

**AGENDA  
SPECIAL MEETING  
BLAIR COUNTY BOARD OF COMMISSIONERS  
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE  
FRIDAY, JUNE 29, 2018, 8:15 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **APPROVAL OF MINUTES – JUNE 26, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**
  - Resolution 241-2018:**
    - a. Payment of five (5) Warrant Lists dated 06/20/18, 06/21/18 and 06/28/18 in the amounts of \$21,264.66, \$5,788.40, \$30,051.59, \$ 316,269.39 and \$33,305.44 which include payments of the following invoices:
      - An invoice dated 05/05/18, in the total amount of \$593.04, received from Keller Engineers, Inc., for repairs to bridges #45, #56 and #69.
      - An invoice dated 05/05/18, in the total amount of \$1,375.00, received from Keller Engineers, Inc., for the 911 Center Parking Project, for grant coordination.
      - **2017 Project Fund/Bond/Lawyer’s Lobby Restoration Project:** Payment of application #3, received from Bettwy Electric, Inc., in the amount of \$1,150.20.
      - **2017 Project Fund/Bond/1875 Section Courthouse Windows Project:** Payment of application #1, received from Albert Michaels Conservation, Inc., in the amount of \$26,783.75.
      - **2017 Project Fund/Bond/Judges’ Chambers Relocation Project:** Payment of an invoice received from McCartney’s, in the amount of \$730.00, for design services.
      - **2017 Project Fund/Bond/Elevator Modernization Project:** Payment of an invoice received from Otis Elevator Company, in the amount of \$26,198.00, for labor and materials.
      - **2017 Project Fund/Bond/Courtroom #6 Project:** Payment of an invoice received from the Borough of Hollidaysburg, in the amount of \$238.00, for permit fee.
    - b. Payment of one (1) Warrant List dated 06/25/18, in the amount of \$15,998.79, which includes payment of the following four (4) invoices received from Keller Engineers, Inc.:
      - An invoice dated 06/03/18, in the total amount of \$8,000.34, for repairs to bridges #45, #56 and #69.
      - An invoice dated 06/03/18, in the total amount of \$3,567.20, for County Road 105, Stormwater Drainage.
      - An invoice dated 06/02/18, in the total amount of \$937.50, for 2018 Coordination of Engineering Services.
      - An invoice dated 05/05/18, in the total amount of \$3,493.75, for 2018 Coordination of Engineering Services.
    - c. Payment of three (3) Preliminary Check Writing Reports for the Department of Social Services dated 06/15/18 in the amounts of \$132,360.37 and \$18,450.08; 06/25/18 in the amount of \$46,573.29, and 06/28/18, in the amount of \$4,378.24, which include payments of the following invoices:
      - Seventeen (17) invoices in the total amount of \$132,360.47, payable to the Home Nursing Agency.
      - Seven (7) invoices in the total amount of \$18,450.08, and four (4) invoices in the total amount of \$46,573.29, payable to UPMC Altoona.
    - d. **Budget Transfer:** Lawyers Lobby Expenses to be reimbursed with PHMC Grant Funds: From 01101-41999 (Contingency) to 01103BM-46030 (Buildings and Maintenance) \$80,000.00.
    - e. **Bridge #10/Friesville:** Payment of Invoice #4, received from Keller Engineers, Inc., in the amount of \$15,228.69, for preliminary design. Expense will be paid from Marcellus Shale Legacy Funds and is 95% reimbursable.

- f. **Employment:** Angela Hewett, FT, Adult Parole & Probation Officer Aide 1, APO, \$17,399.20/yr., effective 06/25/18; Bethany Cocola, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 07/02/18; Quinn Hunter, PT, Sheriff's Deputy, Sheriff's Office, \$11.80/hr., effective 07/02/18; Matthew Fallings, PT, Law Clerk, Court Administration, Judge Bernard's Office, \$18.00/hr., effective 07/02/18; Greg McConnell, FT, Quality Assurance and Housing Coordinator, Social Services, \$40,000.22/yr., effective 07/02/18; Amber Replogle, FT, Administrative Assistant, Assessment Office, \$16,270.80/yr., effective 07/02/18; Tanner Nichols, Robert Wagner and Taylor Bivens. FT, Corrections Officer, Prison, \$19.54/hr., effective 07/02/18; Shannon Gladfelter and Brett Lucas, PT, Corrections Officer, Prison, \$14.42/hr., effective 07/02/18.
  - g. **Resignations:** Albert J. Svencer, Fill-In, Corrections Officer, Prison, \$14.42/hr., effective 06/24/18.
  - h. **Retirements:** Kathleen M. Casher, FT, Deputy Recorder, Register & Records Office, \$22,695.40/yr., effective 06/29/18.
  - i. **Terminations:** Mason M. Longenecker and David Saylor, FT, Corrections Officer, Prison, \$19.54/hr., effective 06/26/18.
8. **UNFINISHED BUSINESS**  
**Adoption of Resolutions:**  
**Volunteer Liability Insurance:**  
**Resolution 242-2018:** A resolution approving the submission of two renewal applications for two (2) volunteer insurance coverage policies with Axis Insurance Co., through the County Commissioners Association of Pennsylvania Insurance Programs, for the period 7-14-18 to 7-14-19 (Emergency Services Volunteers) and 7-17-18 to 7-17-19 for (county volunteers).
9. **STAFF REPORTS & SPECIAL BUSINESS**
- A. **Blair County Department of Social Services:**  
 Requesting approval for authorization to submit a FY 2018 Emergency Solutions Grant (ESG) to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), in the amount of \$920,667.00, for homeless shelter housing and service providers.
  - B. **Fort Roberdeau:**  
 Requesting acceptance of the Fort Roberdeau Association (FRA) 2017 Financial Statements and Independent Auditor's Report prepared by Young, Oakes, Brown and Company (YOBCO).
  - C. **Evolution Expressions:**  
 Requesting approval of a Justice Assistance Grant Jurisdiction Waiver in support of Evolution Expression's grant application for Byrne Justice Assistance Grant (JAG) funds awarded through the Pennsylvania Commission on Crime and Delinquency (PCCD) for the dropout prevention program – Check and Connect.
  - D. **Blair County Adult Parole and Probation:**  
 Requesting approval of an Agreement for Monitoring and Associated Services between the County of Blair, Adult Parole and Probation and Corrections Development, Inc., for an initial one (1) year term commencing on the date of execution of agreement by both parties. Said agreement shall automatically renew for additional one (1) year terms unless terminated according to the terms and conditions outlined in section 9 of the agreement. Costs for monitoring and associated services vary and have been budgeted in the 2018 Adult Supervision Fee Budget.
  - E. **Acceptance of Bids:**  
 Requesting approval for the acceptance of bids for General Construction, HVAC, Plumbing and Electrical Work for the interior alterations and HVAC improvements to the second floor of the Historic side of the Courthouse.
10. **OLD BUSINESS**
11. **ADJOURN**

**SPECIAL MEETING: FRIDAY, JUNE 29, 2018, 8:15 A.M.:**

Location: Conference Room 2B, 2<sup>nd</sup> Floor, New Addition.

Members Present: Commissioner Erb, Commissioner Tomassetti, Commissioner Beam, Assistant County Administrator Hemminger and Assistant Solicitor Muriceak.

Members Absent: County Administrator Schmitt and Solicitor Karn.

Others Present: Kay Stephens (Altoona Mirror), Jen Sleppy (Finance), Glenn Nelson (Ft. Roberdeau), Cory Seymour (APO), Trina Illig (Social Services), Rocky Greenland (Public Works), Craig Clark (Evolution Expressions), 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.

**APPROVAL OF MINUTES – JUNE 26, 2018:**

Commissioner Erb called for the approval of minutes of June 26, 2018 to be removed from the agenda.

**PUBLIC COMMENT:**

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

**COMMISSIONERS COMMENTS:**

Commissioner Erb called for commissioners comments.

Commissioner Beam extended congratulations to the County of Blair Redevelopment and Housing Authority (COBRAH) on achieving a score of 102% for program operation by the United States Department of Housing and Urban Development.

Commissioner Tomassetti stated that on May 22, 2018, he mistakenly voted to adopt Resolution 190-2018 approving two (2) quotes received from McCartney's, in the amounts of \$730.00 to relocate Judge Bernard's Chambers and Staff and \$1,180.00 to relocate Judge Kagarise's Chambers and Staff when he should have abstained from voting on the matter due to a professional relationship with principals within that entity.

Commissioner Erb stated that action would be taken to correct the abstention as part of unfinished business.

**CONSENT AGENDA:**

**Resolution 241-2018:**

- a. Payment of five (5) Warrant Lists dated 06/20/18, 06/21/18 and 06/28/18 in the amounts of \$21,264.66, \$5,788.40, \$30,051.59, \$ 316,269.39 and \$33,305.44 which include payments of the following invoices:
  - An invoice dated 05/05/18, in the total amount of \$593.04, received from Keller Engineers, Inc., for repairs to bridges #45, #56 and #69.
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  - An invoice dated 06/03/18, in the total amount of \$8,000.34, for repairs to bridges #45, #56 and #69.
  - An invoice dated 06/03/18, in the total amount of \$3,567.20, for County Road 105, Stormwater Drainage.
  - An invoice dated 06/02/18, in the total amount of \$937.50, for 2018 Coordination of Engineering Services.
  - An invoice dated 05/05/18, in the total amount of \$3,493.75, for 2018 Coordination of Engineering Services.
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  - Seventeen (17) invoices in the total amount of \$132,360.47, payable to the Home Nursing Agency.
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- g. **Resignations:** Albert J. Svencer, Fill-In, Corrections Officer, Prison, \$14.42/hr., effective 06/24/18.
- h. **Retirements:** Kathleen M. Casher, FT, Deputy Recorder, Register & Records Office, \$22,695.40/yr., effective 06/29/18.
- i. **Terminations:** Mason M. Longenecker and David Saylor, FT, Corrections Officer, Prison, \$19.54/hr., effective 06/26/18.

Commissioner Tomassetti noted his abstention on the payments of the following invoices due to a conflict of interest as he has a professional relationship with principals within the entities:

- An invoice received from McCartney's, in the amount of \$730.00, for design services.
- An invoice dated 05/05/18, in the total amount of \$593.04, received from Keller Engineers, Inc., for repairs to bridges #45, #56 and #69.
- An invoice dated 05/05/18, in the total amount of \$1,375.00, received from Keller Engineers, Inc., for the 911 Center Parking Project, for grant coordination.
- Invoice #4, received from Keller Engineers, Inc., in the amount of \$15,228.69, for preliminary design.
- An invoice from Keller Engineer dated 06/03/18, in the total amount of \$8,000.34, for repairs to bridges #45, #56 and #69.
- An invoice from Keller Engineer dated 06/03/18, in the total amount of \$3,567.20, for County Road 105, Stormwater Drainage.
- An invoice from Keller Engineer dated 06/02/18, in the total amount of \$937.50, for 2018 Coordination of Engineering Services.
- An invoice from Keller Engineer dated 05/05/18, in the total amount of \$3,493.75, for 2018 Coordination of Engineering Services.

Commissioner Erb noted his abstention on the payment of the following invoices due to a conflict of interest:

- Seventeen (17) invoices in the total amount of \$132,360.47, payable to the Home Nursing Agency.
- Seven (7) invoices in the total amount of \$18,450.08, and four (4) invoices in the total amount of \$46,573.29, payable to UPMC Altoona.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 241-2018.

**UNFINISHED BUSINESS:**

**Adoption of Resolutions:**

**Volunteer Liability Insurance:**

**Resolution 242-2018:** A resolution approving the submission of two renewal applications for two (2) volunteer insurance coverage policies with Axis Insurance Co., through the County Commissioners Association of Pennsylvania Insurance Programs, for the period 7-14-18 to 7-14-19 (Emergency Services Volunteers) and 7-17-18 to 7-17-19 for (county volunteers).

**Resolution 242-2018:** A resolution approving the submission of two renewal applications for two (2) volunteer insurance coverage policies with Axis Insurance Co., through the County Commissioners Association of Pennsylvania Insurance Programs, for the period 7-14-18 to 7-14-19 (Emergency Services Volunteers) and 7-17-18 to 7-17-19 for (county volunteers).

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 242-2018.

**Resolution 190-2018:** Adopted May 22, 2018 - approving two (2) quotes received from McCartney's, in the amounts of \$730.00 to relocate Judge Bernard's Chambers and Staff and \$1,180.00 to relocate Judge Kagarise's Chambers and Staff. Invoices to be paid from the 2017 Project Fund/Bond.

Discussion followed.

**Resolution 243-2018:** A resolution approving to withdraw a motion by Commissioner Tomassetti voting in favor of the adoption of Resolution 190-2018 dated May 22, 2018, due to a conflict of interest due to a professional relationship with principals within the entity.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 243-2018.

**Resolution 243A-2018:** A resolution approving the re-adoption of Resolution 190-2018 approving two (2) quotes received from McCartney's, in the amounts of \$730.00 to relocate Judge Bernard's Chambers and Staff and \$1,180.00 to relocate Judge Kagarise's Chambers and Staff. Invoices to be paid from the 2017 Project Fund/Bond.

Commissioner Tomassetti noted his abstention due to a conflict of interest as he has a professional relationship with principals within the entity.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 243A-2018.

**STAFF REPORTS & SPECIAL BUSINESS:**

**Blair County Department of Social Services:**

Trina Illig requested approval for authorization to submit a FY 2018 Emergency Solutions Grant (ESG) to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), in the amount of \$920,667.00, for homeless shelter housing and service providers.

Mrs. Illig stated that the \$920,667.00 would be used as follows:

- \$160,667.00 for Rapid Rehousing
- \$750,000.00 for Shelter Renovations
- \$ 10,000.00 for Teen Shelter Expenses

Discussion followed.

**Fort Roberdeau:**

Glenn Nelson requested acceptance of the Fort Roberdeau Association (FRA) 2017 Financial Statements and Independent Auditor's Report prepared by Young, Oakes, Brown and Company (YOBCO).

Discussion followed.

**Resolution 244-2018:** A resolution approving the acceptance of the Fort Roberdeau Association (FRA) 2017 Financial Statements and Independent Auditor's Report prepared by Young, Oakes, Brown and Company (YOBCO).

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 244-2018.

Mr. Nelson extended an invitation to attend the Star Spangled 4<sup>th</sup> of July celebration at Fort Roberdeau.

Mr. Nelson distributed invitations to the Commissioners and their staff for the grand opening and ribbon cutting ceremony of the Mountain Lion Observatory. The event is to be held at the new observatory, located on fort grounds, Wednesday, July 11, 2018 beginning at 10 a.m. The public is invited to a night sky observation (weather permitting) from 8:30-11:00 p.m. on Wednesday, July 11.

Discussion followed.

**Evolution Expressions:**

Craig Clark requested approval of a Justice Assistance Grant Jurisdiction Waiver in support of Evolution Expression's grant application for Byrne Justice Assistance Grant (JAG) funds awarded through the Pennsylvania Commission on Crime and Delinquency (PCCD) for the dropout prevention program – Check and Connect.

Mr. Clark stated that Evolution Expressions has applied for the PCCD grant funds. A notification from PCCD was recently received indicating that the Jurisdiction Waiver in support of the grant is needed from the county.

Mr. Clark stated that there are approximately one-hundred (100) students throughout Blair County involved in the dropout prevention program. Altoona, Hollidaysburg, Tyrone and Claysburg-Kimmel School Districts have trained social workers in place. He stated that the grant funding will support materials and on-going training programs.

Commissioner Erb stated that the grant application submission has received full support from the Criminal Justice Advisory Board (CJAB), Children, Youth and Families (CYF), Juvenile Probation Office (JPO), Children's Roundtable and the Blair County Healthy Coalition. He stated that there is no cost to the county associated with this grant.

Discussion followed.

**Resolution 245-2018:** A resolution approving a Justice Assistance Grant Jurisdiction Waiver in support of Evolution Expression's grant application for Byrne Justice Assistance Grant (JAG) funds awarded through the Pennsylvania Commission on Crime and Delinquency (PCCD) for the dropout prevention program – Check and Connect.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 245-2018.

**Blair County Adult Parole and Probation:**

Cory Seymour requested approval of an Agreement for Monitoring and Associated Services between the County of Blair, Adult Parole and Probation and Corrections Development, Inc., for an initial one (1) year term commencing on the date of execution of agreement by both parties. Said agreement shall automatically renew for additional one (1) year terms unless terminated according to the terms and conditions outlined in section 9 of the agreement. Costs for monitoring and associated services vary and have been budgeted in the 2018 Adult Supervision Fee Budget.

Mr. Seymour stated that the monitoring program is a privilege program and that the costs for the monitoring and associated services are paid for by the clients enrolled in the program. The costs are collected upfront from the clients and the invoice received by the county is paid out of the Adult Supervision Fund.

Mrs. Hemminger stated that there are some insurance questions that need to be addressed through The County's insurance carrier, PCoRP. This will require additional review by the county solicitor before any action can be taken.

Discussion followed.

**Acceptance of Bids – HVAC & Interior Alteration Project (1875 & 1906 Sections of Blair County Courthouse):**

Assistant County Administrator Hemminger requested approval for the acceptance of bids for General Construction, HVAC, Plumbing and Electrical Work for the interior alterations and HVAC improvements to the second floor of the Historic side of the Courthouse.

Mrs. Hemminger stated that bids were solicited for General Construction, HVAC, Plumbing and Electrical Work for the interior alterations and HVAC improvements to the second floor of the historic side of the Courthouse with the following bids received and opened at 2:00 p.m. on June 27, 2018:

**General Construction** seven (7) contractors attended the mandatory pre-bid meeting with three (3) bids received as follows:

BCS Construction, Inc.	Base Bid \$396,288.00	Add Alternate #1 \$201,071.00	Addenda Received	Bid Bond 10%
Kretina Builders, Inc.	Base Bid \$368,000.00	Add Alternate #1 \$117,000.00	Addenda Received	Bid Bond 10%
Mid-State Construction, Inc.	Base Bid \$410,972.00	Add Alternate #1 \$82,532.00	Addenda Received	Bid Bond 10%

**HVAC Construction** five (5) contractors attended the mandatory pre-bid meeting with one (1) bid received as follows:

Marc Service, Inc.	Base Bid \$792,600.00	Addenda Received	Bid Bond 10%
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**Plumbing Construction** three (3) contractors attended the mandatory pre-bid meeting with one (1) bid received as follows:

K & K Plumbing, Co.	Base Bid \$18,500.00	Addenda Received	Bid Bond 10%
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**Electrical Construction** six (6) contractors attended the mandatory pre-bid meeting with three (3) bids received as follows:

Bettwy Electric	Base Bid \$598,750.00	Addenda Received	Bid Bond 10%
Schultheis Electric	Base Bid \$737,000.00	Addenda Received	Bid Bond 10%
Stelco, Inc.	Base Bid \$491,450.00	Addenda Received	Bid Bond 10%

Mrs. Hemminger requested that the board consider acceptance of the bids received for review and rejection or award to the lowest responsible bidders meeting specifications within thirty (30) days of bid opening.

Discussion followed.

**Resolution 246-2018:** A resolution approving that the bids received for General Construction, HVAC, Plumbing and Electrical Work for Interior Alterations and HVAC Improvements to the 2<sup>nd</sup> Floor, Historic Side of the Courthouse are hereby accepted for review, rejection or award to the lowest responsible bidder meeting specifications within thirty (30) days of bid opening of June 27, 2018.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 246-2018.

**OLD BUSINESS:**

None

**ADJOURN:**

Meeting Adjourned,

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Nicole Hemminger, Assistant County Administrator