

**AGENDA  
WORK SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE  
TUESDAY, JULY 24, 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 17, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**

**Resolution 271-2018:**

- a. Payment of three (3) Warrant Lists dated July 23, 2018, in the amounts of \$35.68, \$136,300.66, and \$472,901.83, which include payments of the following invoices:
  - Two (2) invoices payable to Keller Engineers, Inc., in the amounts of \$4,076.46 for repairs to bridges #45, 56 and 69, and \$10,280.76 for engineering services associated with county road 105 storm-water drainage.
  - **Juvenile Probation Office:** One (1) invoice payable to McCartney's, in the amount of \$399.00, for a Jupiter Laminator.
  - **2017 Project Fund/Bond/Courtroom Relocation Project:** An invoice received from Image Signs, in the amount of \$1,970.00, for new directional signs and an invoice received from McCartney's, in the amount of \$1,180.00, for relocation of Judge Kagarise and staff.
- b. Payment of two (2) Preliminary Check Writing Reports dated July 19 and July 20, 2018, in the amounts of \$47,361.18 and \$7,512.65 respectively, which include payments of the following four (4) invoices:
  - Payable to UPMC, in the amounts of \$51.99, \$7,305.40, \$24,324.25, and \$34.66.
- c. Ratification of Payroll for the Period Ending July 20, 2018, in the amount of \$785,871.19.
- d. **Budget Transfer:** The following transfer covers an invoice dated July 11, 2018, received from Campbell Durrant Beatty Palombo & Miller for legal fees originally budgeted in Human Resources and being transferred to the appropriate department:
 

<u>From</u>	<u>\$\$</u>	<u>To</u>
01105-44080 Human Resources	\$8,921.81	01209PO-44080 Prison
- e. **Budget Transfer:** The following transfer covers an invoice dated July 16, 2018, received from Beard Legal Group for legal fees originally budgeted in Human Resources and being transferred to the appropriate department:
 

<u>From</u>	<u>\$\$</u>	<u>To</u>
01105-44080 Human Resources	\$210.00	01209PO-44080 Prison
- f. **Budget Transfer:** The following transfer is for a vehicle purchase to be reimbursed by the Conservation District:
 

<u>From</u>	<u>\$\$</u>	<u>To</u>
01101-41999 Contingency	\$20,207.00	01101623-45500 Conservation District
- g. **Budget Transfer:** The following transfers covers four (4) invoices dated July 16, 2018, received from McNees Wallace for legal fees originally budgeted in Human Resources and being transferred to the appropriate departments:

Invoice#	From		\$\$	To	
854579	01105-44080	Human Resources	\$ 122.50	01103CS-44080	Maintenance
854578	01105-44080	Human Resources	\$1,494.50	01122-44080	911 Center
854578	01105-44080	Human Resources	\$1,151.50	01101-44080	Commissioners
854577	01105-44080	Human Resources	\$2,143.75	01101-44080	Commissioners
854577	01105-44080	Human Resources	\$ 425.25	01150-44080	Register and Recorder
854577	01105-44080	Human Resources	\$ 351.75	01109-44080	Treasurer

854577	01105-44080	Human Resources	\$ 351.75	01158-44080	District Attorney
854577	01105-44080	Human Resources	\$ 449.75	01160ED-44080	Judge Doyle
854577	01105-44080	Human Resources	\$ 376.25	01151-44080	Sheriff
854577	01105-44080	Human Resources	\$ 351.75	01153-44080	Prothonotary
854577	01105-44080	Human Resources	\$ 351.75	01112-44080	Controller
854576	01105-44080	Human Resources	\$ 701.75	01112-44080	Controller
854576	01105-44080	Human Resources	\$ 84.86	01150-44080	Register and Recorder
854576	01105-44080	Human Resources	\$ 84.86	01109-44080	Treasurer
854576	01105-44080	Human Resources	\$ 84.86	01158-44080	District Attorney
854576	01105-44080	Human Resources	\$ 84.86	01160ED-44080	Judge Doyle
854576	01105-44080	Human Resources	\$ 84.86	01151-44080	Sheriff
854576	01105-44080	Human Resources	\$ 84.86	01153-44080	Prothonotary
854576	01105-44080	Human Resources	\$ 392.00	01101-44080	Commissioners

- h. **Blair County Bridge #10/Friesville:** Requesting approval of Invoice #5, received from Keller Engineers, Inc., in the total amount of \$16,715.23, for preliminary design for bridge replacement. Expense will be paid from Marcellus Shall Legacy Fund and is 95% reimbursable.
- i. **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; Trevor Nichols, FT, Corrections Officer, Prison, \$19.54/hr., effective 07/23/18; Oliva Chamberlin, Sarah Feather, David Brown, Patricia Wolf and Robin Moore, PT, APO Office Support, APO, \$10.00/hr., effective 07/23/18; Austin W. Shuey from PT, Sheriff's Deputy, Sheriff's Office, \$11.80/hr., to FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 07/16/18.
- j. **Resignations:** Jessica N. Woomer, FT, Correctional Case Manager, Prison, \$18,486.00/yr., effective 07/13/18; Nathan D. Michaux, FT, Assistant District Attorney, District Attorney's Office, \$35,700.08/yr., effective 07/20/18.

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Blair County Department of Social Services:**

Requesting approval of fifteen (15) FY 17/18 Contract Amendments between the County of Blair and the agencies listed below, extending the terms and conditions of the contracts until August 31, 2018, as stated in Article 1, Section B of said contracts:

AGENCY/Date Commissioners BS	SERVICES	CURRENT CONTRACT AMOUNT	MAXIMUM AMOUNT
Blair HealthChoices 2/13/18	Transitional and Community Integration – Forensic Case Manager	\$31,500	\$35,975
Big Brothers/Big Sisters 7/18/17	Mentoring	\$5,820	\$20,000
Blair Senior Services 7/18/17	Guardianship Protection Service/Durable Power of Attorney Domiciliary Care MH – \$35,879	\$204,700	\$240,000
Blair Community Action Program 7/18/17	Representative Payee MH - \$45,000	\$155,948	\$200,000
Child Advocates 7/18/17	Case Management –Teen Link	\$10,185	\$15,000
CONTACT Altoona 7/18/17	Peer Outreach and Mentoring Team Reassurance Calls Human services Development Fund MH - \$85,043	\$89,893	\$115,000

Family Services Inc. 7/18/17	Counseling, Bridge Housing, Family Shelter	\$60,094	\$100,000
Home Nursing Agency 7/18/17	Administrative Management Resource Coordination Blended Case Management Housing Support Services Social Rehabilitation Psychiatric Rehabilitation Partial Hospitalization Outpatient Psychiatric Clinic Community Residential Services Certified Peer Specialist Transitional & CI	\$1,374,000	\$1,480,000
HOPE 7/18/17	Social Rehabilitation – Consumer Drop In Center	\$30,000	\$35,000
NAMI Blair County 7/18/17	Family Support Services, Peer Recovery Conference, MH First Aid Training Coordination	\$31,500	\$40,000
Peerstar LLC 7/18/17	Transitional & Community Integration	\$7,200	\$10,200
Primary Health Network 9/12/17	Outpatient/Federally Qualified Health Center (FQHC)	\$15,000	\$40,000
Skills of Central PA 7/18/17	Employment and Vocational Rehabilitation, Housing Supports	\$413,545	\$430,000
United Way 9/12/17	Family Resource Center	\$161,970	\$187,000
UPMC Altoona 7/18/17	Case Management/BSU, Consultation & Education, Student Assistance Program, Resource Coordination, Emergency and Crisis Intervention Services, Family Based MH Services	\$1,419,916	\$1,480,000

**B. Blair County Community Action Agency (Weatherization Program):**

Requesting approval for disbursement of Affordable Housing Trust Funds in the amount of \$4,885.00, for removal and replacement of the furnace at 616 Morningside Avenue, Altoona, PA.

**C. Blair County GIS Department:**

Requesting approval of an amendment to an agreement dated April 22, 2013, between the County of Blair and Pictometry International Corporation (Pictometry) whereas an amendment dated September 5, 2017 and an agreement dated September 19, 2017 shall be considered null and void; and with respect to a second project set forth in the agreement, the County of Blair's Connect Service will be extended from September 19, 2017, through September 19, 2018, and will be reduced to a Connect-CA-50 License; and the County of Blair's Connect Service as of September 19, 2017 will be considered licensed under the terms and conditions of the April 22, 2013 agreement; and payment previously made by the County of Blair in the amount of \$2,200.00 will be applied to the extension, and all other terms and conditions set forth in the agreement shall remain in full force and effect.

**D. Blair County Adult Parole and Probation:**

Requesting approval of a FY 2018/2019 Grant-In-Aid Continuation Program Application and Agreement between the County of Blair and the Commonwealth of Pennsylvania, Board of Probation and Parole, for Improvement of Adult Probation Services for the period of July 1, 2018 through June 30, 2019.

**E. Blair County Sheriff's Office:**

Requesting approval of a quote received from Rapiscan Systems, Inc., for the purchase a magnetometer, security screening equipment and software (replacing the current equipment used daily to provide security to the Courthouse), in the amount of \$21,207.50.

**F. Tax Claim:**

Discussion concerning the waiving of 2017 fees, penalties & interest (county only) on Parcel No. 04.00-01..-66.01-049 Jeff Hinish, in the amount of \$50.00; and Parcel No. 05.00-02..030.00-000 Thomas Roderer, in the amount of \$77.38.

9. **OLD BUSINESS**

10. **ADJOURN**

**WORK SESSION: TUESDAY, JULY 24, 2018, 10:00 A.M.:**

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

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

Others Present: Jenn Sleppy and Sarah Chuff (Finance), Kay Stephens (Altoona Mirror), Grant Wills (GIS), Jean Reindl and Cory Seymour (APO), James Ott (Sheriff), Jim Hudack and Theresa Rudy (Social Services), Janice Meadows (Court Administration), DeAnna Heichel (Assessment), Rocky Greenland (Public Works) and Melissa Harpster and Nicole Hemminger (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 17, 2018:**

Commissioner Erb called for corrections or changes to the minutes of July 17, 2018. **There were no corrections or changes noted.**

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to accept the Minutes as presented.

**PUBLIC COMMENT:**

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

**COMMISSIONERS COMMENTS:**

Commissioner Erb called for commissioners comments:

Commissioner Beam extended sympathies to former acting Sheriff Richard Books on the passing of his mother.

Commissioner Beam stated that a thank you was received from the Central Pennsylvania National Guard and Veterans Association for a donation over \$700 made by the Blair County Court House to be used for the restoration and maintenance of the Veterans Memorial located at Garden Heights. He stated that the Association recently completed the monument located at 40<sup>th</sup> Street and a rededication service was held on June 30, 2018. He extended a thank you to Mary Ann Bennis and her staff for organizing the fundraiser to support the Association.

Commissioners Erb and Tomassetti also extended their gratitude to the fundraiser organizers and participants.

**CONSENT AGENDA:**

**Resolution 271-2018:**

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  - Two (2) invoices payable to Keller Engineers, Inc., in the amounts of \$4,076.46 for repairs to bridges #45, 56 and 69, and \$10,280.76 for engineering services associated with county road 105 storm-water drainage.
  - **Juvenile Probation Office:** One (1) invoice payable to McCartney's, in the amount of \$399.00, for a Jupiter Laminator.
  - **2017 Project Fund/Bond/Courtroom Relocation Project:** An invoice received from Image Signs, in the amount of \$1,970.00, for new directional signs and an invoice received from McCartney's, in the amount of \$1,180.00, for relocation of Judge Kagarise and staff.
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- c. Ratification of Payroll for the Period Ending July 20, 2018, in the amount of \$785,871.19.

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- | <b>From</b>                 | <b>\$\$</b> | <b>To</b>            |
|-----------------------------|-------------|----------------------|
| 01105-44080 Human Resources | \$8,921.81  | 01209PO-44080 Prison |
- e. **Budget Transfer:** The following transfer covers an invoice dated July 16, 2018, received from Beard Legal Group for legal fees originally budgeted in Human Resources and being transferred to the appropriate department:
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| 01105-44080 Human Resources | \$210.00    | 01209PO-44080 Prison |
- f. **Budget Transfer:** The following transfer is for a vehicle purchase to be reimbursed by the Conservation District:
- | <b>From</b>             | <b>\$\$</b> | <b>To</b>                            |
|-------------------------|-------------|--------------------------------------|
| 01101-41999 Contingency | \$20,207.00 | 01101623-45500 Conservation District |
- g. **Budget Transfer:** The following transfers covers four (4) invoices dated July 16, 2018, received from McNeese Wallace for legal fees originally budgeted in Human Resources and being transferred to the appropriate departments:

<b>Invoice#</b>	<b>From</b>		<b>\$\$</b>	<b>To</b>	
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854576	01105-44080	Human Resources	\$ 84.86	01151-44080	Sheriff
854576	01105-44080	Human Resources	\$ 84.86	01153-44080	Prothonotary
854576	01105-44080	Human Resources	\$ 392.00	01101-44080	Commissioners

- h. **Blair County Bridge #10/Friesville:** Requesting approval of Invoice #5, received from Keller Engineers, Inc., in the total amount of \$16,715.23, for preliminary design for bridge replacement. Expense will be paid from Marcellus Shall Legacy Fund and is 95% reimbursable.
- i. **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; Trevor Nichols, FT, Corrections Officer, Prison, \$19.54/hr., effective 07/23/18; Oliva Chamberlin, Sarah Feather, David Brown, Patricia Wolf and Robin Moore, PT, APO Office Support, APO, \$10.00/hr., effective 07/23/18; Austin W. Shuey from PT, Sheriff's Deputy, Sheriff's Office, \$11.80/hr., to FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 07/16/18.
- j. **Resignations:** Jessica N. Woomeer, FT, Correctional Case Manager, Prison, \$18,486.00/yr., effective 07/13/18; Nathan D. Michaux, FT, Assistant District Attorney, District Attorney's Office, \$35,700.08/yr., effective 07/20/18.

Commissioner Tomassetti noted his abstention on the payments of the following invoices due to a conflict of interest:

- Two (2) invoices payable to Keller Engineers, Inc., in the amounts of \$4,076.46 for repairs to bridges #45, 56 and 69, and \$10,280.76.
- **Juvenile Probation Office:** One (1) invoice payable to McCartney's, in the amount of \$399.00.
- **2017 Project Fund/Bond/Courtroom Relocation Project:** An invoice received from McCartney's, in the amount of \$1,180.00.
- **Blair County Bridge #10/Friesville:** Invoice #5, received from Keller Engineers, Inc., in the total amount of \$16,715.23.

Commissioner Erb noted his abstention on the payment of the following four (4) invoices payable to UPMC Altoona in the amounts of \$51.99, \$7,305.40, \$24,324.25, and \$34.66 due to a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 271-2018.

**STAFF REPORTS AND SPECIAL BUSINESS:**

**Blair County Department of Social Services:**

Theresa Rudy requested approval of fifteen (15) FY 17/18 Contract Amendments between the County of Blair and the agencies listed below, extending the terms and conditions of the contracts until August 31, 2018, as stated in Article 1, Section B of said contracts:

<b>AGENCY/Date Commissioners BS</b>	<b>SERVICES</b>	<b>CURRENT CONTRACT AMOUNT</b>	<b>MAXIMUM AMOUNT</b>
Blair HealthChoices 2/13/18	Transitional and Community Integration – Forensic Case Manager	\$31,500	\$35,975
Big Brothers/Big Sisters 7/18/17	Mentoring	\$5,820	\$20,000
Blair Senior Services 7/18/17	Guardianship Protection Service/Durable Power of Attorney Domiciliary Care MH – \$35,879	\$204,700	\$240,000
Blair Community Action Program 7/18/17	Representative Payee MH - \$45,000	\$155,948	\$200,000
Child Advocates 7/18/17	Case Management –Teen Link	\$10,185	\$15,000
CONTACT Altoona 7/18/17	Peer Outreach and Mentoring Team Reassurance Calls Human services Development Fund MH - \$85,043	\$89,893	\$115,000
Family Services Inc. 7/18/17	Counseling, Bridge Housing, Family Shelter	\$60,094	\$100,000
Home Nursing Agency 7/18/17	Administrative Management Resource Coordination Blended Case Management Housing Support Services Social Rehabilitation Psychiatric Rehabilitation Partial Hospitalization Outpatient Psychiatric Clinic Community Residential Services Certified Peer Specialist Transitional & CI	\$1,374,000	\$1,480,000
HOPE 7/18/17	Social Rehabilitation – Consumer Drop In Center	\$30,000	\$35,000
NAMI Blair County 7/18/17	Family Support Services, Peer Recovery Conference, MH First Aid Training Coordination	\$31,500	\$40,000
Peerstar LLC 7/18/17	Transitional & Community Integration	\$7,200	\$10,200
Primary Health Network 9/12/17	Outpatient/Federally Qualified Health Center (FQHC)	\$15,000	\$40,000
Skills of Central PA 7/18/17	Employment and Vocational Rehabilitation, Housing Supports	\$413,545	\$430,000

United Way 9/12/17	Family Resource Center	\$161,970	\$187,000
UPMC Altoona 7/18/17	Case Management/BSU, Consultation & Education, Student Assistance Program, Resource Coordination, Emergency and Crisis Intervention Services, Family Based MH Services	\$1,419,916	\$1,480,000

Mrs. Rudy stated that it was necessary to extend the contracts to allow additional time for the providers to meet the requirements added to the boiler plate FY 18/19 contract regarding cyber liability insurance. The contract extension will also allow County staff additional time to verify that the certificates of insurance meet the new contract requirements. She stated that all of Solicitor Karn's changes to the FY 18/19 boiler plate contract for providers have been accepted by the providers and will be incorporated into all fifteen (15) contracts.

Discussion followed.

**Blair County Community Action Agency (Weatherization Program):**

Jim Hudack requested approval for disbursement of Affordable Housing Trust Funds in the amount of \$4,885.00, for removal and replacement of the furnace at 616 Morningside Avenue, Altoona, PA.

Mr. Hudack stated that the furnace removal and replacement falls within the guidelines of the Affordable Housing Trust Fund. He stated that once the furnace is removed and replaced the Blair County Community Action Agency will be able to leverage up to an additional \$5,000.00 to perform additional weatherization activities to the property.

Discussion followed.

**Blair County GIS Department:**

Grant Wills requested approval of an amendment to an agreement dated April 22, 2013, between the County of Blair and Pictometry International Corporation (Pictometry). Mr. Wills stated that an amendment dated September 5, 2017, and an agreement dated September 19, 2017, will be considered null and void. He also stated that with respect to a second project set forth in the agreement, the County of Blair's Connect Service will be extended from September 19, 2017, through September 19, 2018, and will be reduced to a Connect-CA-50 License. Additionally, the County of Blair's Connect Service, as of September 19, 2017, will be considered licensed under the terms and conditions of the April 22, 2013, agreement, and payments previously made by the County of Blair in the amount of \$2,200.00, will be applied to the extension. Mr. Wills informed the Commissioners that all other terms and conditions set forth in the agreement will remain in full force and effect.

Mr. Wills stated that during a recent review of the agreement an error was discovered. He stated that in order to correct the error the amendment to the agreement is necessary, and Pictometry will not impose any fees to make the requested corrections to the agreement.

Discussion followed.

**Resolution 272-2018:** A resolution approving an amendment to an agreement dated April 22, 2013, between the County of Blair and Pictometry International Corporation (Pictometry) whereas an amendment dated September 5, 2017 and an agreement dated September 19, 2017 shall be considered null and void; and with respect to a second project set forth in the agreement, the County of Blair's Connect Service will be extended from September 19, 2017, through September 19, 2018, and will be reduced to a Connect-CA-50 License; and the County of Blair's Connect Service as of September 19, 2017 will be considered licensed under the terms and conditions of the April 22, 2013 agreement; and payment previously made by the County of Blair in the amount of \$2,200.00 will be applied to the extension, and all other terms and conditions set forth in the agreement shall remain in full force and effect.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 272-2018.

**Blair County Adult Parole and Probation:**

Cory Seymour requested approval of a FY 18/19 Grant-In-Aid Continuation Program Application and Agreement between the County of Blair and the Commonwealth of Pennsylvania, Board of Probation and Parole, for Improvement of Adult Probation Services for the period of July 1, 2018 through June 30, 2019.

Mr. Seymour stated that for FY 17/18 the county requested \$857,000.00, however, the county only received approximately \$82,000.00. He stated that the county should have been reimbursed 80% of the amount requested (which would have been \$685,600.00), but due to the state's underfunding of the Grant-In-Aid Program the award amounts were decreased.

Mr. Seymour stated that for FY 18/19 the county is requesting \$907,693.00. He expects the state's funding level to be similar to the 17/18 funding level.

Discussion followed.

**Resolution 273-2018:** A resolution approving a FY 2018/2019 Grant-In-Aid Continuation Program Application and Agreement between the County of Blair and the Commonwealth of Pennsylvania, Board of Probation and Parole, for Improvement of Adult Probation Services for the period of July 1, 2018 through June 30, 2019.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 273-2018.

Mr. Seymour stated that the Blair County Adult Parole and Probation Office will be celebrating Parole and Probation Week throughout this week. He stated that in order to raise awareness and to promote the Parole and Probation Week, the department sent out a Probation Officer Survey to all county employees. Employees who correctly answer all of the questions on the survey will be entered into a drawing for giveaway items.

Mr. Seymour extended a thank you to Jean Reindl for organizing the activities held during Parole and Probation Week and for the outstanding work she performs within the Parole and Probation Office on a daily basis.

**Blair County Sheriff's Office:**

Sheriff Ott requested approval of a quote received from Rapiscan Systems, Inc., for the purchase a magnetometer, security screening equipment and software (replacing the current equipment used daily to provide security to the Courthouse), in the amount of \$21,207.50.

Sheriff Ott stated that the quote and agreements were received by the Solicitor and his requested changes have been made to the agreements.

Janice Meadows stated that Administrative Office of Pennsylvania Courts (AOPC) will reimburse the county for the actual purchase price of the equipment up to \$3,500.00 for magnetometers and \$18,000.00 for the screening/x-ray devices.

Discussion followed.

**Resolution 274-2018:** A resolution approving a quote received from Rapiscan Systems, Inc., for the purchase a magnetometer, security screening equipment and software (replacing the current equipment used daily to provide security to the Courthouse), in the amount of \$21,207.50.

Motion by Commissioner Beam seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 274-2018.

**Tax Claim:**

County Administrator Schmitt presented discussion concerning the waiving of 2017 fees, penalties & interest (county only) on Parcel No. 04.00-01..-66.01-049 Jeff Hinish, in the amount of \$50.00; and Parcel No. 05.00-02..030.00-000 Thomas Roderer, in the amount of \$77.38.

Mrs. Schmitt stated that Mr. Hinish purchased a mobile home located in Duncansville. . The Assessment Office staff instructed Mr. Hinish that a Mobile Home Transfer Form would need to be completed in its entirety in order to have the mobile home transferred into his name. She stated that Mr. Hinish made numerous attempts to have the former owner of the mobile home, who moved to North Carolina, complete the transfer form, but the former owner did not complete his section, therefore ownership was not transferred properly and his tax notice was not received. Mr. Hinish explained this situation to an Assessment staff member, but was never told that he could provide a copy of the trailer title as proof of ownership in place of the former owner signing the Mobile Home Transfer Form. Mr. Hinish stated that because he was not able to get the information corrected in the Assessment Office, he was not able to get the tax bill.

Mrs. Schmitt stated that Mr. Hinish does not dispute that he owes the taxes and has no problem paying them, but he does not feel that he should have to pay the added fees and penalties.



Mrs. Schmitt stated that Mr. Roderer, never received his tax notice for 2017 due to an Assessment Office clerical error which changed the municipal code of the property, causing the tax bill to be mailed to the wrong address. She stated that Mr. Roderer does not dispute that he owes the taxes and has no problem paying them, but he doesn't feel that he should have to pay the added fees and penalties due to the clerical error of the Assessment Office.

Discussion followed.

**Resolution 275-2018:** A resolution approving the waiving of 2017 fees, penalties & interest (county only) on Parcel No. 04.00-01..-66.01-049 Jeff Hinish, in the amount of \$50.00; and Parcel No. 05.00-02..030.00-000 Thomas Roderer, in the amount of \$77.38.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 275-2018.

Commissioner Tomassetti stated that there would be one item added to today's agenda that being discussion concerning the need for a Change Order for additional lighting needed associated with the Elevator Modernization Project.

Commissioner Tomassetti called for Public Comment pertaining to the added agenda item. **There were no comments noted.**

Commissioner Tomassetti stated that the additional lighting would need to be installed before the final project can be approved and the elevator made operational, hopefully this will be done within the next two (2) weeks. He stated that a proposal/change order for the additional lighting will be forthcoming.

Discussion followed.

**OLD BUSINESS:**

None

**ADJOURN:**

Meeting Adjourned,

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Helen P. Schmitt, County Administrator