

**BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
MONDAY, JULY 31, 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 24, 2018**
- 5. PUBLIC COMMENT**
- 6. UPCOMING MEETINGS**

Wednesday, August 1, 2018		
Thursday, August 2, 2018	8:30 a.m.	Park & Recreation Advisory Bd. (Conference Room 2B, 2 nd Floor)
	6:30 p.m.	Fort Roberdeau Association (White Oak Hall, Fort Roberdeau)
Friday, August 3, 2018		
Monday, August 6, 2018		
Tuesday, August 7, 2018	10:00 a.m.	CCAP Annual Conference Commissioner’s Meeting (Cancelled)
Wednesday, August 8, 2018		
Thursday, August 9, 2018	9:00 a.m.	Retirement Board (Conference Room 2B, 2 nd Floor)
	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Floor)
Friday, August 10, 2018		
Monday, August 13, 2018	6:00 p.m.	Blair County Airport Authority (Blair County Airport)
Tuesday, August 14, 2018	10:00 a.m.	Commissioner’s Work Session (Conference Room 2B, 2 nd Floor)
Wednesday, August 15, 2018	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B, 2 nd Floor)
Thursday, August 16, 2018	8:30 a.m.	Prison Board (Conference Room 2B, 2 nd Floor)
	10:00 a.m.	Records Improvement Committee (Conference Room 2B, 2 nd Floor)
Friday, August 17, 2018		
Monday, August 20, 2018		
Tuesday, August 21, 2018	10:00 a.m.	Commissioner’s Business Session (Conference Room 2B, 2 nd Floor)

7. COMMISSIONERS COMMENTS

8. CONSENT AGENDA

Resolution 276-2018:

- a. Payment of two (2) Warrant Lists dated July 30, 2017, in the amounts of \$53,234.46 and \$359,208.97, which include payments of the following invoices:
 - **2017 Project Fund/Bond/1875 Section Courthouse Windows Project:** Payment of Application #2, received from Alert Michaels Conservation, in the amount of \$40,005.03.
 - **2017 Project Fund/Bond/Lawyer’s Lobby Project:** Payment of Application #5, received from Albert Michaels Conservation, in the amount of \$11,877.98.
 - **2017 Project Fund/Bond/Judges’ Chambers Relocation Project:** Payment of an invoice received from Quill, in the amount of \$161.99, for one (1) bookcase.
 - **2014 Project Fund/Bond/Reassessment:** Payment of an invoice received from Eastburn and Gray, in the amount of \$15.00, for legal services rendered during the month of May, 2018.
 - **Engineering Services:** Payment of an invoice received from Keller Engineers, Inc., in the amount of \$8,050.00, for coordination of 2018 engineering services.
- b. Payment of two (2) Preliminary Check Writing Reports dated July 27, 2018, in the amounts of \$90,613.74 and \$391,503.60, which include payments of the following invoices:
 - Six (6) invoices payable to the Home Nursing Agency in the amounts of \$6,134.97; \$1,770.90; \$10,694.58; \$6,641.73, \$740.84 and \$9,126.27.
- c. **Budget Transfer:** Final payment to JC Orr & Son, Inc. for 911 parking lot improvements:

<u>From</u>	<u>\$\$</u>	<u>To</u>
01101-41999 – Contingency	\$1,985.32	01122-46040 – 911 Centers

- d. **Budget Transfer:** Covering an invoice dated June 30, 2018 from Justifacts, Inc., for background checks originally budgeted in Human Resources and being transferred to the appropriate department:

<u>From</u>	<u>\$\$</u>	<u>To</u>
01105-42000 Human Resources	\$94.25	01209PO-42000 Prison

- e. **Budget Transfer:** Reimbursing the Building Maintenance Budget for remodeling expenses incurred in building the Veteran's new office space:

<u>From:</u>	<u>\$\$</u>	<u>To</u>
01603-46060 Veterans	\$9,000.00	011038M-46030 Building Maintenance

- f. **Employment:** Trevor M. Nichols, FT, Corrections Officer, Prison, \$19.54/hr., effective 07/23/18; Timothy G. Teltow, PT, Tipstaff, Judge Kagarise, \$9.18/hr., effective 07/30/18; Zach Lux, PT, APO Office Support, APO, \$10.00/hr., effective 07/30/18; David L. Kessling, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 07/30/18; John D. Platt, Jr., FT, Public Safety IT Systems Administrator, 911 Center, \$60,000.20/yr., effective 07/30/18; Melissa Gillin from FT, Administrative Assistant, Social Services, \$25,707.24/yr., to FT, Quality Assurance and Housing Coordinator, Social Services, \$40,000.22/yr., effective 07/30/18; and Angela Hewett, from FT, Probation Office Aide 1, APO, \$9.56/hr., to FT, Parole & Probation Officer, APO, \$12.20/hr., effective 07/30/18.
- g. **Resignations:** Gail A. Keller, Temporary, Office Assistant, MDJ D'Antonio, \$9.00/hr., effective 07/31/18.
- h. **Retirements:** Gary A. Griep, PT, Tipstaff, Judge Kagarise, \$9.40/hr., effective 07/27/18.

9. UNFINISHED BUSINESS

Adoption of Resolutions:

Resolution 277-2018: A resolution approving 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

Resolution 278-2018: A resolution approving 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.

10. OLD BUSINESS

None

11. NEW BUSINESS

Finance:

Presentation of 2018 Year to Date Preliminary Financial Report.

Blair County Planning Commission:

Requesting approval for the adoption of the Blair County Comprehensive Plan.

Courthouse (1999 Addition) and Prison Roof Replacement Project:

Requesting approval of a Proposal of Service Contract received from Keller Engineers, Inc., in the total estimated cost of \$25,545.00, for design services, specifications, bidding and limited construction oversight services for the Blair County Courthouse (1999 addition) and Prison (1982 addition, along with two small low roofs) Roof Replacement Project

Blair Senior Services:

Requesting approval for the submission of the FY 2017-2018 4th Quarter Medical Assistance Transportation Program (MATP) Grantee Direct Costs Report to the Commonwealth of Pennsylvania.

Blair County Agricultural Land Preservation:

Requesting approval of an agreement for the sale and purchase of an agricultural conservation easement (136.70 acres located in North Woodbury and Woodbury Township, Blair and Bedford Counties) between the Commonwealth of Pennsylvania and the County of Blair jointly in perpetuity and Gary L. and Claudia L. Bechtel for the total purchase price of \$190,013.00 (Commonwealth \$140,013.00/County \$50,000.00).

Blair County Children, Youth and Families:

Requesting approval for submission of the Blair County Children, Youth and Families' Narrative for the proposed FY 18/19 Implementation Plan and the FY 19/20 Needs Based Plan and Budget.

Blair County Human Resources:

Requesting approval for the adoption of the revised Blair County Equal Opportunity Employment Policy (Policy No. 301).

Blair County Coroner's Office 1414 4th Street, Altoona, PA:

Requesting approval of an Amendment of Lease dated July 9, 2013, between the County of Blair on behalf of the Blair County Coroner's Office and R & L Holdings LLC extending the lease term two (2) months at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate September 30, 2018, in order for the County of Blair on behalf of the Blair County Coroner's Office and R & L Holdings LLC to discuss the possibility of the sale of the leased building to the county.

Garden Gate Florist, Inc. (MDJ Miller's Building, Tyrone):

Requesting approval of a Second Amendment of Lease dated May 10, 2016 (and Amended June 26, 2018) between the County of Blair and Garden Gate Florist, LLC, extending the lease term one (1) additional month at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate August 31, 2018, in order for Lessee to sell his business to a buyer who intends to enter a new lease with the county (Lessor).

Valley View Park:

1. Requesting approval for Joe Keller (Keller Engineers, Inc.) to solicit quotes on behalf of the County of Blair Park and Recreation Advisory Board for materials to extend water and electrical service to the two (2) newly constructed pavilions and to upgrade the electrical service at the amphitheater.
2. Requesting approval for Joe Keller (Keller Engineers, Inc.) to solicit quotes on behalf of the County of Blair Park and Recreation Advisory Board for electrical contractor services to install electrical service to the two (2) newly constructed pavilions and to upgrade the electrical service at the amphitheater.
3. Requesting approval for Joe Keller (Keller Engineers, Inc.) to solicit hourly rates/quotes on behalf of the County of Blair Park and Recreation Advisory Board for equipment rental to complete grading swale, etc. around the two (2) newly constructed pavilions at Valley View Park.

Acceptance of Bids Received:

Requesting approval for the acceptance of bids received for cleaning services for various County Office Buildings to include five (5) Magisterial District Judge Offices, 911/E Center, and the Adult Parole Satellite Office.

Authorization to Advertise:

Requesting approval to advertise for a public auction for law books from the Law Library.

Blair County Finance:

Requesting approval to establish a credit account with Cumberland Truck Parks for the Blair County Highway Department.

Change Orders for Elevator Modernization Project:

Discussion concerning Change Orders.

12. ADJOURN

BUSINESS SESSION: TUESDAY, JULY 31, 2018, 10:00 A.M.:

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

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

Others Present: Dave McFarland (Planning), Dennis Wisor and Derek Flaig (Blair Senior Services), Sarah Chuff and Jenn Sleppy (Finance), Jon Frank (JPO), Kay Stephens (Altoona Mirror), Rocky Greenland (Public Works), James Ott (Sheriff), Rich Huether (Conservation District), Katherine Swigart (HR), Ashley Gehrdes (CYF), Brian Wisner (Keller Engineers), Janice Meadows (Court Administration), 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 24, 2018:

Commissioner Erb called for corrections or changes to the minutes of July 24, 2018. **There were no corrections or changes noted.**

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

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

Wednesday, August 1, 2018

Thursday, August 2, 2018

8:30 a.m.

Park & Recreation Advisory Bd.
(Conference Room 2B, 2nd Floor)

6:30 p.m.

Fort Roberdeau Association
(White Oak Hall, Fort Roberdeau)

Friday, August 3, 2018

Monday, August 6, 2018

Tuesday, August 7, 2018

10:00 a.m.

CCAP Annual Conference
Commissioner's Meeting
(Cancelled)

Wednesday, August 8, 2018

Thursday, August 9, 2018

9:00 a.m.

Retirement Board
(Conference Room 2B, 2nd Floor)

10:15 a.m.

Salary Board
(Conference Room 2B, 2nd Floor)

Friday, August 10, 2018

Monday, August 13, 2018

6:00 p.m.

Blair County Airport Authority
(Blair County Airport)

Tuesday, August 14, 2018

10:00 a.m.

Commissioner's Work Session
(Conference Room 2B, 2nd Floor)

Wednesday, August 15, 2018

10:00 a.m.

Board of Assessment Appeals
(Conference Room 2B, 2nd Floor)

Thursday, August 16, 2018

8:30 a.m.

Prison Board
(Conference Room 2B, 2nd Floor)

10:00 a.m.

Records Improvement Committee
(Conference Room 2B, 2nd Floor)

Friday, August 17, 2018

Monday, August 20, 2018

Tuesday, August 21, 2018

10:00 a.m.

Commissioner's Business Session
(Conference Room 2B, 2nd Floor)

COMMISSIONER COMMENTS:

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

CONSENT AGENDA:

Resolution 276-2018:

- a. Payment of two (2) Warrant Lists dated July 30, 2017, in the amounts of \$53,234.46 and \$359,208.97, which include payments of the following invoices:
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<u>From:</u>	<u>\$\$</u>	<u>To</u>
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- g. **Resignations:** Gail A. Keller, Temporary, Office Assistant, MDJ D’Antonio, \$9.00/hr., effective 07/31/18.
- h. **Retirements:** Gary A. Griep, PT, Tipstaff, Judge Kagarise, \$9.40/hr., effective 07/27/18.

Commissioner Tomassetti noted his abstention on the payment of an invoice received from Keller Engineers, Inc.

Commissioner Erb noted his abstention due to a conflict of interest on the payment of six (6) invoices payable to the Home Nursing Agency.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 276-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 277-2018: A resolution approving 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
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HOPE 7/18/17	Social Rehabilitation – Consumer Drop In Center	\$30,000	\$35,000
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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

Commissioner Erb noted his abstention on the adoption of Resolution 277-2018 due to a conflict of interest as he serves on the Board of Directors of UPMC Altoona.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 277-2018.

Resolution 278-2018: A resolution approving 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.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 278-2018.

OLD BUSINESS:

None

NEW BUSINESS:

Finance:

Jennifer Sleppy provided a PowerPoint presentation of the 2018 Year-to-Date Preliminary Financial Report.

Mrs. Sleppy stated that the overall financial picture for the county is positive. Year to Date revenues are in line with budgeted amounts and Year to date Expenses are under-budget. Grant revenues and expenditures are proportionately under budget.

Mrs. Sleppy stated that the current county revenue is \$38,216,465.00, with expenditures of \$24,442,131.00, and an operating surplus of \$13,774,334.00. The operating surplus, due to tax revenue, is being held in reserve to be used for expenses throughout the remainder of the year.

Mrs. Sleppy stated that revenues are 28% higher than the June 2017. The county's largest revenue source is tax revenue in the total amount collected of \$28,230,557 for 57% of budgeted revenues. She stated that to date the county has received 91.4% of tax revenue. The county's federal and state reimbursement amount is \$6,996,935.00, to date for 18% of budgeted revenues of which Children, Youth and Families accounts for \$5,279,305.00.

Mrs. Sleppy stated that expenditures through June 2018 are 10.22% under-budget, however, these are 13.2% higher than the June 2017 total of \$21,590,142.00. The county's largest expenditures by department are: Children, Youth and Families in the amount of \$6,420,736.00, which is 12.6% under the year-to-date budget and the Prison Operations in the amount of \$3,723,851.00, which is 5% under the year-to-date budget.

Mrs. Sleppy stated that by the end of the year, total revenue and total expenditure amounts will be much closer, and if revenues exceed expenditures, the county will place the excess in a reserve account.

Discussion followed.

Blair County Planning Commission:

Dave McFarland requested approval for the adoption of the Blair County Comprehensive Plan.

Mr. McFarland outlined several changes made to the plan since it was first introduced.

Discussion followed.

Resolution 279-2018: A resolution approving the adoption of the Blair County Comprehensive Plan.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 279-2018.

Courthouse (1999 Addition) and Prison Roof Replacement Project:

Brian Wisor, Keller Engineers, Inc., requested approval of a Proposal of Service Contract for design services, specifications, bidding and limited construction oversight services for the Blair County Courthouse (1999 addition) and Prison (1982 addition, along with two small low roofs) Roof Replacement Project, in the total estimated cost of \$25,545.00,

Mr. Wisor outlined the proposal. He stated that the project includes engineering services from Keller Engineers, in the amount of \$4,750.00, and architectural services by a sub-consultant, McKissick Kasun Architects, Inc., in the amount of \$20,095.00, with an estimated total for reimbursable expenses in the amount of \$700.00, for a total estimated project cost of \$25,545.00

Discussion followed.

Resolution 280-2018: A resolution approving a Proposal of Service Contract received from Keller Engineers, Inc., in the total estimated cost of \$25,545.00, for design services, specifications, bidding and limited construction oversight services for the Blair County Courthouse (1999 addition) and Prison (1982 addition, along with two small low roofs) Roof Replacement Project

Commissioner Tomassetti noted his abstention on the adoption of Resolution 280-2018 due to a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 280-2018.

Blair Senior Services:

Dennis Wisor requested approval for the submission of the FY 2017-2018 4th Quarter Medical Assistance Transportation Program (MATP) Grantee Direct Costs Report to the Commonwealth of Pennsylvania.

Mr. Wisor stated he will work with the County Finance Director, Jennifer Sleppy to submit the required reporting and signature page for the County of Blair for the Fourth Quarter

2017-2018 MATP Program, and the State indicated that they would ask for the signature page whenever they have completed the processing of eligible and ineligible trips.

Discussion followed.

Resolution 281-2018: A resolution approving the submission of the FY 2017-2018 4th Quarter Medical Assistance Transportation Program (MATP) Grantee Direct Costs Report to the Commonwealth of Pennsylvania.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 281-2018.

Blair County Agricultural Land Preservation:

Rich Huether requested approval of an agreement of sale for the purchase of an agricultural conservation easement (136.70 acres located in North Woodbury and Woodbury Township, Blair and Bedford Counties) between the Commonwealth of Pennsylvania and the County of Blair jointly in perpetuity and Gary L. and Claudia L. Bechtel for the total purchase price of \$190,013.00 (Commonwealth \$140,013.00/County \$50,000.00).

Mr. Huether stated the Bechtel easement located in North Woodbury and Woodbury Townships (Blair and Bedford Counties) will be the 51st agricultural conservation easement for Blair County, adding an additional 137 acres with a value of \$190,013.00. He stated that the county has contributed \$1.3 million dollars to Farmland Preservation since 1993, which has aided in the preservation of 7,562 acres, and to date just under \$7,780,000.00 has been spent on 50 easements throughout eight (8) Blair County Townships.

Mr. Huether stated that Farmland Preservation funding continues to be strong over the previous four (4) years with an increase related to the County's Act 13 Marcellus Shale Funding. He stated that the county's 2018 allocation of \$80,000.00 resulted in \$302,105.00 in State Funds for a matched ratio in 2018 of 3.7 to 1.

Discussion followed.

Resolution 282-2018: A resolution approving an agreement for the sale and purchase of an agricultural conservation easement (136.70 acres located in North Woodbury and Woodbury Township, Blair and Bedford Counties) between the Commonwealth of Pennsylvania and the County of Blair jointly in perpetuity and Gary L. and Claudia L. Bechtel for the total purchase price of \$190,013.00 (Commonwealth \$140,013.00/County \$50,000.00).

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 282-2018.

Blair County Children, Youth and Families:

Ashley Gehrdes requested approval for submission of the Blair County Children, Youth and Families' Narrative for the proposed FY 18/19 Implementation Plan and the FY 19/20 Needs Based Plan and Budget.

Ms. Gehrdes provided the Commissioners with an overview of the Needs Based Planning Budget for 2019-2020 presented at a Public Hearing held on July 19, 2018. She stated some highlights for her department included family engagement, employee retention and new structure services, and the struggles her department faces are mental health placements, employee compensation, required paperwork and the opioid crisis. She stated that the final Needs Based Budget will be presented on August 28, 2018.

Mr. Frank stated that the Juvenile Probation Office and Children, Youth and Families work closely together to provide services such as: community outreach, family engagement practices, delinquency placement prevention, permanency prevention, assessments, and counseling and placement services.

Discussion followed.

Resolution 283-2018: A resolution approving the submission of the Blair County Children, Youth and Families' Narrative for the proposed FY 18/19 Implementation Plan and the FY 19/20 Needs Based Plan and Budget.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 283-2018.

Blair County Human Resources:

Katherine Swigart requested approval for the adoption of the revised Blair County Equal Opportunity Employment Policy (Policy No. 301).

Miss Swigart stated that as a result of a periodic policy review, the Equal Opportunity Employment Policy, Policy No. 310 required just a couple minor revisions to the policy. Those revisions occurring within Section's 1.0, 2.0 and 3.0.

Discussion followed.

Resolution 284-2018: A resolution approving the adoption of the revised Blair County Equal Opportunity Employment Policy (Policy No. 301).

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 284-2018.

Blair County Coroner's Office 1414 4th Street, Altoona, PA:

County Administrator Schmitt requested approval of an Amendment of Lease dated July 9, 2013, between the County of Blair on behalf of the Blair County Coroner's Office and R & L Holdings LLC, extending the lease term two (2) months at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate September 30, 2018, in order for the County and R & L Holdings LLC to discuss the possibility of the sale of the leased building to the county.

Mrs. Schmitt stated that the current lease for the Blair County Coroner's Office is due to expire today, July 31, 2018, however, the owner of the leased building is willing to extend the lease, allowing time for discussions to take place regarding the purchase of the leased building by the county.

Discussion followed.

Resolution 285-2018: A resolution approving an Amendment of Lease dated July 9, 2013, between the County of Blair on behalf of the Blair County Coroner's Office and R & L Holdings LLC extending the lease term two (2) months at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate September 30, 2018, in order for the County of Blair on behalf of the Blair County Coroner's Office and R & L Holdings LLC to discuss the possibility of the sale of the leased building to the county.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 285-2018.

Garden Gate Florist, Inc. (MDJ Miller's Building, Tyrone):

County Administrator Schmitt requested approval of a Second Amendment of Lease dated May 10, 2016 (and Amended June 26, 2018) between the County of Blair and Garden Gate Florist, LLC, extending the lease term one (1) additional month at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate August 31, 2018, in order for Lessee to sell his business to a buyer who intends to enter a new lease with the county (Lessor).

Mrs. Schmitt stated that the present owner of Garden Gate Florist has requested a second extension to the lease term for one (1) additional month, so that he may sell his business to a buyer who wishes to enter into a new lease with the county.

Mrs. Schmitt stated that the Lessee has signed the Second Amendment of Lease and has paid the additional rent upfront.

Discussion followed.

Resolution 286-2018: A resolution approving a Second Amendment of Lease dated May 10, 2016 (and Amended June 26, 2018) between the County of Blair and Garden Gate Florist, LLC, extending the lease term one (1) additional month at the same monthly rental amount with all other terms and conditions remaining unchanged, so as to terminate August 31, 2018, in order for Lessee to sell his business to a buyer who intends to enter a new lease with the county (Lessor).

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 286-2018.

Valley View Park:

1. Rocky Greenland requested approval for Joe Keller (Keller Engineers, Inc.) to solicit quotes on behalf of the County of Blair Park and Recreation Advisory Board for materials to extend water and electrical service to the two (2) newly constructed pavilions and to upgrade the electrical service at the amphitheater.

Mr. Keller will perform this service as a member of the Blair Park and Recreation Advisory Board and at no cost to the County.

Discussion followed.

Resolution 287-2018: A resolution approving Joe Keller (Keller Engineers, Inc.) to solicit quotes on behalf of the County of Blair Park and Recreation Advisory Board for materials to extend water and electrical service to the two (2) newly constructed pavilions and to upgrade the electrical service at the amphitheater.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 287-2018.

2. Rocky Greenland requested approval for Joe Keller (Keller Engineers, Inc.) to solicit quotes on behalf of the County of Blair Park and Recreation Advisory Board for electrical contractor services to install electrical service to the two (2) newly constructed pavilions and to upgrade the electrical service at the amphitheater.

Mr. Keller will perform this service as a member of the Blair Park and Recreation Advisory Board and at no cost to the County.

Discussion followed.

Resolution 288-2018: A resolution approving Joe Keller (Keller Engineers, Inc.) to solicit quotes on behalf of the County of Blair Park and Recreation Advisory Board for electrical contractor services to install electrical service to the two (2) newly constructed pavilions and to upgrade the electrical service at the amphitheater.

Motion by Commissioner Beam, second by Commissioner Tomassetti and unanimously approved to adopt Resolution 288-2018.

3. Rocky Greenland requested approval for Joe Keller (Keller Engineers, Inc.) to solicit hourly rates/quotes on behalf of the County of Blair Park and Recreation Advisory Board for equipment rental to complete grading swale, etc. around the two (2) newly constructed pavilions at Valley View Park.

Mr. Keller will perform this service as a member of the Blair Park and Recreation Advisory Board and at no cost to the County.

Discussion followed.

Resolution 289-2018: A resolution approving Joe Keller (Keller Engineers, Inc.) to solicit hourly rates/quotes on behalf of the County of Blair Park and Recreation Advisory Board for equipment rental to complete grading swale, etc. around the two (2) newly constructed pavilions at Valley View Park.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 289-2018.

Acceptance of Bids Received:

Janice Meadows requested approval for the acceptance of bids received for cleaning services for various County Office Buildings to include five (5) Magisterial District Judge Offices, 911/E Center, and the Adult Parole Satellite Office.

Mrs. Meadows stated that only one (1) bid was received and opened at 2:00 p.m. on Friday, July 27, 2018, in the Controller's Office. The one (1) bid received was from the current vendor, Shields Cleaning Service, in the total amount of \$2,745.00 per month and \$35.00 per hour upon arrangements when needed for the service of stripping and waxing of floors.

Mrs. Meadows asked for some additional time to review the bid to evaluate current performance issues with the sole bidder, Shields Cleaning Service.

Discussion followed.

Resolution 290-2018: A resolution approving the acceptance of the bid received from Shields Cleaning Service, in the amount of \$2,745.00 per month and \$35.00 per hour upon arrangements when needed for the service of stripping and waxing of floors, for review, rejection or award within thirty (30) days of bid opening

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 290-2018.

Authorization to Advertise:

Janice Meadows requested approval to advertise for a public auction for the sale of law books from the Law Library.

Discussion followed:

Resolution 291-2018: A resolution approving to advertise for a public auction for law books from the Law Library.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 291-2018.

Blair County Finance:

Jennifer Sleppy requested approval to establish a credit account with Cumberland Truck Parks for the Blair County Highway Department.

Discussion followed.

Resolution 292-2018: A resolution approving the establishment of a credit account with Cumberland Truck Parks for the Blair County Highway Department.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 292-2018.

Change Orders for Elevator Modernization Project:

Rocky Greenland presented discussion concerning Change Orders.

Mr. Greenland stated that Change Order #2 has been received from Bettwy in the proposed amount of \$8,513.91. He stated that the change order will cover the furnishing and installation of four (4) new light fixtures in the lobby areas outside the elevator to increase the existing lighting level on each floor, and will also cover the consultation fee for a Simplex technician to trace out the old conduit and wiring in the elevator shaft and the elevator recall for the fire alarm system.

Mr. Greenland stated that once the change order is approved, he anticipates the work being completed and the elevator operational in approximately two (2) weeks.

Discussion followed.

Resolution 293-2018: A resolution approving Change Order #2 received from Bettwy in the proposed amount of \$8,513.91 covering the furnishing and installation of four (4) new light fixtures in the lobby area outside the elevator and covering the furnishing of a Simplex technician to trace out the old conduit and wiring in the elevator shaft and the elevator recall for the fire alarm system.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 293-2018.

Mr. Greenland stated that due to the additional work associated with the change order he is requesting approval to change the substantial completion date of the contracts associated with the project to August 31, 2018.

Commissioner Erb called for public comment pertaining to the request for a change to the substantial completion date. **There were no comments noted.**

Discussion followed.

Resolution 294-2018: A resolution changing the substantial completion date of the elevator modernization project to August 31, 2018.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 294-2018.

ADJOURN:
Meeting Adjourned,

Helen P. Schmitt, County Administrator