

**BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, AUGUST 21, 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 – TUESDAY, AUGUST 14, 2018
5. PUBLIC COMMENT
6. UPCOMING MEETINGS:

Wednesday, August 22, 2018		
Thursday, August 23, 2018	10:15 a.m.	Salary Board (Conference Room 2B, 2 nd Fl.)
Friday, August 24, 2018		
Monday, August 27, 2018		
Tuesday, August 28, 2018	10:00 a.m.	Commissioner’s Work Session (Conference Room 2B, 2 nd Fl.)
Wednesday, August 29, 2018		
Thursday, August 30, 2018		
Friday, August 31, 2018		
September 3, 2018	Labor Day	Courthouse Closed
September 4, 2018	10:00 a.m.	Commissioner’s Business Session (Conference Room 2B, 2 nd Fl.)
September 5, 2018		
September 6, 2018	8:30 a.m.	Park and Recreation Advisory Board (Conference Room 2B, 2 nd Fl.)
September 7, 2018		
September 10, 2018	6:00 p.m.	Airport Authority (Blair County Airport)
September 11, 2018	10:00 a.m.	Commissioner’s Work Session (Conference Room 2B, 2 nd Fl.)

7. COMMISSIONERS COMMENTS

Assessment Appeal Hearings began on Tuesday, August 14th and are scheduled to run through October 25th. There will be 21 days of scheduled hearings for 627 appeals. All Appeal Hearings will be held in the Assessment Office Conference Room located in the basement of the courthouse.

8. CONSENT AGENDA

Resolution 304-2018:

- a. Payment of three (3) Warrant Lists dated August 15, 2018 and August 20, 2018, in the amounts of \$13,766.18, \$37,580.72, and \$186,532.26, which include payments of the following invoices to:
 - **2017 Project Fund/Bond/ Elevator Modernization Project:** Altoona Mirror, in the amount of \$1,332.05, for advertising for general contractor.
 - **2017 Project Fund/Bond/Courtrooms 1 & 2 Relocation Project:** Altoona Mirror, in the amount of \$1,552.85, for advertising for general contractor; Lowes, in the amounts of \$106.36 and \$52.15, for miscellaneous building supplies; and Staples Advantage, in the amount of \$471.44, for two (2) bookcases for Judges’ Chambers.
 - **Children, Youth and Families:** JJ Keller Family Partnership, in the amount of \$1,975.00, for September Rent.
- b. Payment of four (4) Preliminary Check Writing Reports dated August 17, 2018, for the Department of Social Services, in the amounts of \$200.00, \$5,020.77, \$54,332.70, and \$20,012.59, which includes payment of the following invoices to:
 - The Home Nursing Agency, in the total amount of \$3,925.77
 - UPMC Altoona, in the total amount of \$34,379.93
- c. Ratification of Payroll for the Period Ending August 17, 2018, in the amount of \$807,779.89.
- d. **Budget Transfer:** The following transfer is for reimbursement of two (2) Justifacts Invoices originally budgeted in Human Resources and being transferred to the appropriate department:

<u>From</u>	<u>\$\$</u>	<u>To</u>
01105-42000 HR	\$ 152.25	01107-42000 Assessment
01105-42000 HR	\$ 149.75	01155-42000 Costs & Fines
01105-42000 HR	\$ 147.75	01158-42000 District Attny.
01105-42000 HR	\$ 149.25	01122-42000 911 Center
01105-42000 HR	\$ 148.75	01103HW-42000 Highway
01105-42000 HR	\$1,007.20	01209PO-42000 Prison
01105-42000 HR	\$ 201.50	01151-42000 Sheriff’s Office

01105-42000 HR	\$ 165.25	01504-42000 Social Services
01105-42000 HR	\$ 326.75	01103CS-42000 Maintenance
01105-42000 HR	\$ 607.00	01209PO-42000 Prison
01105-42000 HR	\$ 246.50	01153-42000 Prothonotary
01105-42000 HR	\$ 214.25	01157-42000 Public Defender
01105-42000 HR	\$ 632.50	01151-42000 Sheriff's Office

- e. **Budget Transfer:** The following transfer is for reimbursement of an Invoice for Healthforce charges originally budgeted in Human Resources and being transferred to the appropriate department:

From	\$\$	To
01105-42000 HR	\$85.00	01151-42000 Sheriff's Office
01105-42000 HR	\$70.00	01103BM-42000 Bldg. Main.

- f. **Budget Transfer:** The following transfer is for reimbursement of an Invoice for legal fees originally budgeted in Human Resources and being transferred to the appropriate department:

From:	\$\$	To
01105-44080	\$4,608.91	01209PO-44080 Prison

- g. **Budget Transfer:** The following transfer is for reimbursement of an Invoice from McNeese Wallace originally budgeted in Human Resources and being transferred to the appropriate department:

From	\$\$	To
01105-44080 HR	\$ 2,272.00	01101-44080 Commissioners
01105-44080 HR	\$ 57.00	01112-44080 Controller
01105-44080 HR	\$ 2,280.00	01161DD-44080 MDJ DeAntonio
01105-44080 HR	\$ 49.00	01209PO-44080 Prison
01105-44080 HR	\$ 294.00	01603-44080 Veteran's
01105-44080 HR	\$11,274.52	01101-44080 Commissioners
01105-44080 HR	\$ 7.00	01150-44080 Reg. & Rec.
01105-44080 HR	\$ 7.00	01109-44080 Treasurer
01105-44080 HR	\$ 753.00	01158-44080 DA
01105-44080 HR	\$ 7.00	01160ED-44080 Judge Doyle
01105-44080 HR	\$ 7.00	01151-44080 Sheriff's Office
01105-44080 HR	\$ 7.00	01153-44080 Prothonotary
01105-44080 HR	\$ 7.00	01112-44080 Controller
01105-44080 HR	\$ 6,566.60	01122-44080 911 Center
01105-44080 HR	\$ 1,482.00	01101-44080 Commissioners

- h. **NBIS Bridge Inspection and Inventory:** Payment of Invoices #14 and #14a, received from Stiffler McGraw as follows: Bridge #01, North Eighth Street over Norfolk Southern Railroad Mainline, in the amount of \$2,641.13; Bridge #01, North Eighth Street over Norfolk Southern Railroad Storage, in the amount of \$3,011.21; Bridge #03, North Eighth Street over Little Juniata River, in the amount of \$1,815.95; Bridge #01, North Eighth Street over Norfolk Southern Railroad Mainline, Right of Entry, in the amount of \$1,250.00; and Bridge #02, North Eighth Street over Norfolk Southern Railroad Storage, Flagging, in the amount of \$1,276.54. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.

- i. **Employment:** Ashley M. Smyder, FT, Program Specialist 1, CYF, \$40,500.20/yr., effective 08/20/18; Megan D. Dospoy, FT, District Court Administrative Staff, MDJ DeAntonio, \$15,724.80/hr., effective 08/20/18; Matthew C. Fallings, from PT, Law Clerk, \$18.00/hr., to FT, Law Clerk, Judge Bernard, \$30,600.18/hr., effective 07/30/18.

- j. **Resignations:** Rita A. Branter, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 08/10/18; Theresa Y. Green, Temporary, Department Assistant, MDJ DeAntonio, \$9.00/hr., effective 08/10/18; Timothy G. Stevens, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 08/10/18; Mary Jo Smith, Temporary, Department Assistant, JPO, \$9.86/hr., effective 08/17/18; Kyle Marlett, FT, Corrections Officer, Prison, \$19.54/hr., effective 08/17/18; John W. Johnson, FT, Assessor 1, Assessment, \$19,801.60/yr., effective 08/13/18.

9. UNFINISHED BUSINESS

Adoption of Resolutions

Resolution 305-2018: A resolution approving the submission of the County of Blair State Food Purchase Program (SFPP) Expense and Data Report for FY 2017-2018 to the Pennsylvania Department of Agriculture.

Resolution 306-2018: A resolution approving a Purchase of Service Agreement between the County of Blair and RBA Professional Data Systems, Inc., for computer system support services to the Department of Social Services, in the maximum amount of \$37,000.00, for the period of July 1, 2018 through June 30, 2019; and a HIPPA Business Associate Agreement Addendum to the said Purchase of Service Agreement.

Resolution 307-2018: A resolution approving authorization of the signing of the Competitive Community Development Block Grant (CDBG) Contract (#C000069635) on behalf of Tyrone Borough between the County of Blair and the Commonwealth of Pennsylvania acting through the Department of Community and Economic Development (DCED) in the amount of \$750,000.00, for the Logan Avenue Streetscape Project, Phase II.

10. OLD BUSINESS

Children, Youth and Families:

Presentation of the financial portion of the FY 18/19 Implementation Plan and the FY 19/20 Needs Based Plan and Budget.

Auction of Used Law Books:

Discussion concerning auction of used law books.

11. NEW BUSINESS

Garden Gate Florist, LLC Lease (MDJ Miller's Building, Tyrone):

Requesting approval of a Lease Agreement between the County of Blair (Lessor) and Garden Gate Florist, LLC (Lessee), for 2,410 square feet of space located at 5630 E Pleasant Valley Boulevard, Tyrone, PA, in the monthly amount of \$600.00, for the period of one (1) year commencing on September 1, 2018 and ending on July 31, 2019.)

Court Administration:

Requesting approval of a Training Service Agreement between the County of Blair and Jody Althouse for the provision of two (2) half day workshops for Blair County Court Staff entitled "It's all about Respect", the amount of \$1,000.00. Amount includes research, design, handouts, materials and facilitating the workshops for 100 participants.

Elevator Modernization Project:

Requesting approval of the following two (2) Change Orders received:

- Change Order #4, received from Otis Elevator, in the amount of \$4,094.93, for labor and materials to furnish and install an Aut-O-Safe® battery-operated emergency-return system.
- Change Order #4, received from Bettwy Electrical Contractors, in the proposed amount of \$1,014.19, to furnish and install a 200amp interlock kit on the existing 200amp safety switch. Furnish and install conduit, wire, and connections to Otis controller or auto safe controller.

12. ADJOURN

BUSINESS SESSION: TUESDAY, AUGUST 21, 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: Ashley Gehrdes and Amy Wertz (CYF), Jenn Sleppy and Sarah Chuff (Finance), Jon Frank (JPO), James Ott (Sheriff), Janice Meadows (Court Administration), Rocky Greenland (Public Works), Kay Stephens (Altoona Mirror), Rep. Judy Ward (80th District), 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 those present stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – TUESDAY, AUGUST 14, 2018:

Commissioner Erb called for corrections or changes to the minutes of August 14, 2018. **There were no corrections or changes noted.**

Motion by Commissioner Beam, seconded by Commissioner Tomassetti 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 22, 2018

Thursday, August 23, 2018 10:15 a.m. Salary Board
(Conference Room 2B, 2nd Fl.)

Friday, August 24, 2018

Monday, August 27, 2018

Tuesday, August 28, 2018 10:00 a.m. Commissioner's Work Session
(Conference Room 2B, 2nd Fl.)

Wednesday, August 29, 2018

Thursday, August 30, 2018

Friday, August 31, 2018

September 3, 2018 Labor Day Courthouse Closed

September 4, 2018 10:00 a.m. Commissioner's Business Session
(Conference Room 2B, 2nd Fl.)

September 5, 2018

September 6, 2018 8:30 a.m. Park and Recreation Advisory Board
(Conference Room 2B, 2nd Fl.)

September 7, 2018

September 10, 2018 6:00 p.m. Airport Authority
(Blair County Airport)

September 11, 2018 10:00 a.m. Commissioner's Work Session
(Conference Room 2B, 2nd Fl.)

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Beam – none.

Commissioner Tomassetti announced that Assessment Appeal Hearings began on Tuesday, August 14th and are scheduled to run through October 25th. He stated that there will be 21 days of scheduled hearings for 627 appeals and all hearings will be held in the Assessment Office Conference Room located in the basement of the courthouse.

Commissioner Tomassetti stated that of the 627 appeals filed, the Borough of Hollidaysburg filed eighteen (18) appeals requesting that the county assessment office impose a higher assessed value on those properties due to the sale price of the properties. He stated that property owners have an opportunity to appeal to lower the assessed value of their property, local municipalities and school districts have an opportunity to file annual appeals with the county whenever they feel that a property's assessed value is not accurate based on the sales price.

Commissioner Tomassetti encouraged all school districts and municipalities to follow the Borough of Hollidaysburg's lead in filing appeals in order to maintain equity and consistency of the assessed values of Blair County properties and to promote fairness and equity.

Discussion followed.

Commissioner Erb stated that the county recently responded in writing to the Pennsylvania Department of Labor and Industry in opposition of proposed Regulation #12-106 Minimum Wage regarding changes to the thresholds in determining overtime eligibility.

Commissioner Erb stated that currently there are ninety-four (94) county employees considered non-exempt under the thresholds to determine overtime eligibility while under the proposed regulation this threshold would be increased from \$23,600 to \$31,720 annually on January 1, 2020; \$39,832 on January 1, 2021; and \$47,892 on January 1, 2022. Five (5) county employees currently ineligible for overtime pay would become eligible for overtime pay in just the first year, with an additional sixteen (16) eligible in 2021, and twenty-nine (29) eligible in 2022. He stated that the financial burden imposed with this regulation will cost the county more than \$14,647 in the first year, \$85,875 in the second year and \$1,136,527 in the third year.

Discussion followed.

CONSENT AGENDA:

Resolution 304-2018:

- a. Payment of three (3) Warrant Lists dated August 15, 2018 and August 20, 2018, in the amounts of \$13,766.18, \$37,580.72, and \$186,532.26, which include payments of the following invoices to:
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 - **Children, Youth and Families:** JJ Keller Family Partnership, in the amount of \$1,975.00, for September Rent.

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- c. Ratification of Payroll for the Period Ending August 17, 2018, in the amount of \$807,779.89.

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- h. **NBIS Bridge Inspection and Inventory:** Payment of Invoices #14 and #14a, received from Stiffler McGraw as follows: Bridge #01, North Eighth Street over Norfolk Southern Railroad Mainline, in the amount of \$2,641.13; Bridge #01, North Eighth Street over Norfolk Southern Railroad Storage, in the amount of \$3,011.21; Bridge #03, North Eighth Street over Little Juniata River, in the amount of \$1,815.95; Bridge #01, North Eighth Street over Norfolk Southern Railroad Mainline, Right of Entry, in the amount of \$1,250.00; and Bridge #02, North Eighth Street over Norfolk Southern Railroad Storage, Flagging, in the amount of \$1,276.54. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
- i. **Employment:** Ashley M. Smyder, FT, Program Specialist 1, CYF, \$40,500.20/yr., effective 08/20/18; Megan D. Dospoy, FT, District Court Administrative Staff, MDJ DeAntonio, \$15,724.80/hr., effective 08/20/18; Matthew C. Fallings, from PT, Law Clerk, \$18.00/hr., to FT, Law Clerk, Judge Bernard, \$30,600.18/hr., effective 07/30/18.
- j. **Resignations:** Rita A. Branter, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 08/10/18; Theresa Y. Green, Temporary, Department Assistant, MDJ DeAntonio, \$9.00/hr., effective 08/10/18; Timothy G. Stevens, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 08/10/18; Mary Jo Smith, Temporary, Department Assistant, JPO, \$9.86/hr., effective 08/17/18; Kyle Marlett, FT, Corrections Officer, Prison, \$19.54/hr., effective 08/17/18; John W. Johnson, FT, Assessor 1, Assessment, \$19,801.60/yr., effective 08/13/18.

Commissioner Tomassetti noted his abstention, due to a conflict of interest, on the payment of an invoice to JJ Keller Family Partnership.

Commissioner Erb noted his abstention, due to a conflict of interest, on the payments of invoices to the Home Nursing Agency and to UPMC Altoona.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 304-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions

Resolution 305-2018: A resolution approving the submission of the County of Blair State Food Purchase Program (SFPP) Expense and Data Report for FY 2017-2018 to the Pennsylvania Department of Agriculture.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 305-2018.

Resolution 306-2018: A resolution approving a Purchase of Service Agreement between the County of Blair and RBA Professional Data Systems, Inc., for computer system support services to the Department of Social Services, in the maximum amount of \$37,000.00, for the period of July 1, 2018 through June 30, 2019; and a HIPPA Business Associate Agreement Addendum to the said Purchase of Service Agreement.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 306-2018.

Resolution 307-2018: A resolution approving authorization of the signing of the Competitive Community Development Block Grant (CDBG) Contract (#C000069635) on behalf of Tyrone Borough between the County of Blair and the Commonwealth of Pennsylvania acting through

the Department of Community and Economic Development (DCED) in the amount of \$750,000.00, for the Logan Avenue Streetscape Project

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 307-2018.

OLD BUSINESS:

Children, Youth and Families:

Ashley Gehrdes and Amy Wertz presented the financial portion of the FY 18/19 Implementation Plan and the FY 19/20 Needs Based Plan and Budget.

Ms. Wertz stated that the completed plan and budget are due to the state on September 1, 2018, and that she is currently entering and finalizing the financial numbers. The final allocation for FY 18/19 was \$15,358,433.00. She stated that she feels this is a fairly accurate assumption based upon changes within their agency due to the Family First Act and statements released from the Auditor General's office on staffing suggestions and increased placements for Kinship Care rather than congregate care. For FY 17/18 the figure will be slightly under that due to Act 138 funds being lower than projected, and looking at FY 18/19 to FY 19/20 she is projecting a 7% increase in the allocation.

Discussion followed.

Auction of Used Law Books:

Assistant County Administrator Hemminger presented discussion concerning auction of used law books.

Mrs. Hemminger stated that an auction was conducted per county code for 129 lots of books and metal shelving. She stated that there were six (6) bidders with 9 lots of books and 26 lots of metal shelving sold for a total amount of \$239.00. Mrs. Hemminger explained that overall the auction was a net loss to the county as the man-hours to set up the auction and the price of the required advertisement in a local newspaper was greater than the money brought in. All unsold books will be recycled.

Discussion followed.

NEW BUSINESS:

Court Administration:

Janice Meadows requested approval of a Training Service Agreement between the County of Blair and Jody Althouse for the provision of two (2) half day workshops for Blair County Court Staff entitled "It's all about Respect", the amount of \$1,000.00. Amount includes research, design, handouts, materials and facilitating the workshops for 100 participants.

Mrs. Meadow stated that the training was budgeted and that Solicitor Karn reviewed the Agreement.

Discussion followed.

Resolution 308-2018: A resolution approving a Training Service Agreement between the County of Blair and Jody Althouse for the provision of two (2) half day workshops for Blair County Court Staff entitled "It's all about Respect", the amount of \$1,000.00. Amount includes research, design, handouts, materials and facilitating the workshops for 100 participants.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 308-2018.

Garden Gate Florist, LLC Lease (MDJ Miller's Building, Tyrone):

County Administrator Schmitt requested approval of a Lease Agreement between the County of Blair (Lessor) and Garden Gate Florist, LLC (Lessee), for 2,410 square feet of space located at 5630 E. Pleasant Valley Boulevard, Tyrone, PA, in the monthly amount of \$600.00, for the period of one (1) year commencing on September 1, 2018 and ending on July 31, 2019.

Commissioner Erb stated that the lease term requested is only for eleven (11) months. Solicitor Karn stated that the first page of the lease reflects a typographical error showing the ending date of the lease as July 31, 2019. The correct end date of the lease should be August 31, 2019. He stated that the remaining content of the lease is correct and the only thing that will need to be changed is the end date of the "Term".

Mrs. Schmitt stated that the new owners of the Garden Gate Florist, LLC are aware that the term of the lease is 12 months, they have signed the lease and that the monthly amount of the lease remains the same as what the current Lessee is paying.

Discussion followed.

Resolution 309-2018: A resolution approving a Lease Agreement between the County of Blair (Lessor) and Garden Gate Florist, LLC (Lessee), for 2,410 square feet of space located at 5630 E. Pleasant Valley Boulevard, Tyrone, PA, in the monthly amount of \$600.00, for the period of one (1) year commencing on September 1, 2018 and ending on August 31, 2019.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 309-2018.

Elevator Modernization Project:

County Administrator Hemminger requested approval of the following two (2) Change Orders received:

- Change Order #4, received from Otis Elevator, in the amount of \$4,094.93, for labor and materials to furnish and install an Aut-O-Safe® battery-operated emergency-return system.
- Change Order #4, received from Bettwy Electrical Contractors, in the proposed amount of \$1,014.19, to furnish and install a 200amp interlock kit on the existing 200amp safety switch. Furnish and install conduit, wire, and connections to Otis controller or auto safe controller.

Discussion followed.

Resolution 310-2018: A resolution approving:

Change Order #4, received from Otis Elevator, in the amount of \$4,094.93, and Change Order #4, received from Bettwy Electrical Contractors, in the proposed amount of \$1,014.19.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 310-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator