

**AGENDA
BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, MARCH 13, 2018, 10:00 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **PUBLIC COMMENT**
5. **UPCOMING MEETINGS:**

| | | |
|---------------------------|------------|------------------------------------------------------------------------------------------------|
| Wednesday, March 14, 2018 | | |
| Thursday, March 15, 2018 | 8:30 a.m. | Prison Board (At the Prison) |
| | 10:00 a.m. | Records Improvement (Public Meeting Room, Basement) |
| | 7:30 p.m. | Ag Land Preservation Board (1407 Blair St., Hollidaysburg, PA) |
| Friday, March 16, 2018 | | |
| Monday, March 19, 2018 | 3:00 p.m. | ABCD Board of Directors (ABCD Corp. Board Room) |
| Tuesday, March 20, 2018 | 10:00 a.m. | Commissioners Work Session (Public Meeting Room, Basement) |
| | 6:00 p.m. | Blair County Library System Board (1600 5 th Ave., Altoona, PA) |
| Wednesday, March 21, 2018 | 7:30 a.m. | Blair County Convention and Sports Facilities Authority (Blair County Convention Center) |
| | 10:00 a.m. | Board of Assessment Appeals (Conference Room 2B, 2 nd Floor) |
| Thursday, March 22, 2018 | 10:15 a.m. | Salary Board (Public Meeting Room, Basement) |
| Friday, March 23, 2018 | | |
| Monday, March 26, 2018 | | |
| Tuesday, March 27, 2018 | 10:00 a.m. | Commissioners Business Session (Public Meeting Room, Basement) |

COMMISSIONERS COMMENTS

6. **CONSENT AGENDA**

Resolution 87-2018:

- a. Payment of two (2) Warrant List dated 03/12/18 in the amounts of \$200,677.22 and \$131,045.34, which includes payment of the following invoices:
 - o **2014 Project Fund/Bond/Reassessment:** Invoice #171300, received from Eastburn and Gray, PC, in the amount of \$120.00, for legal services rendered during the month of January, 2018.
 - o **2017 Project Fund/Bond/Elevator Modernization:** Invoice #NBJ30068001, received from Otis Elevator Company, in the amount of \$52,396.00, 50% down payment for necessary labor and materials to complete elevator modernization.
 - o **2017 Project Fund/Bond/MUNIS:** Invoice #045-213379, received from Tyler Technologies, in the amount of \$1,275.00, for implementation services, dated 01/22/18.
- b. Payment of one (1) Bill List for the Department of Social Services, dated 03/06/18, in the total amount of \$71,850.07.
- c. **Budget Transfers:** From 01105-42000 \$239.50 To 01151-42000 – Sheriff’s Department; From 01105-42000 \$35.00 To 013201-42000 – CYF; From 01105-42000 \$85.00 To 01209PO-42000 – Prison; From 01105-42000 \$50.00 To 01103BM-42000 – Building Maintenance; From 01105-42000 \$85.00 To 01158-42000 – District Attorney. 09/01/17 through 01/31/18 for background checks and blood testing originally budgeted in HR, being transferred to the appropriate departments.
- d. **Budget Transfers:** From 01105-42000 \$105.50 To 01107-42000 – Assessment; From 01105-42000 \$175.50 To 01153-42000 – Prothonotary; From 01105-42000 \$152.75 To 01209PO-42000 – Prison; From 01105-42000 \$253.25 To 75504-42000 – Social Services. 10/31/17 for background checks through Justifacts originally budgeted in HR, being transferred to the appropriate departments.
- e. **NBIS Bridge Inspection and Inventory:** Requesting approval for payment of Invoice No. 10, received from Stiffler McGraw, in the total amount of \$5,785.65 as follows: **Bridge #86,** Convention Center Boulevard over Brush Run, in the amount of \$2,641.13; **Bridge #71,** Bedford Street over Frankstown Branch of Juniata River, in the amount of \$2,289.44; and **Bridge #71,** Analysis, in the amount of \$855.08. Expenses will be made out of the Act 44 Reserve Account (059) and are 80% reimbursable
- f. **Blair County Bridge #10/Friesville:** Requesting approval for payment of PA Department of Transportation ECMS, Invoice #2, received from Keller Engineers, Inc., in the amount of \$13,765.01, for Preliminary Design Services. Expense will be paid from Marcellus Shale Legacy Funds and is 95% reimbursable.
- g. **Employment:** Christopher S. Bailey, FT, Parole and Probation Officer, APO, \$23,790.00/yr., effective 03/05/18; Christina L. Gunsallus, PT, Clerk Typist 1, Prothonotary, \$9.18/hr., effective 03/05/18.

