

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, MARCH 6, 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 – February 20 and February 27, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **SPECIAL ANNOUNCEMENT**
Fort Roberdeau and Altoona Area High School (AAHS) Astronomy Club Haunted Tours:
Receipt of the PA Recreation and Park Society’s “Excellence in Recreation and Parks Award”.
8. **CONSENT AGENDA**
Resolution 73-2018:
 - a. Payment of two (2) Warrant Lists dated 03/05/18, in the amounts of \$422,101.14 and \$238,145.56, respectively.
 - b. Payment of three (3) Bill List for the Department of Social Services, dated 02/27/18, 02/18/18, and 03/01/18 in the total amounts of \$110,433.00; \$2,840.00; and \$82,655.75, respectively.
 - c. Ratification of Payroll for the Periods Ending 02/16/18 and 03/02/18, in the amounts of \$745,277.97 and \$721,435.31, respectively.
 - d. **Budget Transfers for the month of January 2018:** From 01105-42000 \$70.25 To 01107-4200; From 01105-42000 \$35.25 To 01103HW-42000; From 01105-42000 \$70.25 To 01157-42000; and From 01105-42000 \$195.25 To 01151-42000, for background checks and blood testing originally budgeted in HR, being moved to the appropriate department ; and From 01105-44080 \$150.00 To 01151-44080; and From 01105-44080 \$1,515.00 To 01209PO-44080 for legal fees originally budgeted in HR, being moved to the appropriate department.
 - e. **Budget Transfers for the month of February 2018:** From 01105-42000 \$105.50 To 01160-42000; From 01105-42000 \$128.25 To 01156-42000; From 01105-42000 \$91.25 To 011061-42000; From 01105-42000 \$129.75 To 01209PO-42000; and From 01105-42000 \$190.25 To 01153-42000 for drug testing and background checks original budgeted in HR, being moved to the appropriate department.
 - f. **Transfers:** From 01101-41999 Contingency to 01101-46040-FA Land & Improvements, in the amount of \$4,225.00, for the signage at the 911 Rain Garden, which will be reimbursed by a grant; and From 01101-41999 Contingency to 01121-43010-General Operating Supplies, in the amount of \$25,000.00, to cover reimbursable expenses from other departments budgeted at the net amount.
 - g. **2017 Project Fund/008 Reserve Account/Lawyer’s Lobby Project:** Requesting approval for payment of Application #1, received from Albert Michaels Conservation, Inc., in the amount of \$39,700.36, for the restoration of select plaster, wood and marble surfaces throughout the Lawyer’s Lobby.
 - h. **Blair County Housing Trust Fund Advisory Board:** Requesting approval for the appointment of H. Barton Hann to the Blair County Housing Trust Fund Advisory Board for the period of 05/01/18 through 04/30/20, filling the to expire term of Dennis Doll; and for the reappointments of Steven Williamson and Scott W. Durbin for the period of 05/01/18 through 04/30/20.
 - i. **Children, Youth and Families Advisory Board:** Requesting approval of the resignation of Julie Patosky, effective 02/18/18, from the Blair County Children, Youth and Families Advisory Board. Term to expire 12/31/18.
 - j. **Blair County Parks and Recreation Advisory Board:** Requesting approval of the resignation of Roseanne Conrad, effective 02/28/18, from the Blair County Parks and Recreation Advisory Board. Term to expire 05/01/18.
 - k. **Employment:** Shelby S. Gray, FT, Victim Witness Advocate, District Attorney’s Office, \$19,801.60/yr., effective 03/05/18; Pamela A. Kauffman, PT, Receptionist/Clerk, Costs & Fines, \$9.18/hr., effective 03/05/18; Kyle D. Thomas, FT, Law Clerk, Court Administration, \$30,600.18/yr., effective 03/01/18; Aaron J. Wagner, FT, Deputy, Sheriff’s Office, \$13.74/hr., effective 03/05/18; Bonnie L. Young, from FT, Administrative Assistant, Controller’s Office, \$21,660.86/yr., to FT, Administrative Assistant, Soil Conservation, \$23,514.40/yr., effective 03/10/18; Vicki S. Pike, from FT, Accounting Assistant, Controller’s Office, \$17,565.34/yr., to FT, Jury Coordinator, Court Administration, \$21,002.80/yr., effective 03/09/18.
 - l. **Resignations:** Eric R. Gates, FT, Corrections Officer, Prison, \$19.54/hr., effective 03/13/18; Zachary T. Gault, FT, Parole and Probation Officer, APO, \$23,787.92/yr., effective 03/09/18; Steven D. Nader, FT, Deputy, Sheriff’s Office, \$13.74/hr., effective 03/08/18; Gwen E. Porreca, FT, Benefits Administrator, HR, \$30,612.40/yr., effective 03/09/18; Kirk A. Patton, FT, Custodian, Maintenance, \$29,993.60/yr., effective 02/20/18; Jessica L. Ponist; FT, Caseworker I, CYF, \$30,381.00/yr., effective 02/20/18.
 - m. **Cancellation of Employment Acceptance:** Aaron J. Prince, FT, Caseworker I, CYF, \$30,381.00/yr., effective 03/05/18. Accepted employment at another facility.

9. **STAFF REPORTS & SPECIAL BUSINESS**

A. Ordinance 1-2018:

Requesting approval for the adoption of Ordinance 1-2018 approving the Intergovernmental Cooperation Agreement for the purpose of the County of Blair joining the Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC).

B. Lakemont Park:

Discussion concerning closing Lakemont Park for the 2018 season to complete renovations, which began during the 2017 season.

C. Blair County Bridge's #45, #56 and #69:

Requesting approval of a proposal of service contract received from Keller Engineers, Inc., in the total estimated cost of \$32,080.00, for design, permitting, bidding and construction services for repair of Blair County Bridges #45, #56 and #69 located in Snyder Township, Williamsburg Borough and Freedom Township, respectively.

D. Blair County Department of Social Services:

Requesting approval of the County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$14,300.00, for the renovation of a 2-bedroom apartment next to the Teen Shelter to create an affordable housing opportunity. Total cost of renovation project is \$28,600.00 with the remaining amount being matched through HealthChoices Reinvestment.

E. Blair County IT Department:

Requesting approval of a mutual non-disclosure agreement between the County of Blair and COMODO Security Solutions, Inc., effective 02/21/18.

F. Fort Roberdeau:

Requesting approval of a ¼ page, full-color advertisement in the Pennsylvania Travel Guide's "Where & When" summer and fall issues at the rate of \$551.00 per ad, in the total amount of \$1,102.00, to be paid from the Fort Roberdeau advertising budget.

G. Blair County Parks and Recreation Advisory Board:

- a. Requesting approval of a Purchase of Service Agreement between the County of Blair and Dwayne Dittsworth, Contractor to provide services as Director of Valley View County Park for the period beginning April 1, 2018 through November 30, 2018, in the amount of \$2,392.92 per month, plus approved reimbursable expenses.
- b. Requesting approval for an allocation of Park and Recreation Funds, in the total amount of \$7,250.00, for the Central Blair Recreation Commission (CBRC) Summer Playground Program (\$3,750.00), one-1 Extra Leader for the Summer Playground Program (\$750.00) and for the Summer Concert in the Park Series (\$2,750.00).

H. Request for a Letter of Support/Antis Township:

Discussion concerning a letter of support for the Pennsylvania Department of Conservation and Natural Resources (DCNR), Community Conservation Partnership Program (C2PC) "Development" Grant Application for the Engineering Design and Construction Phase of the Logan Valley Streetcar Trail located in Antis Township, Blair County, PA.

I. Surety Bonds/Tax Collector:

Requesting approval of a proposal received from CCAP to provide tax collector surety bonds for the County of Blair for the 2018-2022 term as follows:

Blanket Surety Bond Amount: 33.3% of the total duplicate	\$24,172,951
Total Tax Duplicate	\$72,591,444
Term of Bond	Four Years
Four Year Prepaid Premium	\$ 41,394
Carrier	Travelers Casualty and Surety Company of America

J. Amending Resolution 54-2018, Dated 02/20/18, Approving a Contract Between the County of Blair and PrimeCare Medical, Inc.:

Requesting approval to amend Resolution 54-2018, dated 02/20/18 (approving a contract between the County of Blair and PrimeCare Medical, Inc.), amending the contract term end date from 02/29/20 to 02/28/21, and the two additional one-year option period term end dates to 02/28/22 and 02/28/23. All other terms of the contract remain the same.

K. Magisterial District Judge Miller/UniMart/Remediation Project:

Discussion concerning Scope of Work and Cost Estimate for 2018 Closure Activities, received from Kleinfelder, in the amount of \$11,664.00.

10. **OLD BUSINESS**

Courthouse 1875-1906 Section Restoration Project:

- a. Requesting approval to solicit a proposal from Albert Michaels Conservation for the artisan restoration needed in Courtrooms 1 & 2.

- b. Discussion concerning the exterior window repair and restoration of windows in the 1875 section of the courthouse.

Budget Process Policy:

Continued discussion.

11. **ADJOURN**

BUSINESS SESSION: TUESDAY, MARCH 6, 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: Glenn Nelson (Fort Roberdeau), Jenn Sleppy (Finance), Rocky Greenland (Public Works), Brian Wiser (Keller Engineers), Kay Stephens (Altoona Mirror), Walt Wall and Ralph Albarano (Lakemont Partnership), Lisa Hann (Family Services, Inc.), Jim Hudack (Social Services), Don Weakland (IT), Rep. John McGinnis (79th District Office), Nicole Hemminger and Melissa Harpster (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 – FEBRUARY 20 AND FEBRUARY 27, 2018:

Commissioner Erb called for changes or corrections to the meeting minutes of February 20 and February 27, 2018. There were no changes or corrections noted.

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

PUBLIC COMMENT:

Commissioner Erb called for public comment. **There were no comments noted.**

COMMISSIONER COMMENTS:

Commissioner Erb called for commissioners comments. **There were no comments noted.**

SPECIAL ANNOUNCEMENT:

Fort Roberdeau and Altoona Area High School (AAHS) Astronomy Club Haunted Tours:

Glenn Nelson announced that Fort Roberdeau and the Altoona Area High School (AAHS) Astronomy Club have been notified that they are the recipient of the PA Recreation and Park Society's "Excellence in Recreation and Parks Award" for the Club's Haunted Tours Event held this past fall at Fort Roberdeau. He stated that the event drew over 1,000 in attendance with the proceeds from the event going to the Altoona Mountain Lion Observatory which will be opening this spring at Fort Roberdeau.

Commissioners Beam, Erb and Tomassetti each extended their congratulations to Mr. Nelson and the Club for a job well done.

CONSENT AGENDA:

Resolution 73-2018:

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- b. Payment of three (3) Bill List for the Department of Social Services, dated 02/27/18, 02/18/18, and 03/01/18 in the total amounts of \$110,433.00; \$2,840.00; and \$82,655.75, respectively.
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- m. **Cancellation of Employment Acceptance:** Aaron J. Prince, FT, Caseworker I, CYF, \$30,381.00/yr., effective 03/05/18. Accepted employment at another facility.

Commissioner Erb noted his abstention on the payment of the following checks due to a conflict of interest: Check #33134, dated 02/27/18, in the amount of \$57,680.42, payable to the Home Nursing Agency; Check #33146, dated 02/28/18, in the amount of \$2,840.00, payable to UPMC Altoona; and Check #33147, dated 03/01/18, in the amount of \$82,655.75, payable to UPMC Altoona.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 73-2018.

STAFF REPORTS & SPECIAL BUSINESS:

Ordinance 1-2018:

County Administrator Schmitt requested approval for the adoption of Ordinance 1-2018 approving the Intergovernmental Cooperation Agreement for the purpose of the County of Blair joining the Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC).

Mrs. Schmitt stated that the required advertisement pertaining to the adoption of the ordinance ran for the allotted number of days and the county is now ready to move forward with the adoption of the ordinance.

Discussion followed.

Resolution 74-2018: A resolution approving the adoption of Ordinance 1-2018 approving the Intergovernmental Cooperation Agreement for the purpose of the County of Blair joining the Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC).

ORDINANCE 1-2018
Blair County, Pennsylvania

AN ORDINANCE AUTHORIZING BLAIR COUNTY BOARD OF COMMISSIONERS, BLAIR COUNTY, PENNSYLVANIA, TO JOIN WITH OTHER COUNTIES AS A MEMBER OF THE PENNSYLVANIA COUNTIES HEALTH INSURANCE PURCHASING COOPERATIVE (PCHIPC), TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE PURPOSE OF JOINING THE PCHIPC AND TO PARTICIPATE AS A MEMBER OF THE PCHIPC.

PREAMBLE

Whereas, a number of Counties, have investigated whether it would be mutually beneficial to cooperate with each other in obtaining employee benefit insurance, and

Whereas, a plan has been presented to establish the Pennsylvania Counties Health Insurance Purchasing Cooperative (the "PCHIPC") for the purpose of collectively purchasing employee benefits insurance, and

Whereas, the PCHIPC will be established pursuant to an intergovernmental cooperation agreement entitled the Pennsylvania Counties Health Insurance Purchasing Cooperative Agreement ("the Agreement").

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioner of Blair County, Pennsylvania as follows:

The caption and Preamble of this Ordinance set forth above are incorporated herein by reference.

The County hereby approves entering into the Intergovernmental Cooperation Agreement, a copy of which is attached hereto and incorporated herein by reference (and which shall be filed with the minutes of the meeting at which this Ordinance was enacted), with the intent and effect that this County shall be bound by the Agreement

The Commissioners of Blair County, along with the Chief Clerk, are hereby authorized and directed on behalf of the County, (i) to execute and deliver the Agreement, and (ii) to execute and deliver such additional instruments, and to take such further actions, as may be necessary or appropriate to carry forth the Agreement and the transactions to be effected under the Agreement, including payment to the PCHIPC of such amounts as are due by the County pursuant to the Agreement.

All actions of any officer, agent or other representative of this County heretofore taken in the pursuit of the establishment of the PCHIPC and/or the County's participation therein, are hereby ratified and approved in all respects.

The Board of Commissioners of the County is hereby authorized to take such other action as may be necessary or appropriate to carry out the purposes of this Ordinance and of the Agreement.

As required by the Pennsylvania Intergovernmental Cooperation Act, the following matters are specifically found and determined:

(a) The conditions of the Agreement are set forth in the Agreement.

(b) This County shall participate in the PCHIPC for an initial term of three (3) years after agreeing to purchase one or more employee benefits through PCHIPC. All renewal terms, shall be as further set forth in the Agreement.

(c) The purpose and objectives of the Agreement are as set forth in the Preamble of this Ordinance and in the Agreement.

(d) The manner and extent of financing the Agreement are that (i) no borrowing will be required by the County, (ii) funds to implement the County's obligations under the Agreement same shall come from normal and usual budgeted amounts for such matters, and (iii) other provisions governing the manner and extent of the financing of the PCHIPC shall be as set forth in the Agreement;

(e) The PCHIPC shall be governed by its Board of Directors pursuant to the terms of the Agreement.

(f) All property, real or personal, of the PCHIPC, shall be acquired, managed, licensed or disposed of by the PCHIPC in accordance with the terms of the Agreement.

(g) The PCHIPC created by the Agreement shall be empowered to enter into contracts for policies of group insurance and employee benefits pursuant to the terms of the Agreement.

The provisions of this Ordinance are severable and if any section, sentence, clause or part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect the remaining sections, clauses, parts or provisions of this Ordinance. It is hereby declared to be the intent of the County that such Ordinance would have been enacted if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein.

Nothing contained in this Ordinance shall be construed to affect any suit or proceeding in any court, or any rights acquired or liability incurred, or any cause of action existing prior to the enactment of this Ordinance.

This Ordinance shall become effective immediately upon enactment hereof.

DULY ORDAINED AND ENACTED this 6th day of March, 2018, by the Board of Commissioners, Blair County, Pennsylvania.

Attest: _____
Chief Clerk
(Seal)

By: _____
Chairman, Board of Commissioners

By: _____
Vice-Chairman, Board of Commissioners

By: _____
Secretary, Board of Commissioners

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 74-2018 and Ordinance 1-2018.

Lakemont Park:

Attorney Walt Wall requested Commissioner approval to keep Lakemont Park closed for the 2018 season to complete renovations, which began during the 2017 season.

Attorney Wall provided a brief outline of the proposed design and construction of Lakemont Park and outlined the unforeseen financial matters that resulted in non-completion of the project during the 2017 season due to the untimely illness and passing of Mr. Donald Devoris, a partner in the Lakemont Partnership.

Attorney Wall provided a brief outline of the proposed Joint Motion for Court Approval of the Third Amendment to the Amended Lease Agreement Dated May 9, 2016, and requested approval for the closure of the park for the 2018 Spring, Summer and Fall seasons, in order to complete the proposed renovation project.

Attorney Wall stated that if the Commissioners approve the signing of the Joint Motion, the Lakemont Partnership will not seek court approval until signed loan documents are in place. Attorney Wall anticipates a loan closing to take place at the end of March to early part of April 2018. He stated that the Partnership is committed to moving forward with anticipation of the project completion prior to the 2019 season.

Discussion followed.

Resolution 75-2018: A resolution approving the Joint Motion for Court Approval of the Third Amendment to the Amended Lease Agreement Dated May 9, 2006, approving the closure of Lakemont Park Amusement and Recreational Area for the 2018 spring, summer and fall seasons, in order to undertake the remaining substantial construction, expansion and landscaping of the premises; and that all other terms and conditions of the Amended Lease Agreement dated May 9, 2006 and the recitals and mutual promised of the Second Amendment to the Amended Lease Agreement dated May 9, 2006 are reaffirmed and incorporated to ensure completion of same during the 2018 season.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 75-2018.

Blair County Bridge’s #45, #56 and #69:

Brian Wisner presented a proposal for engineering services, in the total estimated cost of \$32,080.00, for design, permitting, bidding and construction services for repair to Blair County Bridges #45 (located in Snyder Township), #56 (located in Williamsburg borough) and #69 (located in Freedom Township).

Mr. Wisner outlined the proposal, which is broken down into five (5) parts as follows:

Part 1 – Bridge 56 (Williamsburg Borough) Sediment Removal – General Permit 11	Part 1 - In the lump sum total of \$2,000.00
Part 2 – Bridge 45 (Snyder Township) Pier Underpinning – Field Surveys’ General Permit 11; Submerged Land License Coordination; Hydrologic and Hydraulic Analysis; Pier Repair Plan; Easement Drafts and Descriptions (Assume 1 Easement Required); and Project Management.	Part 2 – In the lump sum total of \$16,350.00
Part 3 – Bridge 69 (Freedom Township) Underpinning – Field Surveys; General Permit 11; Underpinning Repair Plan; Easement Drafts and Descriptions (Assume 2 Easements Required); and Project Management.	Part 3 – In the lump sum total of \$6,650.00
Part 4 – Documents and Bidding	Part 4 – In the lump sum total of \$2,850.00
Part 5 – Construction Consultation	Part 5 – Estimated total of \$4,000.00
Reimbursables	Mileage and fees - \$230.00
Total	Estimated Cost for Project - \$32,080.00

Mr. Wisner stated that sediment removal at Bridge #56, located in Williamsburg Borough, over Spring Run, will be completed by county-forces. Therefore, neither bidding nor construction services have been included in the proposal.

Mr. Wisner stated that since Bridge #45, located in Snyder Township, over the Little Juniata River is considered navigable, a submerged land license will need to be issued by the Commonwealth of Pennsylvania. He stated that a temporary causeway will need to be constructed which requires a hydrologic and hydraulic analysis, a pier repair plan and one (1) temporary construction easement.

Mr. Wisner stated that construction to Bridge #69, located in Freedom Township, over South Dry Run, will affect two (2) properties and will require the county to acquire temporary construction easements for the project and that Keller will provide all easement drafts and descriptions.

Discussion followed.

Surety Bonds/Tax Collector:

A.C. Stickel requested approval of a proposal received from the County Commissioners Association of Pennsylvania (CCAP) to provide tax collector surety bonds for the County of Blair for the 2018-2022 terms as follows:

Blanket Surety Bond Amount: 33.3% of the total duplicate	\$24,172,951
Total Tax Duplicate	\$72,591,444
Term of Bond	Four Years
Four Year Prepaid Premium	\$ 41,394
Carrier	Travelers Casualty and Surety Company of America

Mr. Stickel stated that the whole amount of the premium is due at once and that the taxing bodies will be invoiced for their share of the premium.

Discussion followed.

Resolution 76-2018: A resolution approving a proposal received from CCAP to provide tax collector surety bonds for the County of Blair for the 2018-2022 terms as follows:

Blanket Surety Bond Amount: 33.3% of the total duplicate	\$24,172,951
Total Tax Duplicate	\$72,591,444
Term of Bond	Four Years
Four Year Prepaid Premium	\$ 41,394
Carrier	Travelers Casualty and Surety Company of America

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 76-2018.

Blair County Department of Social Services:

Jim Hudack requested approval of the County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$14,300.00, for the renovation of a 2-bedroom apartment next to the Teen Shelter to create an affordable housing opportunity. Total cost of renovation project is \$28,600.00 with the remaining amount being matched through HealthChoices Reinvestment.

Mr. Hudack stated that the Affordable Housing Trust Fund amount of \$14,300.00 will be matched 50/50 with other funds. He stated that 50% upfront, down payment is required and that the Affordable Housing Trust Fund disbursement of \$14,300.00 would be used as that down payment.

Discussion followed.

Blair County IT Department:

Don Weakland requested approval of a mutual non-disclosure agreement between the County of Blair and COMODO Security Solutions, Inc., effective 02/21/18.

Mr. Weakland stated that the agreement is a result of a purchase of software.

Discussion followed.

Resolution 77-2018: A resolution approving a mutual non-disclosure agreement between the County of Blair and COMODO Security Solutions, Inc., effective 02/21/18.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 77-2018.

Fort Roberdeau:

Glenn Nelson requested approval of a ¼ page, full-color advertisement in the Pennsylvania Travel Guide’s “Where & When” summer and fall issues at the rate of \$551.00 per ad, in the total amount of \$1,102.00, to be paid from the Fort Roberdeau Fund advertising budget.

Mr. Nelson stated that this is an annual request and that the advertisement documents have been reviewed by Solicitor Karn. He stated that the advertisement will be paid for out of the Fort Roberdeau advertising budget.

Discussion followed.

Resolution 78-2018: A resolution approving a ¼ page, full-color advertisement in the Pennsylvania Travel Guide’s “Where & When” summer and fall issues at the rate of \$551.00 per ad, in the total amount of \$1,102.00, to be paid from the Fort Roberdeau Fund advertising budget.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 78-2018.

Blair County Parks and Recreation Advisory Board:

- a. Commissioner Beam requested approval of a Purchase of Service Agreement between the County of Blair and Dwayne Dittsworth, Contractor to provide services as Director of Valley View County Park for the period beginning April 1, 2018 through November 30, 2018, in the amount of \$2,392.92 per month, plus approved reimbursable expenses.

Commissioner Beam stated that the Parks and Recreation Board has approved the expenditure from the Parks and Recreation Fund in the amount of \$2,392.92 which reflects a 2% increase from last year. The agreement has been reviewed by Solicitor Karn.

Discussion followed.

Resolution 79-2018: A resolution approving a Purchase of Service Agreement between the County of Blair and Dwayne Dittsworth, Contractor to provide services as Director of Valley View County Park for the period beginning April 1, 2018 through November 30, 2018, in the amount of \$2,392.92 per month, plus approved reimbursable expenses.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 79-2018.

- b. Commissioner Beam requested approval for an allocation of Park and Recreation Funds, in the total amount of \$7,250.00, for the Central Blair Recreation Commission (CBRC) Summer Playground Program (\$3,750.00), one-1 Extra Leader for the Summer Playground Program (\$750.00) and for the Summer Concert in the Park Series (\$2,750.00).

Commissioner Beam stated that these are annual requests from the Central Blair Recreation Commission and that the events are held annually at Valley View Park.

Discussion followed.

Resolution 80-2018: A resolution approving an allocation of Park and Recreation Funds, in the total amount of \$7,250.00, for the Central Blair Recreation Commission (CBRC) Summer Playground Program (\$3,750.00), one-1 Extra Leader for the Summer Playground Program (\$750.00) and for the Summer Concert in the Park Series (\$2,750.00).

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 80-2018.

Request for a Letter of Support/AntisTownship:

County Administrator Schmitt presented discussion concerning a letter of support for the Pennsylvania Department of Conservation and Natural Resources (DCNR), Community Conservation Partnership Program (C2PC) "Development" Grant Application for the Engineering Design and Construction Phase of the Logan Valley Streetcar Trail located in Antis Township, Blair County, PA.

Mrs. Schmitt stated that the letter is showing the County's support for the project and has no financial burden on the County.

Discussion followed.

Resolution 81-2018: A resolution approving a letter of support for the Pennsylvania Department of Conservation and Natural Resources (DCNR), Community Conservation Partnership Program (C2PC) "Development" Grant Application for the Engineering Design and Construction Phase of the Logan Valley Streetcar Trail located in Antis Township, Blair County, PA.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 81-2018.

Amending Resolution 54-2018, Dated 02/20/18, Approving a Contract Between the County of Blair and PrimeCare Medical, Inc.:

County Administrator Schmitt requested approval to amend Resolution 54-2018, dated 02/20/18 (approving a contract between the County of Blair and PrimeCare Medical, Inc.), amending the contract term end date from 02/29/20 to 02/28/21, and the two additional one-year option period end dates to 02/28/22 and 02/28/23. All other terms of the contract remain the same.

Mrs. Schmitt stated that this amendment is strictly to resolve incorrectly listed contract term dates. The PrimeCare Medical, Inc. representative has already approved the correction and has returned the initialed document for commissioner's signature.

Discussion followed.

Resolution 82-2018: A resolution approving to amend Resolution 54-2018, dated 02/20/18 (approving a contract between the County of Blair and PrimeCare Medical, Inc.), amending the contract term end date from 02/29/20 to 02/28/21, and the two additional one-year option period term end dates to 02/28/22 and 02/28/23. All other terms of the contract remain the same.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 82-2018.

Magisterial District Judge Miller/UniMart/Remediation Project:

County Administrator Schmitt presented a Scope of Work and Cost Estimate for 2018 Closure Activities, received from Kleinfelder, in the amount of \$11,664.00.

Mrs. Schmitt stated that the Underground Storage Tank Fund has sufficient funds to cover the closure activities amount of \$11,664.00, with approximately \$2,000.00 remaining in the fund for future county needs.

Discussion followed.

Resolution 83-2018: A resolution approving the Scope of Work and Cost Estimate for 2018 Closure Activities, received from Kleinfelder, in the amount of \$11,664.00, for the Magisterial District Justices Building/UniMart Remediation Project, located at 5628 E. Pleasant Valley Boulevard, Tyrone, PA.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 83-2018.

OLD BUSINESS:

Courthouse 1875-1906 Section Restoration Project:

- a. Commissioner Tomassetti requested approval to solicit a proposal from Albert Michaels Conservation for the artisan restoration work needed in Courtrooms #1 & #2.

Commissioner Tomassetti stated that the scope of work associated with the proposal would be for two slightly different scenarios in each Courtroom. The scope of work for Courtroom #1 would include the removal of loose trim as well as repairs and stabilization to the water-damaged plaster. Courtroom #1 would not be considered for a complete restoration until there is a permanent fix to the water infiltration issue on the alley side of Courtroom #1. The scope of work in Courtroom #2 would be a complete, artisan restoration of the space from a historically accurate faux finish on the ceiling and continuing the restoration down to the wainscot but excluding the interior of the recessed arch behind the Judge's bench.

Discussion followed.

Resolution 84-2018: A resolution approving to solicit a proposal from Albert Michaels Conservation for the artisan restoration work needed in Courtrooms 1 & 2.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 84-2018.

- b. Rocky Greenland presented discussion concerning the exterior window repair and restoration of windows in the 1875 section of the courthouse.

Mr. Greenland stated that if the repair and restoration work is not completed to the exterior of the windows it will impact the completed work on the interior.

Commissioner Tomassetti stated that this work would be considered artisan work. He also suggested that Albert Michaels be contacted for the window restoration proposal as they had restored the interior of the windows and other surfaces on the exterior of the building, such as the clock tower louvers.

Commissioner Erb stated that there is money budgeted in the bond for twenty nine (29) windows to the 1875 section of the courthouse.

Discussion followed.

Resolution 85-2018: A resolution approving to solicit a proposal from Albert Michaels Conservation for exterior window repair and restoration of windows in the 1875 section of the courthouse.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 85-2018.

Budget Process Policy:

Continued discussion.

Commissioner Erb stated that Finance Director Jenn Sleppy has presented a policy for adoption consideration. Commissioner Erb asked Mrs. Sleppy if she had any comments she would like to make. Mrs. Sleppy stated that she had no comments at this time.

Commissioner Tomassetti stated that he still recommends the use of calendar dates rather than the 3rd Tuesday of the month date and proposed the adoption of the Budget Process Policy using the date of on or before October 15th for the Preliminary Operating Budget and Overview of Financial Standing and Introduction of Coming Year Objectives; Introduction of the Budget and Final Budget Message by no later than November 15th and Adoption of the Budget by no later than December 15th.

Discussion followed.

Resolution 86-2018: A resolution approving the adoption of the Budget Process Policy using the dates of October 15th, November 15th and December 15th as listed below:

BUDGETARY PROCESS POLICY

The two primary goals of the policy are the **timely preparation and adoption of the budget** and **more meaningful public disclosure and participation:**

The process shall include the following:

- **Commissioners' Presentation of the Preliminary Operating Budget** and accompanying **Overview of Financial Standing and Introduction of Coming Year Objectives** by, on or before **October 15**. The **Overview of Financial Standing and Introduction of Coming Year Objectives** shall explain the preliminary budget and current financial standings in fiscal terms and in terms of programs and services. It shall outline the proposed financial policies of the County for the coming year, describe the important features of the budget, and indicate any major changes from the current year in financial policies, expenditures and revenue together with the reason for such changes. It will also summarize the county debt position and include any other material considered appropriate.
- **Three evening public hearings** on the budget, one each in the northern, central and southern sections of Blair County. The public hearings shall be held at least two weeks prior to introduction of the budget.
- **Introduction** of the budget and Final Budget Message **By no later than November 15.**
- **Adoption** of the budget **By no later than December 15.**

In addition, commencing in July of 2019, the Commissioners will also prepare and submit annually a comprehensive long-range **Operational and Capital Plan** covering at least the next three years for public services, capital improvements and fiscal policy by July 1 each year. This plan should be comprised of expected capital expenditures, staffing changes or reorganization, and space changes or reconfigurations. This plan should also detail any expected or executed changes within individual department financing structure such as new charges and fees, new grants, or new expenses implemented or expected for the following year.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 86-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator