

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, JANUARY 23, 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 AND JANUARY 16, 2018**
5. **PUBLIC COMMENT (PERTAINING TO AGENDA ITEMS ONLY)**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**

Resolution 21-2018:

- a. Requesting approval for payment of two (2) Warrant Lists dated 1/23/2018 in the amount of \$177,167.75 and \$1,055,149.24 which includes payment of the following invoice:
 - **2017 Project Funds:** Weiss, Burkardt and Kramer, Invoice #8340, in the amount of \$250.00 for assessment related expenses.
- b. Requesting approval for payment of the Mental Health, Mental Retardation and Drug and Alcohol Program Offices Bill Lists dated 01/17/18, in the amount of \$128,472.42, excluding check numbers 32920 and 32954 in the amounts \$17,365.86 and \$6,600.00 respectively, made payable to UPMC Altoona.
- c. Ratification of Payroll for the Period Ending 01/19/18, in the amount of \$738,522.90
- d. **Blair County District Attorney's Office:** Requesting approval for one (1) Duquesne School of Law Student Intern, Katelyn Hoover, for the period of 01/25/18 through on or before 06/01/18. Internship is at no cost to the county, and is not for credit.
- e. **Employment:** Ashley L. Bowser, FT, Corrections Officer, Prison, \$19.54/hr., effective 01/16/18; Mason M. Longenecker, PT, Fill-In Corrections Officer, Prison, \$14.42/hr., effective 01/16/18; Nicole M. Smith, FT, Assistant District Attorney, District Attorney, \$35,000.16/yr., effective 01/24/18.
- f. **Resignations:** Brooke M. Koontz, FT, GIS Mapper/UPI Coordinator, Assessment, \$24,624.60/yr., effective 01/08/18; Taylor H. Seek, PT, Fill-Corrections Officer, Prison, \$14.42/hr., effective 01/16/18; Denise A. Terdiman, FT, Fiscal Assistant, Social Services, \$23,530.00/yr., effective 01/19/18.
- g. **Retirements:** Norma C. Ritz, PT, Clerk Typist, Prothonotary, \$11.83/hr., effective 01/16/18.

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. Blair County Children, Youth and Families:

Requesting approval of a FY 2016-2017 Purchase of Service Agreement between the County of Blair, Blair County Children, Youth and Families and Central Counties Youth Center, in the amount of \$260.00/per day, for secured detention center services, for the period of 07/01/16 through 06/30/17 inclusive.

B. Fort Roberdeau:

Requesting approval of a contract between the County of Blair and Lallemand Construction, LLC d/b/a The PA Wood Butcher, in the total amount of \$9,984.00 (1/2 to start \$4,992.00 and balance of \$4,992.00 upon completion), paid by the Fort Roberdeau Association, for log replacement of the six (6) remaining sections of the northwest bastion. Work will begin after 02/01/18 and will be completed by 02/28/18. In the event of inclement weather, a contract extension request for a completion date of 03/09/18 will be made to Glenn Nelson.

C. Worker's Compensation:

Requesting approval of a Loss Prevention Services Agreement between the County of Blair and Babb Absence Management Services (BAMS), for a one-year period, 01/01/18 through 12/31/18, for the County's work-related safety/loss prevention program, in an amount not to exceed \$6,000.00.

D. Cost Allocation Plan:

Requesting approval of an agreement between the County of Blair and MAXIMUS Consulting Services Inc., for a three-year period, effective 01/01/18 through 12/31/20, in the total amount of \$39,450.00, for preparation of the County's 2017, 2018, and 2019 cost allocation plans.

9. **OLD BUSINESS**

Blair County Tax Claim:

- a. **Resolution – 2018:** A resolution approving 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. **Resolution – 2018:** A resolution approving 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 Drug Treatment Court and Blair County DUI Treatment Court:

Resolution – 2018: A resolution approving 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.

10. **ADJOURN**

WORK SESSION: TUESDAY, JANUARY 23, 2018, 10:00 A.M.:

Location: Public Meeting Room, Basement, New Addition.

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

Members Absent: Commissioner Beam.

Others Present: Jenn Sleppy (Finance), Nicole Hemminger (Commissioner's Office), Glenn Nelson (Fort Roberdeau), Kay Stephens (Altoona Mirror), Polly Cardone and Shelly Berry (Tax Claim), Rocky Greenland (Public Works), and Kerrie Baughman (CYF).

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 AND JANUARY 16, 2018:

Commissioner Erb called for changes or corrections to the meeting minutes of January 9 and January 16, 2018.

There were no changes or corrections noted.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to accept the minutes as prepared.

PUBLIC COMMENT PERTAINING TO AGENDA ITEMS ONLY:

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

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Tomassetti – none.

Commissioner Erb stated that Commissioner Beam is absent today due to a medical issue.

CONSENT AGENDA:

Resolution 21-2018:

- a. Requesting approval for payment of two (2) Warrant Lists dated 1/23/2018 in the amount of \$177,167.75 and \$1,055,149.24 which includes payment of the following invoice:
 - **2017 Project Funds:** Weiss, Burkardt and Kramer, Invoice #8340, in the amount of \$250.00 for assessment related expenses.

- b. Requesting approval for payment of the Mental Health, Mental Retardation and Drug and Alcohol Program Offices Bill Lists dated 01/17/18, in the amount of \$128,472.42, excluding check numbers 32920 and 32954 in the amounts \$17,365.86 and \$6,600.00 respectively, made payable to UPMC Altoona.
- c. Ratification of Payroll for the Period Ending 01/19/18, in the amount of \$738,522.90.
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- g. **Retirements:** Norma C. Ritz, PT, Clerk Typist, Prothonotary, \$11.83/hr., effective 01/16/18.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 21-2018.

STAFF REPORTS & SPECIAL BUSINESS:

Blair County Children, Youth and Families:

Kerrie Baughman requested approval of a FY 2016-2017 Purchase of Service Agreement between the County of Blair, Blair County Children, Youth and Families and Central Counties Youth Center, in the amount of \$260.00/per day, for secured detention center services, for the period of 07/01/16 through 06/30/17 inclusive.

Mrs. Baughman stated that the Juvenile Probation Office used the center temporarily in FY 15/16 whenever the Cambria County Juvenile Detention Center closed. She stated that the center is the only available secured detention center within the area, and whenever it was determined that the center's services were going to be needed consistently, it was decided that a formal agreement needed to be entered into.

Discussion followed.

Resolution 22-2018: A resolution approving a FY 2016-2017 Purchase of Service Agreement between the County of Blair, Blair County Children, Youth and Families and Central Counties Youth Center, in the amount of \$260.00/per day, for secured detention center services, for the period of 07/01/16 through 06/30/17 inclusive.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 22-2018.

Fort Roberdeau:

Glenn Nelson requested approval of a contract between the County of Blair and Lallemand Construction, LLC d/b/a The PA Wood Butcher, in the total amount of \$9,984.00 (1/2 to start \$4,992.00 and balance of \$4,992.00 upon completion), paid by the Fort Roberdeau Association, for log replacement of the six (6) remaining sections of the northwest bastion. Work will begin after 02/01/18 and will be completed by 02/28/18. In the event of inclement weather, a contract extension request for a completion date of 03/09/18 will be made to Glenn Nelson.

Discussion followed.

Worker's Compensation:

County Administrator Schmitt requested approval of a Loss Prevention Services Agreement between the County of Blair and Babb Absence Management Services (BAMS), for a one-year period, 01/01/18 through 12/31/18, for the County's work-related safety/loss prevention program, in an amount not to exceed \$6,000.00.

Mrs. Schmitt stated that this is an annual request. She stated that the county must have a qualified work-related safety/loss prevention specialist to maintain its self-funded status. The contracted price has not changed for several years.

Discussion followed.

Resolution 23-2018: A resolution approving a Loss Prevention Services Agreement between the County of Blair and Babb Absence Management Services (BAMS), for a one-year period, 01/01/18 through 12/31/18, for Loss Control and Injury Prevention services associated with the County's work-related safety/loss prevention program, in an amount not to exceed \$6,000.00.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 23-2018.

Cost Allocation Plan:

County Administrator Schmitt requested approval of an agreement between the County of Blair and MAXIMUS Consulting Services Inc., for a three-year period, effective 01/01/18 through 12/31/20, in the total amount of \$39,450.00, for preparation of the County's 2017, 2018, and 2019 cost allocation plans.

Discussion followed.

OLD BUSINESS:

Blair County Tax Claim:

- a. **Resolution 24– 2018:** A resolution approving 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.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 24-2018.

- b. **Resolution 25– 2018:** A resolution approving 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.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 25-2018.

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

Resolution 26– 2018: A resolution approving 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.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 26-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator