments of Mike Ritchey and Tom Hite to the Blair County Airport Authority for the period of 01/01/18 through 12/31/22.
- c. **Blair County Planning Commission:** Requesting approval for the reappointments of Ben Postles (Township), Patrick Baechele (Borough) and Dr. Vincent DeLeo (City) to the Blair County Planning Commission for the period of 01/01/18 through 12/31/21.
- d. **Blair County Bridge #10/Friesville:** Requesting approval for payment of Estimate No. 8, in the amount of \$862.85, received from Keller Engineers, for Preliminary Engineering Services. Expense, which is 95% reimbursable, will be paid from Marcellus Shale Legacy Funds.
- e. **Blair County District Attorney's Office:** Requesting approval of an Affiliation Agreement between the County of Blair and Duquesne University School of Law for the purpose of student internships.
- f. **Employment:** Ashley L. Bowser, FT, Corrections Officer, Prison, \$19.54/hr., effective 01/16/18; Mark A. Chavira, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 01/11/18; Mason M. Longenecker and Taylor H. Seek, PT, Fill-In Corrections Officer, Prison, \$14.42/hr., effective 01/16/18; James R. Myers, from FT, Sheriff's Deputy, Sheriff's Office,

\$14.06/hr., effective 01/19/18 to FT, Lieutenant, Prison, \$40,800.24/yr., effective 01/22/18; and Tori R. Gill, from PT, Fill-In Corrections Officer, Prison, \$14.42/hr., effective 01/02/18 to FT, Corrections Officer, Prison, \$19.54/hr., effective 01/02/18

- g. **Resignations:** Joshua J. Langenbacher, PT, Administrative Accounting Assistant, Controller's Office, \$10.00/hr., effective 01/05/18; Paula M. McClellan, FT, Administrative Assistant, Costs and Fines, \$18,762.80/yr., effective 01/05/18; Bart D. Wishnowski, FT, Assistant District Attorney, District Attorney's Office, \$35,700.00/yr., effective 01/02/18.

## 10. UNFINISHED BUSINESS

### **Adoption of Resolutions**

**Resolution 16-2018:** A resolution approving the submission of a 2016-2018 County Intermediate Punishment Program Grant #IP-ST-26786 Modification, for FY2017-2018, to the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency, moving the full-time case management position from the County of Blair to a subcontracted position.

## 11. OLD BUSINESS

## 12. NEW BUSINESS

### **Intergovernmental Stormwater Committee (ISC):**

Discussion concerning the appointment of Grant Wills, GIS Coordinator, to the ISC as Blair County's substitute member, in accordance with Section 3A(i) of the Intergovernmental Stormwater Committee Agreement, dated 06/06/16, between the County of Blair, City of Altoona, Logan Township, Allegheny Township, Antis Township, Blair Township, Frankstown Township, Freedom Township, Bellwood Borough, Duncansville Borough, and Hollidaysburg Borough.

### **Electricity Supplier:**

Discussion concerning Customer Supply Agreement proposals received from CNE Electrical, Ltd, and ENGIE North America, Inc., for the purchase of electricity.

### **Blair County Tax Claim:**

- a. Requesting approval of a Purchase Agreement between the County of Blair and Harris Software Solutions for the Public Sector/InfoCon Corporation, in the total estimated annual cost of \$2,970.00 (\$247.50/monthly) for Electronic Certified Mail Services, for the period of 01/01/18 through 12/31/19.
- b. Requesting approval of a Print Services Agreement between the County of Blair and Harris Software Solutions for the Public Sector/InfoCon Corporation, in the total amount of \$22,340.00 (\$11,170.00/yearly) for printing and mailing of Tax Claim Notices, for the period of 01/01/18 through 12/31/19.

### **Blair County Department of Emergency Services/911E:**

Requesting approval to renew a software maintenance agreement for the IBM Server, between the County of Blair, Department of Emergency Services/911E and Tyler Technologies, in the amount of \$1,652.14, for the period of 1/19/18 through 01/18/19.

### **Blair County Drug Treatment Court and Blair County DUI Treatment Court:**

Requesting approval of two (2) Memorandums of Understanding between the Blair County Courts of Common Pleas, the Blair County District Attorney Office, Blair County Public Defender Office, Blair Drug and Alcohol Program, Inc., Blair County Criminal Justice Advisory Board, Blair County Adult Probation Office and the Blair County Commissioners for endorsement of the Blair County Drug Treatment Court and the Blair County DUI Treatment Court Policy and Procedure Manuals and agreements to work collaboratively to resolve problems by consensus to insure continuation of the Blair County Drug Court and the Blair County DUI Treatment Court.

### **Lawyer's Lobby HVAC and Electrical Work:**

Award of bids received.

## 13. ADJOURN

**BUSINESS SESSION: TUESDAY, JANUARY 16, 2018, 10:00 A.M.:**

Location: Public Meeting Room, Basement, New Addition.

Members Present: Commissioner Erb, Commissioner Tomassetti, Commissioner Beam, County Administrator Schmitt and Solicitor Karn.

Others Present: Rep. John McGinnis (79<sup>th</sup> District Office), Mike Polosky (Efficient Energy Solutions), Mark Taylor and Jeniene Lang (911/EMA), Scott Schultz (Court Administration), Kay Stephens (Altoona Mirror), Jeff Hackenberg (Penn State Extension), Jennifer Sleppy (Finance), Rocky Greenland (Public Works), Jim Ott (Sheriff), Shelley Berry and Polly Cardone (Tax Claim), Melissa Harpster and Nicole Hemminger (Commissioner's Office).

**CALL TO ORDER:**

Commissioner Erb called the meeting to order.

**MOMENT OF SILENT REFLECTION:**

Commissioner Erb called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

Commissioner Erb requested that all present stand and recite the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES – JANUARY 9, 2018:**

The January 9, 2018 Minutes were not reviewed by the Commissioners prior to today's meeting. **No action was taken.**

**PUBLIC COMMENT (PERTAINING TO AGENDA ITEMS ONLY):**

Commissioner Erb called for public comment pertaining to agenda items only. **There we no comments noted.**

**UPCOMING MEETINGS:**

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**COMMISSIONERS COMMENTS:**

Commissioner Erb called for commissioners comments.

Commissioner Beam – none.

Commissioner Tomassetti stated that restoration of the Lawyers Lobby began yesterday and will take approximately four (4) months for completion.

He stated that during this time the Lawyers Lobby will be closed to the general public, all attorneys, including members of the District Attorney’s Office and Public Defender’s Office, their clients and witnesses, and access will be limited to authorized court personnel and those needing to meet with Judge Kagarise or his staff who now occupy Courtroom #1.

Commissioner Tomassetti also stated that there will be no access to Courtroom #2 via the Lawyers Lobby, and that access to Courtroom #1 via the Lawyers Lobby will be limited to the Judge Kagarise, his staff and authorized court personnel only.

Commissioner Erb stated that there are currently a few vacancies on the Children, Youth and Families Advisory Board. He stated that anyone who is interested in serving on the board or knows of someone who may be interested in serving, is to contact him or Kerrie Baughman in Children, Youth and Families for further information on the duties and expectations and to complete a Talent Bank Application.

**PROCLAMATION:**

Blair County School Choice Week January 21-27, 2018.

Commissioner Beam read the following proclamation and requested approval for adoption:

**PROCLAMATION  
BLAIR COUNTY SCHOOL CHOICE WEEK**

**WHEREAS** all children in Blair County should have access to the highest-quality education possible; and,

**WHEREAS** Blair County recognizes the important role that an effective education plays in preparing all students in Blair County to be successful adults; and,

**WHEREAS** quality education is critically important to the economic vitality of Blair County; and,

**WHEREAS** Blair County is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

**WHEREAS** Educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS** Blair County has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, WE, The Blair County Board of Commissioners, do hereby recognize January 21-27, 2018 as Blair County School Choice Week, and I call this observance to the attention of all of our citizens.

**BLAIR COUNTY  
BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Bruce Erb, Chairman

\_\_\_\_\_  
Terry Tomassetti, Vice-Chairman

\_\_\_\_\_  
Ted Beam, Jr., Secretary

**Attest:**

\_\_\_\_\_  
Helen P. Schmitt, County Administrator  
January 16, 2018

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt the Proclamation.

**CONSENT AGENDA:**

**Resolution 15-2018:**

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**NBIS Bridge Inspection and Inventory:** Two (2) invoices received from Stiffler McGraw as follows: **Invoice #6, in the total amount of \$8,226.79;** Bridge #82, Monastery Road over Frankstown Branch of Juniata River, \$2,289.44; Bridge #82, Analysis, \$855.08; Bridge #68, West Loop Road over Old Town Run, \$1,815.95; Bridge 10, Friesville over South Poplar Run, \$595.29; Bridge #46, Church Hill Road over Little Juniata River, \$2,289.44; Bridge #46, Analysis; Bridge #80, Wertz Road over Piney Creek, \$1,815.95; and **Invoice #7, in the total amount of \$9,279.56;** Bridge #21, Etna Furnace Road over Roaring Run, \$595.29; Bridge #24, Flowing Spring Road over Frankstown Branch of Juniata River, \$2,641.13; Bridge #69, Bedford Street over South Dry Run, \$1,815.95; Bridge #81, Chappell Road over Bob's Creek, \$595.29; Bridge 33, Old Mill Run Road over Mill Run, \$1,815.95 and Bridge #35, Homers Gap Road over Homers Gap Run, \$1,815.95. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
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- d. **Blair County Bridge #10/Friesville:** Requesting approval for payment of Estimate No. 8, in the amount of \$862.85, received from Keller Engineers, for Preliminary Engineering Services. Expense, which is 95% reimbursable, will be paid from Marcellus Shale Legacy Funds.
- e. **Blair County District Attorney's Office:** Requesting approval of an Affiliation Agreement between the County of Blair and Duquesne University School of Law for the purpose of student internships.
- f. **Employment:** Ashley L. Bowser, FT, Corrections Officer, Prison, \$19.54/hr., effective 01/16/18; Mark A. Chavira, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 01/11/18; Mason M. Longenecker and Taylor H. Seek, PT, Fill-In Corrections Officer, Prison, \$14.42/hr., effective 01/16/18; James R. Myers, from FT, Sheriff's Deputy, Sheriff's Office, \$14.06/hr., effective 01/19/18 to FT, Lieutenant, Prison, \$40,800.24/yr., effective 01/22/18; and Tori R. Gill, from PT, Fill-In Corrections Officer, Prison, \$14.42/hr., effective 01/02/18 to FT, Corrections Officer, Prison, \$19.54/hr., effective 01/02/18
- g. **Resignations:** Joshua J. Langenbacher, PT, Administrative Accounting Assistant, Controller's Office, \$10.00/hr., effective 01/05/18; Paula M. McClellan, FT, Administrative Assistant, Costs and Fines, \$18,762.80/yr., effective 01/05/18; Bart D. Wishnowski, FT, Assistant District Attorney, District Attorney's Office, \$35,700.00/yr., effective 01/02/18.

Commissioner Tomassetti noted his abstention due to a conflict of interest on the payment of Invoice #2895-34-7, payable to Keller Engineers, Inc., in the total amount of \$24,868.83; and payment of Estimate No. 8, (item d.) in the amount of \$862.85, received from Keller Engineers, for Preliminary Engineering Services.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 15-2018.

**UNFINISHED BUSINESS:**

**Adoption of Resolutions:**

**Resolution 16-2018:** A resolution approving the submission of a 2016-2018 County Intermediate Punishment Program Grant #IP-ST-26786 Modification, for FY2017-2018, to the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency, moving the full-time case management position from the County of Blair to a subcontracted position.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 16-2018.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Intergovernmental Stormwater Committee (ISC):**

Helen Schmitt requested discussion concerning the appointment of Grant Wills, GIS Coordinator, to the ISC as Blair County's substitute member, in accordance with Section 3A (i) of the Intergovernmental Stormwater Committee (ISC) Agreement, dated 06/06/16, between the County of Blair, City of Altoona, Logan Township, Allegheny Township, Antis Township, Blair Township, Frankstown Township, Freedom Township, Bellwood Borough, Duncansville Borough, and Hollidaysburg Borough.

Mrs. Schmitt stated that there is a substitute member vacancy on the committee due to the resignation of the former Blair County GIS Coordinator, Janice Karmon.

Discussion followed.

**Resolution 17-2018:** A resolution approving the appointment of Grant Wills, GIS Coordinator, to the Intergovernmental Stormwater committee (ISC) as Blair County's substitute member, in accordance with Section 3A (i) of the Intergovernmental Stormwater Committee Agreement, dated 06/06/16, between the County of Blair, City of Altoona, Logan Township, Allegheny Township, Antis Township, Blair Township, Frankstown Township, Freedom Township, Bellwood Borough, Duncansville Borough, and Hollidaysburg Borough.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 17-2018.

**Electricity Supplier:**

Mike Polosky from Efficient Energy Solutions presented discussion concerning Customer Supply Agreement proposals received from Constellation NewEnergy, Inc./CNE Electrical, Ltd (Constellation Energy), and ENGIE North America, Inc. (ENGIE), for the purchase of electricity.

Mr. Polosky stated that an RFP was prepared and sent to eight (8) major electricity suppliers. After discussion with County Administrator Schmitt, Mr. Polosky requested draft agreements from the three (3) best offers. Solicitor Karn reviewed the agreements and made some language changes, which were sent back to the suppliers for review and acceptance. Constellation Energy and ENGIE accepted the County's requested changes. Mr. Polosky obtained current day market pricing, before and after Gross Receipt Tax (GRT) from both suppliers immediately before the start of today's Commissioner's meeting. Mr. Polosky stated that the lowest price is with Constellation Energy, and the following pricing is good until 4 pm today, 01/16/18:

Term	Rate Before GRT	Rate With GRT
12 months	5.67	6.024
36 months	5.28	5.687
48 months	5.23	5.553

He recommended that the county consider entering a 48-month contract with Constellation Energy for an approximate annual supply cost savings of \$52,000.00. The agreement would begin with the county's February electricity usage.

Discussion followed.

**Resolution 18-2018:** A resolution approving an Electricity Supply Agreement (Fixed Price Solutions) between the County of Blair and Constellation NewEnergy, Inc., in the amounts of 5.23 cents without GRT, 5.553 cents with GRT, for the period of 02/01/18 through 01/31/22.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 18-2018.

**Blair County Department of Emergency Services/911E:**

Jeniene Lang requested approval to renew a software maintenance agreement for the IBM Server, between the County of Blair, Department of Emergency Services/911E and Tyler Technologies, in the amount of \$1,652.14, for the period of 01/19/18 through 01/18/19.

Ms. Lang stated that there was a slight price increase from last year due to the age of the server.

Discussion followed.

**Resolution 19-2018:** A resolution approving to renew a software maintenance agreement for the IBM Server, between the County of Blair, Department of Emergency Services/911E and Tyler Technologies, in the amount of \$1,652.14, for the period of 1/19/18 through 01/18/19.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 19-2018.

**Blair County Drug Treatment Court and Blair County DUI Treatment Court:**

Scott Schultz requested approval of two (2) Memorandums of Understanding between the Blair County Courts of Common Pleas, the Blair County District Attorney Office, Blair County Public Defender Office, Blair Drug and Alcohol Program, Inc., Blair County Criminal Justice Advisory Board, Blair County Adult Probation Office and the Blair County Commissioners for endorsement of the Blair County Drug Treatment Court and the Blair County DUI Treatment Court Policy and Procedure Manuals and agreements to work collaboratively to resolve problems by consensus to insure continuation of the Blair County Drug Court and the Blair County DUI Treatment Court.

County Administrator Schmitt stated that Solicitor Karn has not had an opportunity to review the MOU's and would ask that no action be taken at this time.

Discussion followed.

**Blair County Tax Claim:**

- a. Polly Cardone and Shelly Berry requested approval of a Purchase Agreement between the County of Blair and Harris Software Solutions for the Public Sector/InfoCon Corporation, in the total estimated annual cost of \$2,970.00 (\$247.50/monthly) for Electronic Certified Mail Services, for the period of 01/01/18 through 12/31/19.

Mrs. Cardone stated that the cost has remained the same for the past several years.

Discussion followed.

- b. Polly Cardone and Shelly Berry requested approval of a Print Services Agreement between the County of Blair and Harris Software Solutions for the Public Sector/InfoCon Corporation, in the total amount of \$22,340.00 (\$11,170.00/yearly) for printing and mailing of Tax Claim Notices, for the period of 01/01/18 through 12/31/19.

Commissioner Erb asked why there was a 9% price increase from last year. Ms. Berry responded that some of the price increase may be due to an increase in monthly services and volume. Mrs. Cardone stated that some of the price increase may also be due to the takeover of InfoCon by Harris Software Solutions. She stated that unfortunately Harris Software Solutions was the only company to supply a proposal for services this year.

Discussion followed.

**Lawyer's Lobby HVAC and Electrical Work:**

Award of bids received.

County Administrator Schmitt stated that Dave Albright, Architect, met with members of the Court House Preservation Team and reviewed the bids received for the Lawyers Lobby HVAC and Electric Work and is he recommending the award of bids for HVAC work to Boyer Refrigeration Heating Air Conditioning, in the amount of \$56,468.00, and Electrical work to Bettwy Electric, Inc., in the amount of \$41,600.00.

Mrs. Schmitt stated that the contractors will have 15 days from the date of award to provide the county with certificates of insurance, performance and payment bonds, etc.

Mrs. Schmitt asked Jennifer Sleppy, Finance Director for clarification from what bond (2014 or 2017) these two projects will be paid from.

Mrs. Sleppy responded that the projects are being paid from the 2017 bond.

Discussion followed.

**Resolution 20-2018:** A resolution approving the award of bids received for the Lawyer's Lobby HVAC and Electric Work Project as follows:

<b>Lawyer's Lobby Restoration HVAC Work, Contract H-1, Project 15-11G</b>	<b>Base Bid Price – Stipulated Sum</b>
Boyer Refrigeration Heating Air Conditioning	\$56,468.00
<b>Lawyer's Lobby Restoration Electrical Work, Contract E-1, Project 15-11G</b>	<b>Base Bid Price – Stipulated Sum</b>
Bettwy Electric, Inc.	\$41,600.00

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 20-2018.

**ADJOURN:**

Meeting Adjourned,

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Helen P. Schmitt, County Administrator