

**BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, JULY 17, 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 – JULY 10, 2018
5. PUBLIC COMMENT

6. UPCOMING MEETINGS:

Wednesday, July 18, 2018	7:30 a.m.	Convention & Sports Facilities Auth. (Blair County Convention Center)
	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B, 2 nd Floor)
Thursday, July 19, 2018	8:30 a.m.	Prison Board (Conference Room 4B, 4th Floor)
	10:00 a.m.	Records Improvement (Conference Room 4B, 4 th Floor)
Friday, July 20, 2018		
Monday, July 23, 2018		
Tuesday, July 24, 2018	10:00 a.m.	Commissioners Work Session (Conference Room 2B, 2 nd Floor)
Wednesday, July 25, 2018		
Thursday, July 26, 2018	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Floor)
Friday, July 27, 2018		
Monday, July 30, 2018		
Tuesday, July 31, 2018	10:00 a.m.	Commissioners Business Session (Conference Room 2B, 2 nd Floor)

7. COMMISSIONERS COMMENTS

8. CONSENT AGENDA

Resolution 261-2018:

- a. Payment of two (2) Warrant List dated July 16, 2018, in the amounts of \$87,268.38 and \$1,569,414.26, which include payments of the following invoices:
 - **2017 Project Fund/Bond/Courtrooms #1 & #2 Project:** Payment of and invoice received from Burgmeier’s Hauling, in the amount of \$758.72, for a dumpster.
 - **2017 Project Fund/Bond/Courtroom #1 Project:** Payment of an invoice received from Empire Communications, in the amount of \$488.00, for a volume control for the audio system.
 - **2017 Project Fund/Bond/Elevator Modernization Project:** Payments of Application’s #1, received from JC Orr, and Bettwy Electric, in the amounts of \$9,355.50 and \$9,337.50, respectively, for services rendered.
 - **2017 Project Fund/Bond/Reassessment Project:** Payment of an invoice received from Weiss Burkhardt Kramer (WBK), in the amount of \$1,412.50, for professional services rendered.
 - **2017 Project Fund/Bond/MUNIS Project:** Payment of two (2) invoices received from Tyler Technologies, Inc., in the amounts of \$4,619.29 and \$5,256.66, for implementation services.
 - **2017 Project Fund/Bond/Courthouse Water Infiltration Project:** Payment of an invoice to John Rita, in the amount of \$500.00, for professional services rendered for the month of June, 2018.
 - **Prothonotary Automation Fund:** Payment of an invoice received from McCartney’s, dated May 21, 2018, in the amount of \$2,210.00, for two (2) Tensco Microfiche Files, plus freight.
 - **Children, Youth and Families:** Payment of an invoice to JJ Keller Family Partnership, in the amount of \$1,975.00, for August office rent.
- b. **Correction on Payment out of the 2017 Project Fund/Bond:** An invoice to DeGol Carpeting, in the amount of \$596.91, for carpeting (Consent Agenda Resolution #230-2018, dated June 26, 2018) carpeting was for two (2) platforms associated with the relocation of Courtrooms #1 and #2; carpeting was not for Judge Milliron’s Office as originally listed on the Consent Agenda dated June 26, 2018.

- c. **Correction of Budget Transfers:** For the payment of invoices #852839, #852840 and #852841 received from McNeese Wallace for legal services originally budgeted in HR, being moved to the appropriate departments. **The following three (3) transfers listed on Consent Agenda 247-2018, dated July 10, 2018, were incorrect:**

• From	\$\$	To
01105-44080	\$171.50	01101-44080 Prison
• From	\$\$	To
01151-44080	\$35.43	01159-44080 Prothonotary
• From	\$\$	To
01151-44080	\$59.93	01151-44080 Sheriff

The following three (3) transfers are correct:

• From	\$\$	To
01105-44080	\$171.50	01209PO-44080 Prison
• From	\$\$	To
01105-44080	\$35.43	01153-44080 Prothonotary
• From	\$\$	To
01105-44080	\$59.93	01151-44080 Sheriff

- d. Payment of a one (1) Preliminary Check Writing Report for the Department of Social Services dated July 13, 2018, in the total amount of \$57,369.00, which include payments of the following invoices:
- Six (6) invoices payable to UPMC Altoona, in the total amount of \$6,498.34.
 - One (1) invoice payable to the Home Nursing Agency, in the amount of \$25,755.19.
- e. Ratification of Payroll for the Period Ending July 6, 2018, in the amount of \$762,098.01.
- f. **Blair HealthChoices:** Requesting approval for the reappointments of Kathleen Wallace, Steve Williamson and Alex Seltzer to the Blair HealthChoices Board of Directors for the period of July 1, 2018 through June 30, 2021.
- g. **Employment:** Matthew Musselman, FT, Corrections Officer, Prison, \$19.54/hr., effective 07/16/18; Zachary Morris, PT, Fill-In, Corrections Officer, Prison, \$14.42/hr., effective 07/16/18.
- h. **Employment Correction to Consent Agenda Resolution 241-2018 dated June 29, 2018:** Greg McConnell, (FT, Quality Assurance and Housing Coordinator, Social Services, \$40,000.22/yr., effective July 2, 2018), conditional offer of hire rescinded July 5, 2018. Prospective new hire did not follow through with conditional offer of hire.
- i. **Resignations:** Shelby S. Gray, FT, Victim Witness Advocate, District Attorney's Office, \$19,801.00/yr., effective 07/09/18.
- j. **Retirement:** Norman E. Stoltz, FT, Corrections Officer, Prison, \$19.91/hr., effective 07/13/18.

9. UNFINISHED BUSINESS

Adoption of Resolutions:

Resolution 262-2018: A resolution approving a Contract between the County of Blair and Blair Senior Services Inc., effective 07/01/18 through 06/30/19 for administration of the FY 2018-2019 Medical Assistance Transportation Program funds.

Resolution 263-2018: A resolution approving the Medical Assistance Transportation Program Participation Grant Agreement (MATP) and Assurance of Compliance between the County of Blair and the Commonwealth of Pennsylvania Department of Public Welfare, Bureau of Managed Care Operations for FY 2018-2019 in the initial allocation amount of \$1,495,892.00.

10. OLD BUSINESS

Blair County Coroner:

Requesting approval to submit a grant application for \$10,000.00 to the Pennsylvania Department of Health.

Award of Bids:

Discussion concerning the award or rejection of bids for General Construction, HVAC, Plumbing and Electrical Work for the interior alterations and HVAC improvements to the second floor of the historical side of the Courthouse. Action to award or reject bids must take place 30 days from the bid opening of June 27, 2018.

Consent Agenda 230-2018:

Commissioner Tomassetti's abstention from payment of an invoice received from McCartney's in the amount of \$429.00 for design service. This invoice was a part of Resolution 230-2018 dated June 26, 2018.

11. NEW BUSINESS

Canoe Creek State Park:

Requesting approval of a Letter of Support for the acquisition and conservation of the 0.5 acre Cohen property for open space and trail purposes located in Frankstown Township, Blair County to allow the Department of Conservation and Natural Resources (DCNR) to connect the state park to the Rails-to-Trails Lower Trail.

Blair County Children, Youth and Families:

Requesting approval of a Memorandum of Understanding (MOU) between the County of Blair, Blair County Children, Youth and Families, the Solicitor supporting CYS, Diakon Lutheran Social Ministries (Diakon), and its subcontractor, Family Design Resources (FDR), Inc., for the SWAN Legal Services Initiative (SWAN LSI) Paralegal(s) for the period of 07/01/18 through 06/30/19.

Blair County Department of Social Services:

Requesting approval of a Purchases of Services Agreement between the County of Blair on behalf of the Department of Social Services and Sandra Macharola effective July 1, 2018 through December 31, 2018, at an hourly rate of \$30.00 for a maximum of ten (10) hours per week, for financial and accounting support services.

Magisterial District Judge Aigner/Hollidaysburg Area Arts Council:

Requesting approval of a Access License Agreement between the County of Blair and the Hollidaysburg Area Arts Council (HAAC) and Zion Evangelical Lutheran Church, for the period of June 30, 2018 through October 1, 2018, permitting HAAC to repaint the mural on the side of Magisterial District Judge Aigner's building, permitting HAAC to use space on the Church's property for access to the mural, and for the setting of scaffolding.

12. ADJOURN

BUSINESS SESSION: TUESDAY, JULY 17, 2018, 10:00 A.M.:

Location: Conference Room 2B, Second Floor, New Addition.

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

Others Present: Deb Bunnell (Hollidaysburg Area Arts Council), Rocky Greenland (Public Works), Joe Basil (DCNR Canoe Creek State Park), Jim Hudack (Social Services), Sarah Chuff and Jenn Sleppy (Finance), Kay Stephens (Altoona Mirror), James Ott (Sheriff), Janice Meadows (Court Administration), David Albright (Architect) 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 – JULY 10, 2018:

Commissioner Erb called for corrections or changes to the minutes of July 10, 2018. **There were no corrections or changes noted.**

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

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

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COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Tomassetti extended a reminder that the deadline for filing an assessment appeal is August 1, 2018.

Commissioner Erb stated that the event held on Monday, July 16, 2018, at the Duncansville Community Center, which was organized by the Blair County Emergency Management Agency and the Pennsylvania Emergency Management Agency for residents living in Duncansville Borough, Allegheny Township and Blair Township who experienced property damage from recent flooding, was very well attended.

Commissioner Erb stated that well over fifty-seven (57) property owners were in attendance to learn about the possibility of low interest loans and many other services that may be available to them. He extended a thank you to all the agencies who participated in the event.

Commissioner Erb extended a thank you to Kay Stephens on the well written article published in the Altoona Mirror on the First Time Homebuyer Assistance Program offered through the Blair County Community Action Agency. He stated that in speaking with Mr. Carmona, Director of the Agency, the article prompted a very strong interest and the agency has received a large number of inquiries regarding the program.

Commissioner Beam stated that all of the events recently held at Fort Roberdeau from the opening of the Mountain Lion Observatory, the Star Spangled Fourth of July, to the Revolutionary War Days were very well attended. He extended a thank you to Glenn Nelson and staff and all those who participated in the events for a job well done.

CONSENT AGENDA:

Resolution 261-2018:

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- f. **Blair HealthChoices:** Requesting approval for the reappointments of Kathleen Wallace, Steve Williamson and Alex Seltzer to the Blair HealthChoices Board of Directors for the period of July 1, 2018 through June 30, 2021.

- g. **Employment:** Matthew Musselman, FT, Corrections Officer, Prison, \$19.54/hr., effective 07/16/18; Zachary Morris, PT, Fill-In, Corrections Officer, Prison, \$14.42/hr., effective 07/16/18.
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- i. **Resignations:** Shelby S. Gray, FT, Victim Witness Advocate, District Attorney's Office, \$19,801.00/yr., effective 07/09/18.
- j. **Retirement:** Norman E. Stoltz, FT, Corrections Officer, Prison, \$19.91/hr., effective 07/13/18.

Commissioner Tomassetti noted his abstention due to a conflict of interest on Consent Agenda, letter a, and the payments of an invoice to John Rita, in the amount of \$500.00, for professional services rendered for the month of June, 2018; an invoice received from McCartney's, dated May 21, 2018, in the amount of \$2,210.00, for two (2) Tensco Microfiche Files, plus freight; and an invoice to JJ Keller Family Partnership, in the amount of \$1,975.00, for August office rent.

Commissioner Erb noted his abstention due to a conflict of interest on Consent Agenda, letter d, and the payments of six (6) invoices payable to UPMC Altoona, in the total amount of \$6,498.34; and one (1) invoice payable to the Home Nursing Agency, in the amount of \$25,755.19.

Commissioner Beam voted Nay to Consent Agenda, letter a, (payment of an invoice to John Rita, in the amount of \$500.00, for professional services provided for the month of June 2018), with Commissioner Erb voting Yea and Commissioner Tomassetti abstaining due a professional relationship with Mr. Rita. There being a tie vote and as permitted by the Ethics Act, Commissioner Tomassetti again noted his conflict, and then proceeded to cast his vote in favor of letter a, in light of the fact that the County has a previously approved contract with Mr. Rita.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 261-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 262-2018: A resolution approving a Contract between the County of Blair and Blair Senior Services Inc., effective 07/01/18 through 06/30/19 for administration of the FY 2018-2019 Medical Assistance Transportation Program funds.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 262-2018.

Resolution 263-2018: A resolution approving the Medical Assistance Transportation Program Participation Grant Agreement (MATP) and Assurance of Compliance between the County of Blair and the Commonwealth of Pennsylvania Department of Public Welfare, Bureau of Managed Care Operations for FY 2018-2019 in the initial allocation amount of \$1,495,892.00.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 263-2018.

OLD BUSINESS:

Blair County Coroner:

Patricia Ross requested approval to participate in the Pennsylvania Department of Health (DOH) Enhanced State Opioid Overdose Surveillance Project (\$10,000.00 per participating county) and approval of a Data Sharing Agreement, which covers confidentiality of the transmitted information and how the DOH plans to use the data.

Coroner Ross provided a detail description of the project and the information she will be providing to the DOH.

Solicitor Karn had no objections or concerns with the Data Sharing Agreement or the information provided by the Coroner to the DOH.

Resolution 264-2018: A resolution approving a Data Sharing Agreement between the Blair County Coroner's Office and the Pennsylvania Department of Health (DOH), pursuant to the DOH's mission to prevent injury and disease in all Commonwealth citizens, the DOH will use data received from the Blair County Coroner's Office to add to the National Violent Death Reporting System (NVDRS), which collects,

maintains and disseminates, as appropriate, complete and comprehensive surveillance data on overdose/violent deaths that occur in Pennsylvania and other states.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 264-2018.

Award of Bids:

David Albright presented discussion concerning the award or rejection of bids for General Construction, HVAC, Plumbing and Electrical Work for the interior alterations and HVAC improvements to the second floor of the historical side of the Courthouse. Mr. Albright reminded everyone of the bid opening date of June 27, 2018 and that action to award or reject bids must take place 30 days of this date.

Mr. Albright stated that three (3) bids were received for general construction, one (1) bid for HVAC, one (1) bid for plumbing and three (3) bids for electrical work. He stated that while the bids for general, plumbing and electrical work were within projected estimates, the one and only bid received for HVAC work is \$300,000.00 over the projected estimate.

Mr. Albright reviewed the list of lowest bidders meeting specifications.

Mr. Albright presented discussion as to whether the bid for the HVAC work should be rejected and re-advertised. He stated that by rejecting and re-advertising there is no guarantee that more bids or lower bids would be received, and if no bids were received that would cause further delays in the project.

Mr. Albright presented discussion as to whether or not there could be some project design changes that may reduce costs. He stated that he may be able to pursue some changes that could reduce the cost by \$50,000.00. However, if the board were looking to reduce the cost more than \$50,000.00 the project would really need to be scaled back.

Discussion followed.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb, to award the bids to the lowest responsible bidder meeting specifications. Votes are as follows: Commissioner Erb – **Aye**, Commissioner Tomassetti – **Aye**, Commissioner Beam – **Nay**. Motion passed adopt Resolution 265-2018.

Resolution 265-2018: A resolution approving the award of bids for General Construction, HVAC, Plumbing and Electrical Work for Interior Alterations and HVAC Improvements to the 2nd Floor, Historic Side of the Courthouse, to the lowest responsible bidders meeting specifications as follows:

General Construction	Bid Amount	Add Alternate 1	Total Contract Amount
Kretina Builders, Inc.	\$368,000.00	\$117,000.00	\$485,000.00
HVAC Marc Services, Inc.	\$792,600.00	-0-	\$792,600.00
Plumbing K & K Plumbing Co.	\$18,500.00	-0-	\$18,500.00
Electrical Stelco, Inc.	\$491,450.00	-0-	\$491,450.00

Consent Agenda 230-2018:

Commissioner Tomassetti's abstention from payment of an invoice received from McCartney's in the amount of \$429.00 for design services for the Judges' Chambers Relocation Project being

paid from the 2017 Project/Fund/Bond. This invoice was a part of Resolution 230-2018 dated June 26, 2018.

Commissioner Tomassetti stated that on June 26, 2018, he mistakenly voted on the adoption of Resolution 230-2018, which included the payment of an invoice received from McCartney's in the amount of \$429.00, for design services for the Judges' Chambers Relocation Project being paid from the 2017 Project Fund/Bond. He stated that due to a professional relationship with principals within the entity and a conflict of interest he is withdrawing his former motion on the adoption of Resolution 230-2018.

Resolution 266-2018: A resolution approving the withdrawal of a motion by Commissioner Tomassetti voting in favor of the adoption of Resolution 230-2018 dated June 26, 2018, which included the payment of an invoice received from McCartney's in the amount of \$429.00 for design services for the Judges' Chambers Relocation Project being paid from the 2017 Project Fund/Bond due to a professional relationship with principals within the entity and a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 266-2018.

Commissioner Erb called for a motion for the re-adoption of Resolution 230-2018 and the payment of an invoice received from McCartney's in the amount of \$429.00.

Resolution 266A-2018: A resolution approving the re-adoption of Resolution 230-2018 and the payment of an invoice received from McCartney's in the amount of \$429.00 for design services for the Judges' Chambers Relocation Project being paid from the 2017 Project Fund/Bond.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 266A-2018

NEW BUSINESS:

Canoe Creek State Park:

Joe Basil requested approval of a Letter of Support for the acquisition and conservation of the 0.5 acre Cohen property for open space and trail purposes located in Frankstown Township, Blair County to allow the Department of Conservation and Natural Resources (DCNR) to connect the state park to the Rails-to-Trails Lower Trail.

Mr. Basil stated that the acquisition and conservation of the 0.5 acre property located in Frankstown Township, Blair County, will provide for additional recreational opportunities for not only the citizens of Blair County but to the rest of the Commonwealth. The acquisition of the property will allow DCNR to connect the state park to the Rails-to-Trails Lower Trail.

Mr. Basil stated that the project may be funded with Environmental Stewardship Funds and/or Growing Green II Funds. However, the funding sources require approval of the county commissioner's because the overall boundary is not 65% contiguous to the state park.

Discussion followed.

Resolution 267-2018: A resolution approving a Letter of Support for the acquisition and conservation of the 0.5 acre Cohen property for open space and trail purposes located in Frankstown Township, Blair County to allow the Department of Conservation and Natural Resources (DCNR) to connect the state park to the Rails-to-Trails Lower Trail.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 267-2018.

Blair County Children, Youth and Families:

Solicitor Karn requested approval of a Memorandum of Understanding (MOU) between the County of Blair, Blair County Children, Youth and Families, the Solicitor supporting CYS, Diakon Lutheran Social Ministries (Diakon), and its subcontractor, Family Design Resources (FDR), Inc., for the SWAN Legal Services Initiative (SWAN LSI) Paralegal(s) for the period of 07/01/18 through 06/30/19.

Solicitor Karn stated that he has reviewed the MOU and everything is in order and action by the board is needed and requested at this time.

Discussion followed.

Resolution 268-2018: A resolution approving a Memorandum of Understanding (MOU) between the County of Blair, Blair County Children, Youth and Families, the Solicitor

supporting CYS, Diakon Lutheran Social Ministries (Diakon), and its subcontractor, Family Design Resources (FDR), Inc., for the SWAN Legal Services Initiative (SWAN LSI) Paralegal(s) for the period of 07/01/18 through 06/30/19.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 268-2018.

Blair County Department of Social Services:

Jim Hudack requested approval of a Purchases of Services Agreement between the County of Blair on behalf of the Department of Social Services and Sandra Macharola effective July 1, 2018 through December 31, 2018, at an hourly rate of \$30.00 for a maximum of ten (10) hours per week, for financial and accounting support services.

Mr. Hudack stated that the Department of Social Services operates under a different fiscal year than the county. Their fiscal year runs from July 1st until June 30th. He stated that with the addition of two (2) new fiscal staff members to the department, Mrs. Macharola has provided training to the new staff members and will be able to provide assistance to them in closing out the fiscal year and with preparing the Income and Expense Report that will be due in September.

Discussion followed.

Resolution 269-2018: A resolution approving a Purchases of Services Agreement between the County of Blair on behalf of the Department of Social Services and Sandra Macharola effective July 1, 2018 through December 31, 2018, at an hourly rate of \$30.00 for a maximum of ten (10) hours per week, for financial and accounting support services.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 269-2018.

Magisterial District Judge Aigner/Hollidaysburg Area Arts Council:

County Administrator Schmitt requested approval of a Access License Agreement between the County of Blair and the Hollidaysburg Area Arts Council (HAAC) and Zion Evangelical Lutheran Church, for the period of June 30, 2018 through October 1, 2018, permitting HAAC to repaint the mural on the side of Magisterial District Judge Aigner's building, permitting HAAC to use space on the Church's property for access to the mural, and for the setting of scaffolding.

Commissioner Erb introduced Deb Bunnell of the Hollidaysburg Arts Council. Mrs. Bunnell stated that the mural was painted fifteen (15) years ago and with the assistance of several area school districts and volunteers she will be repainting the mural with the anticipated completion date on or before October 1, 2018.

Mrs. Schmitt stated that Solicitor Karn prepared the agreement which has been signed by Zion Church.

Mrs. Schmitt stated that the Certificate of Liability Insurance provided needed to be revised. However, she has not yet received the revised certificate from the insurance carrier. She asked that the board consider approving the agreement pending receipt of the revised certificate of insurance.

Discussion followed.

Resolution 270-2018: A resolution approving a Access License Agreement between the County of Blair and the Hollidaysburg Area Arts Council (HAAC) and Zion Evangelical Lutheran Church, for the period of June 30, 2018 through October 1, 2018, permitting HAAC to repaint the mural on the side of Magisterial District Judge Aigner's building, permitting HAAC to use space on the Church's property for access to the mural, and for the setting of scaffolding, pending receipt of Certificate of Liability Insurance.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 270-2018.

ADJOURN:

Meeting Adjourned,