- h. **Resignations:** Aaron M. Gallogly, FT, Law Clerk, Court Administration, \$31,211.96/yr., effective 03/09/18; Lisa A. Smith, FT, Probation Officer Aide 1, APO, \$17,380.22/yr., effective 03/16/18.
- i. **Retirements:** Donald E. Hazenstab, FT, Truck Driver, Highway, \$19.00/hr., effective 03/09/18.

7. UNFINISHED BUSINESS

Adoption of Resolutions:

Resolution 88-2018: A resolution approving 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.

Resolution 89-2018: A resolution approving 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.

8. OLD BUSINESS

Lawyers Lobby:

Discussion concerning proposal received from Contract Hardware, in the amount of \$9,006.00, for the replacement of one door in the Lawyer’s Lobby.

9. NEW BUSINESS

Pennsylvania 529 College Savings Program (PA 529):

Presentation by Kelly Davis, Field Representative PA Bureau of Savings Program.

2018 Blair County Transportation Infrastructure/Roadmap Funding Program:

Discussion concerning a proposal received from Keller Engineers, Inc., for County Road 101, Corridor Phase 2, Transportation Infrastructure/Roadmap Program, in the total estimated cost of \$4,870,000.00.

Blair County Human Resources:

Discussion concerning an agreement between the County of Blair and the HR Office, Inc., for temporary employee staffing within the County of Blair Human Resources Office at the following hourly rates: (The bill rates listed include the employees’ hourly rate plus mandated Social Security, Medicare, FUTA, SUTA and worker’s compensation, and a small agency fee.)

| Pay Rate | Bill Rate |
|-----------------|------------------|
| \$14.00/hr. | \$21.50/hr. |
| \$15.00/hr. | \$23.00/hr. |
| \$16.00/hr. | \$24.50/hr. |

911 Emergency Services:

Requesting approval to amend an agreement between the County of Blair and RBA Professional Data Systems, Incorporated (Resolution 428-2017), extending the completion date to April 24, 2018 and increasing the contract amount from a maximum amount of \$8,280.00 to \$16,560.00, in order to provide additional support to existing staff, assess and document existing IT infrastructure, and provide recommendations for ongoing support and/or remediation efforts.

Elevator Modernization Project:

Authorization to advertise for general, mechanical plumbing and electrical construction work for elevator modernization.

Request for a Second Letter of Support/Antis Township:

Discussion concerning a second letter of support for the Pennsylvania Department of Conservation and Natural Resources (DCNR), Community Conservation Partnership Program (C2PC) “Acquisition” Grant Application for funds to aid in the acquisition of lands for the Right-of-Way, as well as the surrounding land for open space and conservation purposes for the Logan Valley Streetcar Trail located in Antis Township, Blair County, PA.

10. ADJOURN

BUSINESS SESSION: TUESDAY, MARCH 13, 2018, 10:00 A.M.:

Location: Commissioner's Meeting Room, Basement, New Addition.

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

Others Present: Jenn Sleppy (Finance), Kay Stephens (Altoona Mirror), Kelly Davis (PA Treasury), Rocky Greenland (Public Works), Luke Bowser (Rep. John McGinnis' Office), Brian Wiser (Keller Engineers, (James Ott (Sheriff), Don Weakland (IT), Dave Albright (Architect), 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 those present stand and recite the Pledge of Allegiance to the Flag.

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

Wednesday, March 14, 2018

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Friday, March 23, 2018

Monday, March 26, 2018

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COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Beam expressed well wishes to the Bishop Guilfoyle boys' basketball team, the Altoona girls' basketball team, and the Bellwood Antis girls' basketball team as they compete in round two of the state basketball playoff games. He also expressed congratulations to the St. Francis University Red Flash Women's team who made the NCAA Women's Tournament by winning the Northeast Conference.

Commissioner Tomassetti acknowledged and thanked the Blair County Genealogy Society, especially Elaine Conrad and Jim Snyder for their efforts to unveil the identity and representation of the sculpted heads on the exterior of the 1876 portion of the Courthouse. Commissioner stated that several of the heads have been identified in terms of likeness, etc. He also stated that he would be inviting members of the society to an upcoming commissioner meeting to show where they are at in their efforts and to reveal the matches they have identified.

CONSENT AGENDA:

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- i. **Retirements:** Donald E. Hazenstab, FT, Truck Driver, Highway, \$19.00/hr., effective 03/09/18.

Commissioner Tomassetti noted his abstention on consent agenda item f, due to a conflict of interest for the payment of Invoice #2, received from Keller Engineers, Inc., in the amount of \$13,765.01, for Preliminary Design Services.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 87-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 88-2018: A resolution approving 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.

Commissioner Tomassetti noted his abstention on voting on the adoption of Resolution 88-2018 due to a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 88-2018.

Resolution 89-2018: A resolution approving 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.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 89-2018.

OLD BUSINESS:

Lawyers Lobby:

Dave Albright presented a proposal received from Contract Hardware, in the amount of \$9,006.00, for the replacement of one door in the Lawyer's Lobby.

Mr. Albright stated that a single quote for a fire-rated, wooden replica door was solicited for the replacement of the current steel fire door in the Lawyers Lobby. The proposal is complete with hardware, jambs and a factory finish.

Commissioner Erb asked Mr. Albright if he obtained multiple quotes. Mr. Albright replied no and explained why only one quote was obtained.

Commissioner Beam expressed his concern with having received only one quote for such a high priced door.

Mr. Albright stated that it would take approximately six to eight weeks from acceptance of the proposal for delivery of the door and that obtaining multiple quotes could be accomplished without impacting the overall timeline of the project.

Discussion followed.

Mr. Albright was asked to obtain additional quotes.

NEW BUSINESS:

Pennsylvania 529 College Savings Program (PA 529):

Presentation by Kelly Davis, Field Representative PA Bureau of Savings Program.

Ms. Davis stated that the biggest advantage for participants in a PA 529 savings plan is the tax advantages. She stated that 529 contributions can be deducted on state tax returns in an amount up to \$15,000.00 per year, per beneficiary, or up to \$30,000.00 per year, per beneficiary, for married couples, provided each spouse has an income of at least \$15,000.00. Earnings are not subject to annual taxation for either Federal or PA Income Taxes when funds are used for qualified expenses.

Ms. Davis stated that there are two plans to choose from, the PA 529 Guaranteed Savings Plan (GSP) and the PA 529 Investment Plan (IP). She stated that the GSP is growth based on tuition inflation and the IP is managed by the VanGuard Group in which growth returns are based on investment options that are selected by the participant. She stated that account funds from either plan can be used for K-12 tuition expenses up to \$10,000.00 per year, per beneficiary as well as for qualifying higher education expenses at most colleges, universities and career schools nationwide and abroad including: tuition, fees, books, certain room and board expenses and equipment, and computers.

Ms. Davis stated that contributions can be made in any amount, minimum of \$15.00 for the GSP and \$25.00 for the IP, and contributions can be made in a lump sum, periodically or automatically by payroll deduction or bank transfer. She stated that there is no cost to the county, as the PA 529 College Savings Program would be offered as a voluntary employee benefit. There is a \$50.00 enrollment fee for participation in the PA 529 GSP, however, that fee would be waived for all employees opening new accounts. Enrollment in the PA 529 IP is free.

Discussion followed.

2018 Blair County Transportation Infrastructure/Roadmap Funding Program:

Brian Wisner presented discussion concerning a proposal received from Keller Engineers, Inc., for County Road 101, Corridor Phase 2, Transportation Infrastructure/Roadmap Program, in the total estimated cost of \$4,870,000.00.

Mr. Wisner stated that in 2017 Governor Wolfe introduced the Transportation Infrastructure/Roadmap Program. He stated that this program provides the opportunity for counties that have adopted the \$5.00 registration for local use fee to match up to a \$2,000,000.00 with Roadmap Program funds.

Mr. Wisner stated that the county's vision is to improve the County Road 101 Corridor, which spans approximately seven (7) miles from East Freedom to Sproul. This funding would allow for eight (8) structurally deficient bridges to be replaced or rehabilitated to allow for future improvements, including improvements to the drainage and eventual paving.

Discussion followed.

Resolution 90-2018: A resolution approving Blair County's Transportation Infrastructure/Roadmap Program, in the total estimated cost of \$4,870,000.00, for submission to the Pennsylvania Department of Transportation for further discussion.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 90-2018.

Blair County Human Resources:

Commissioner Erb presented discussion concerning an agreement between the County of Blair and the HR Office, Inc., for temporary employee staffing within the County of Blair Human Resources Office at the following hourly rates: (The bill rates listed include the employees' hourly rate plus mandated Social Security, Medicare, FUTA, SUTA and worker's compensation, and a small agency fee.)

| Pay Rate | Bill Rate |
|-----------------|------------------|
| \$14.00/hr. | \$21.50/hr. |
| \$15.00/hr. | \$23.00/hr. |
| \$16.00/hr. | \$24.50/hr. |

Commissioner Erb stated that the pay rate shown of \$14.00/hr. is for the vacant Benefits Coordinator position; the \$15.00/hr. is for the vacant HR Generalist position and the \$16.00/hr. is for the recently created HR Manager position.

County Administrator Schmitt stated that Solicitor Karn has reviewed the agreement and did request changes to the agreement. She stated that the requested changes have been forwarded to the HR Office, as of this time she has not received confirmation that they have accepted those changes, however, given the urgency in filling these positions, she asked that the board consider taking action pending acceptance of the requested changes.

Discussion followed.

Resolution 91-2018: A resolution approving, pending acceptance of requested changes, an agreement between the County of Blair and the HR Office, Inc., for temporary employee staffing within the County of Blair Human Resources Office at the following hourly rates: (The bill rates listed include the employees' hourly rate plus mandated Social Security, Medicare, FUTA, SUTA and worker's compensation, and a small agency fee.)

| Pay Rate | Bill Rate |
|-----------------|------------------|
| \$14.00/hr. | \$21.50/hr. |
| \$15.00/hr. | \$23.00/hr. |
| \$16.00/hr. | \$24.50/hr. |

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 92-2018.

911 Emergency Services:

Don Weakland requested approval to amend an agreement between the County of Blair and RBA Professional Data Systems, Incorporated (Resolution 428-2017, dated 10/24/17), extending the completion date to April 24, 2018 and increasing the contract amount from a maximum amount of \$8,280.00 to \$16,560.00, in order to provide additional support to existing staff, assess and document existing IT infrastructure, and provide recommendations for ongoing support and/or remediation efforts.

Mr. Weakland explained the need for the amendment to the agreement. County Administrator Schmitt stated that the amendment is pending Solicitor Karn's review; however due to the urgency in this matter she requested that the board considering taking action pending approval of solicitor review.

Discussion followed.

Resolution 92-2018: A resolution approving to amend, pending solicitor review, an agreement between the County of Blair on behalf of the Department of Emergency Services and RBA Professional Data Systems, Incorporated (Resolution 428-2017, dated 10/24/17), extending the completion date to April 24, 2018 and increasing the contract amount from a maximum amount of \$8,280.00 to \$16,560.00, in order to

provide additional support to existing staff, assess and document existing IT infrastructure, and to provide recommendations for ongoing support and/or remediation efforts.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 92-2018.

Elevator Modernization Project:

County Administrator Schmitt requested authorization to advertise for general, mechanical plumbing and electrical construction work associated with the elevator modernization project.

Discussion followed.

Resolution 93-2018: A resolution approving authorization for the County of Blair to advertise for bid for the general, mechanical, plumbing and electrical construction work for elevator modernization in the older section of the courthouse.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 93-2018.

Request for a Second Letter of Support/Antis Township:

County Administrator Schmitt presented discussion concerning a second letter of support for the Pennsylvania Department of Conservation and Natural Resources (DCNR), Community Conservation Partnership Program (C2PC) "Acquisition" Grant Application for funds to aid in the acquisition of lands for the Right-of-Way, as well as the surrounding land for open space and conservation purposes for the Logan Valley Streetcar Trail located in Antis Township, Blair County, PA.

Mrs. Schmitt stated that the county approved the 1st letter of support at the March 13, 2018 meeting. This second letter of support is for the acquisition for funds to aid in the acquisition of land for the Logan Valley Streetcar Trail project and at no financial obligation to the County.

Discussion followed.

Resolution 94-2018: A resolution approving a second letter of support for the Pennsylvania Department of Conservation and Natural Resources (DCNR), Community Conservation Partnership Program (C2PC) "Acquisition" Grant Application for funds to aid in the acquisition of lands for the Right-of-Way, as well as the surrounding land for open space and conservation purposes for the Logan Valley Streetcar Trail located in Antis Township, Blair County, PA.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 94-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator