

**AGENDA
BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, JANUARY 30, 2018, 10:00 A.M.**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENT REFLECTION**
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 4. PUBLIC COMMENT (PERTAINING TO AGENDA ITEMS ONLY)**
- 5. UPCOMING MEETINGS:**

Wednesday, January 31

Thursday, February 1 8:30 a.m. Parks and Recreation
(Conference Room 2B, Courthouse)

Friday, February 2

Monday, February 5

Tuesday, February 6 10:00 a.m. Commissioners Work Session
(Commissioners Meeting Room, Basement)

Wednesday, February 7

Thursday, February 8 9:00 a.m. Retirement Board
(Commissioners Meeting Room, Basement)

 10:15 a.m. Salary Board
(Commissioners Meeting Room, Basement)

Friday, February 9

Monday, February 12 6:00 p.m. Airport Authority Board
(Blair County Airport, Martinsburg)

Tuesday, February 13 10:00 a.m. Commissioners Business Session
(Commissioners Meeting Room, Basement)

6. COMMISSIONERS COMMENTS

7. CERTIFICATE OF APPRECIATION AND RETIRMENT

8. CONSENT AGENDA

Resolution 27-2018:

- a. Requesting approval for payment of two (2) Warrant Lists dated 01/29/18 and 01/30/18, in the amounts of \$116,326.66 and \$160,143.29 respectively, which includes payment of the following invoices:
 - **2014 Project Fund:** Invoice payable to John Rita, in the amount of \$500.00, per Resolution 34-2017, for services rendered 12/1/17 thru 12/31/17.
 - **2017 Project Fund:** Invoice payable to the Altoona Mirror, in the amount of \$1,214.29, for advertising of the Lawyer's Lobby HVAC/Electrical Work Project.
 - **Blair County Bridge#10/Friesville:** Payment of Estimate No. 8, in the amount of \$862.85, received from Keller Engineers, for Preliminary Engineering Services. Expense, which is 95% reimbursable, will be paid from Marcellus Shale Legacy Funds.
- b. Requesting approval for two (2) payments to UPMC Altoona on behalf of the Mental Health, Intellectual Disabilities and Drug and Alcohol Program Offices, dated 01/17/18, check numbers 32920 and 32954, in the amounts of \$17,365.86 and \$6,600.00 respectively.
- c. **Employment:** Jaime P. Campbell, FT, Administrative Assistant, Assessment, \$16,270.80/yr., effective 02/12/18; Brenna Irvin, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 02/05/18; Amber Kidd, FT, Probation Officer Aide 1, APO, \$17,399.20/yr., effective 02/05/18; Jessica Ponist and Nawal Qureshi, FT, Caseworker 1, \$30,381.00/yr., effective 02/12/18; Rodney L. Hill, FT, Maintenance Technician-Painter, Maintenance, \$16.43/hr., effective 01/22/18; Rodney L. Hill, FT, Custodian, Maintenance, \$15.95/hr., effective 01/23/18.
- d. **Resignations:** Rodney L. Hill, FT, Custodian, Maintenance, \$15.95/hr., effective 01/21/18.
- e. **Retirements:** Harry T. Moyer, FT, Custodian, Maintenance, \$16.30/hr., effective 02/03/18.

9. UNFINISHED BUSINESS

Adoption of Resolutions:

Resolution 28-2018:

Requesting approval of a contract between the County of Blair and Lallemand Construction, LLC d/b/a The PA Wood Butcher, in the total amount of \$9,984.00 (1/2 to start \$4,992.00 and balance of \$4,992.00 upon completion), paid by the Fort Roberdeau Association, for log replacement of the six (6) remaining sections of the northwest bastion. Work will begin after 02/01/18 and will be completed by 02/28/18. In the event of inclement weather, a contract extension request for a completion date of 03/09/18 will be made to Glenn Nelson.

Resolution 29-2018:

Requesting approval of an agreement between the County of Blair and MAXIMUS Consulting Services Inc., for a three-year period, effective 01/01/18 through 12/31/20, in the total amount of \$39,450.00, for preparation of the County’s 2017, 2018, and 2019 cost allocation plans.

10. OLD BUSINESS

11. NEW BUSINESS

A. Engineer Designation Services:

Requesting approval of an agreement between the County of Blair and Keller Engineers, Inc., for Engineer Designation Services for 2018 at the following hourly rates:

- President \$150.00
- Vice President \$135.00
- Senior Professional Engineer \$125.00
- Professional Engineer \$110.00
- Landscape Architect \$ 95.00
- Professional Surveyor \$130.00
- Surveyor \$ 75.00
- Survey Assistant \$ 60.00
- Senior Designer \$100.00
- Designer \$ 75.00
- Senior Technician \$ 70.00
- Technician \$ 50.00
- Resident Project Representative \$ 70.00
- Administrative Assistant \$ 40.00

- Mileage (IRS Allowable) \$0.53/mile
- Report Copies (8 ½ x 11) \$0.15/page (black and white) \$1.00/page (color)
- Report Copies (11 x 17) \$0.50/page (black and white) \$2.50/page (color)
- Prints (22” x 34”) \$2.75/sheet (black and white) \$8.75/sheet (color)

- Hourly rates include wages, required taxes, insurance, overhead and profit. This form of pricing is used primarily for cost plus fees. Our work for you will be negotiated for a lump sum amount in most cases.

B. Blair County Department of Social Services:

- a. Requesting approval for the submission of a contract amendment to the Commonwealth of Pennsylvania, Department of Community and Economic Development amending the County of Blair’s Competitive Community Development Block Grant (CDBG), Contract #C000064947, increasing the County’s Competitive CDBG allocation of \$750,000.00 to \$1,000,000.00 further amending Resolution 156-2017.
- b. Requesting approval of a new FY 2017/2018 contract between Central PA Behavioral Health Collaborative (CPBHC) doing business as Blair HealthChoices and the County of Blair for Transitional and Community Integration – Forensic Mental Health Case Manager, with an allocation of \$31,000 and a maximum amount of \$35,975, for the time period of December 1, 2017 through June 30, 2018.

C. Fort Roberdeau:

Requesting approval of the Explore Altoona 2018 Visitors Guide and Website Advertisement Contract for a ¼ Page, 4 Color advertisement in the Visitor Guide and explorealtoona.com plus a Listing with Photo in the 2018 Visitors Guide AND on explorealtoona.com at the rate of \$775.00 to be paid for by the Fort Roberdeau Association.

D. Prison Medical:

Requesting approval of a Second Agreement Extension to the Second Amendment and Restatement of Agreement for a Comprehensive Health Service Agreement for the Blair County Prison with PrimeCare set to expire December 31, 2017, for an additional 30 days.

12. ADJOURN

BUSINESS SESSION: TUESDAY, JANUARY 30, 2018, 10:00 A.M.:

Location: Public Meeting Room, Basement, New Addition.

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

Members Absent: County Administrator Schmitt and Solicitor Karn.

Others Present: Glenn Nelson (Fort Roberdeau), Rocky Greenland (Public Works), Harry Moyer (Maintenance), Theresa Rudy and Trina Illig (Social Services), Jenn Sleppy (Finance), Kay Stephens (Altoona Mirror), Jim Ott (Sheriff), Brian Wisner (Keller Engineers, Inc.), Dr. Marsh and Abbie Tate (Prison) and Melissa Harpster (Commissioner's Office).

CALL TO ORDER:

Commissioner Erb called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Erb called for 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.

PUBLIC COMMENT PERTAINING TO AGENDA ITEMS ONLY:

Commissioner Erb called for public comment pertaining to agenda items only. **There were no comments noted.**

UPCOMING MEETINGS:

Wednesday, January 31		
Thursday, February 1	8:30 a.m.	Parks and Recreation (Conference Room 2B, Courthouse)
Friday, February 2		
Monday, February 5		
Tuesday, February 6	10:00 a.m.	Commissioners Work Session (Commissioners Meeting Room, Basement)
Wednesday, February 7		
Thursday, February 8	9:00 a.m.	Retirement Board (Commissioners Meeting Room, Basement)
	10:15 a.m.	Salary Board (Commissioners Meeting Room, Basement)
Friday, February 9		
Monday, February 12	6:00 p.m.	Airport Authority Board (Blair County Airport, Martinsburg)
Tuesday, February 13	10:00 a.m.	Commissioners Business Session (Commissioners Meeting Room, Basement)

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Erb announced that Assistant County Administrator Hemminger and Assistant County Solicitor Murceak would be filling in at today’s meeting due to the absences of County Administrator Schmitt and Solicitor Karn. He also welcomed Commissioner Beam back from a brief absence.

Commissioner Tomassetti stated his desire for his fellow commissioners to consider changing the agenda item that currently reads “Public Comments Pertaining to Agenda Items Only” to “Public Comments”, beginning in February.

Discussion followed.

Commissioner Beam – none.

CERTIFICATE OF APPRECIATION AND RETIRMENT:

Commissioner Beam read the following certificate of appreciation and retirement in honor of the upcoming retirement of Harry Moyer:

Certificate of Retirement and Appreciation

Presented to

Harry T. Moyer

for over 37 years of service
to the County of Blair

On September 10, 1980, Harry T. Moyer joined the Blair County Maintenance Department as a custodian.

Harry has been instrumental in cleaning many county-owned buildings to include Highland Hall, and the two annex buildings that housed the District Attorney’s Office and Children and Youth Services.

Harry’s service to Blair County did not stop with routine custodial work. He was always willing to make certain that the exterior sidewalks were clear of debris and fallen leaves, both of which could create a slipping hazard for the employees as well as the public. He paid particular attention to the courthouse entrances by placing clean mats at all doors to ensure that employees did not slip when entering the courthouse.

Harry’s help in delivering mail and parcels on a daily basis to all departments helped to keep communication between outside agencies and county government running smoothly.

Harry's custodial services have touched all areas of the courthouse from the fourth floor of the new addition to the basement of the original structure, numerous restrooms, closets, countertops, desk floor space, and employee lounge areas.

Harry has been a valuable asset to the Blair County Maintenance Department and to the county workforce. His commitment to public service is to be commended.

Presented with gratitude and appreciation this 30th day of January, 2018.

BLAIR COUNTY BOARD OF COMMISSIONERS:

Bruce Erb, Chairman

Terry Tomassetti, Vice-Chairman

Ted Beam, Jr., Secretary

Attest:

Nicole M. Hemminger, Assistant County Administrator

Commissioner Beam presented the Certificate of Retirement and Appreciation to Mr. Moyer. Commissioner Beam and fellow Commissioners Erb and Tomassetti expressed thanks and appreciation to Mr. Moyer for his dedicated years of service and wished Mr. Moyer well as he embarks on a new journey in life.

Mr. Moyer expressed his thanks and appreciation for the recognition.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt the Certificate.

CONSENT AGENDA:

Resolution 27-2018:

- a. Requesting approval for payment of two (2) Warrant Lists dated 01/29/18 and 01/30/18, in the amounts of \$116,326.66 and \$160,143.29 respectively, which includes payment of the following invoices:
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- c. **Employment:** Jaime P. Campbell, FT, Administrative Assistant, Assessment, \$16,270.80/yr., effective 02/12/18; Brenna Irvin, FT, Caseworker 1, CYF, \$30,381.00/yr., effective 02/05/18; Amber Kidd, FT, Probation Officer Aide 1, APO, \$17,399.20/yr., effective 02/05/18; Jessica Ponist and Nawal Qureshi, FT, Caseworker 1, \$30,381.00/yr., effective 02/12/18; Rodney L. Hill, FT, Maintenance Technician-Painter, Maintenance, \$16.43/hr., effective 01/22/18; Rodney L. Hill, FT, Custodian, Maintenance, \$15.95/hr., effective 01/23/18.
- d. **Resignations:** Rodney L. Hill, FT, Custodian, Maintenance, \$15.95/hr., effective 01/21/18.
- e. **Retirements:** Harry T. Moyer, FT, Custodian, Maintenance, \$16.30/hr., effective 02/03/18.

Commissioner Tomassetti noted his abstention due to a conflict of interest on the payment of Estimate No. 8 (Blair County Bridge #10/Friesville), in the amount of \$862.85, received from Keller Engineers, for Preliminary Engineering Services.

Commissioner Tomassetti also noted his abstention on the payment to John Rita, in the amount of \$500.00, for services provided 12/01/17 through 12/31/17.

Commissioner Beam voted Nay to Consent Agenda item a - (2014 Project Fund - an invoice payable to John Rita in the amount of \$500.00) 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 item a, in light of the fact that the County has a previously approved contract with Mr. Rita.

Commissioner Erb noted his abstention due to a conflict of interest on two (2) payments to UPMC Altoona on behalf of the Mental Health, Intellectual Disabilities and Drug and Alcohol Program Offices, dated 01/17/18; check numbers 32920 and 32954, in the amounts of \$17,365.86 and \$6,600.00 respectively.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 27-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 28-2018: A resolution approving a contract between the County of Blair and Lallemand Construction, LLC d/b/a The PA Wood Butcher, in the total amount of \$9,984.00 (1/2 to start \$4,992.00 and balance of \$4,992.00 upon completion), paid by the Fort Roberdeau Association, for log replacement of the six (6) remaining sections of the northwest bastion. Work will begin after 02/01/18 and will be completed by 02/28/18. In the event of inclement weather, a contract extension request for a completion date of 03/09/18 will be made to Glenn Nelson.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 28-2018.

Resolution 29-2018: A resolution approving an agreement between the County of Blair and MAXIMUS Consulting Services Inc., for a three-year period, effective 01/01/18 through 12/31/20, in the total amount of \$39,450.00, for preparation of the County's 2017, 2018, and 2019 cost allocation plans.

Assistant County Administrator Hemminger presented the cost breakdown for the past three years and for calendar years, 2017, 2018 and 2019.

2014	\$12,600
2015	\$12,600
2016	\$13,000
2017	\$13,000
2018	\$13,000
2019	\$13,450

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 29-2018.

OLD BUSINESS:

None

NEW BUSINESS:

Engineer Designation Services:

Brian Wisner requested approval of an agreement between the County of Blair and Keller Engineers, Inc., for Engineer Designation Services for 2018 at the following hourly rates:

- President \$150.00
 - Vice President \$135.00
 - Senior Professional Engineer \$125.00
 - Professional Engineer \$110.00
 - Landscape Architect \$ 95.00
 - Professional Surveyor \$130.00
 - Surveyor \$ 75.00
 - Survey Assistant \$ 60.00
 - Senior Designer \$100.00
 - Designer \$ 75.00
 - Senior Technician \$ 70.00
 - Technician \$ 50.00
 - Resident Project Representative \$ 70.00
 - Administrative Assistant \$ 40.00
-
- Mileage (IRS Allowable) \$0.53/mile
 - Report Copies (8 ½ x 11) \$0.15/page (black and white) \$1.00/page (color)
 - Report Copies (11 x 17) \$0.50/page (black and white) \$2.50/page (color)
 - Prints (22" x 34") \$2.75/sheet (black and white) \$8.75/sheet (color)
-
- Hourly rates include wages, required taxes, insurance, overhead and profit. This form of pricing is used primarily for cost plus fees. Our work for you will be negotiated for a lump sum amount in most cases.

Mr. Wisner stated that the listed rates remained the same as last year with the addition of rates for a Surveyor and a Survey Assistant. He stated that rates for those two (2) additional services were not included last year or in previous years. Mr. Wisner also stated that the terms and conditions of the agreement also remained the same.

Discussion followed.

Resolution 30-2018: A resolution approving an agreement between the County of Blair and Keller Engineers, Inc., for Engineer Designation Services for 2018 at the following hourly rates:

- | | |
|-----------------------------------|-----------------|
| ○ President | \$150.00 |
| ○ Vice President | \$135.00 |
| ○ Senior Professional Engineer | \$125.00 |
| ○ Professional Engineer | \$110.00 |
| ○ Landscape Architect | \$ 95.00 |
| ○ Professional Surveyor | \$130.00 |
| ○ Surveyor | \$ 75.00 |
| ○ Survey Assistant | \$ 60.00 |
| ○ Senior Designer | \$100.00 |
| ○ Designer | \$ 75.00 |
| ○ Senior Technician | \$ 70.00 |
| ○ Technician | \$ 50.00 |
| ○ Resident Project Representative | \$ 70.00 |
| ○ <u>Administrative Assistant</u> | <u>\$ 40.00</u> |
-
- | | |
|----------------------------|---|
| ○ Mileage (IRS Allowable) | \$0.53/mile |
| ○ Report Copies (8 ½ x 11) | \$0.15/page (black and white) \$1.00/page (color) |
| ○ Report Copies (11 x 17) | \$0.50/page (black and white) \$2.50/page (color) |
| ○ Prints (22" x 34") | \$2.75/sheet (black and white) \$8.75/sheet (color) |
-
- Hourly rates include wages, required taxes, insurance, overhead and profit. This form of pricing is used primarily for cost plus fees. Our work for you will be negotiated for a lump sum amount in most cases.

Commissioner Tomassetti noted his abstention on voting on this agenda item due to a conflict of interest.

Motion by Commissioner Beam and seconded by Commissioner Erb to adopt Resolution 30-2018.

Blair County Department of Social Services:

- a. Trina Illig requested approval for the submission of a contract amendment to the Commonwealth of Pennsylvania, Department of Community and Economic Development amending the County of Blair's Competitive Community Development Block Grant (CDBG), Contract #C000064947, increasing the County's Competitive CDBG allocation of \$750,000.00 to \$1,000,000.00 further amending Resolution 156-2017.

Mrs. Illig stated that a request was recently made to the Department of Community and Economic Development (DCED) to increase the County's Competitive Community Development Block Grant (CDBG) from \$750,000.00 to \$1,000,000.00 for the Tyrone Borough Logan Avenue Streetscape Project. She stated that the additional \$250,000.00 has been awarded and now the county must submit a contract amendment, amending the grant contract for the increase in allocation, and further amending Resolution 156-2017.

Discussion followed.

Resolution 31-2018: A resolution approving the submission of a contract amendment to the Commonwealth of Pennsylvania, Department of Community and Economic Development amending the County of Blair's Competitive Community Development Block Grant (CDBG), Contract #C000064947, increasing the County's Competitive CDBG allocation of \$750,000.00 to \$1,000,000.00 further amending Resolution 156-2017.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 31-2018.

- b. Theresa Rudy requested approval of a new FY 2017/2018 contract between Central PA Behavioral Health Collaborative (CPBHC) doing business as Blair HealthChoices and the County of Blair for Transitional and Community Integration – Forensic Mental Health Case Manager, with an allocation of \$31,000 and a maximum amount of \$35,975, for the time period of December 1, 2017 through June 30, 2018.

Mrs. Rudy stated that the contract needs to be reviewed by Solicitor Karn, as changes were recently made to the standard boilerplate contract.

No further discussion or action was taken.

Fort Roberdeau:

Glenn Nelson requested approval of the Explore Altoona 2018 Visitors Guide and Website Advertisement Contract for a ¼ Page, 4 Color advertisement in the Visitor Guide and explorealtoona.com plus a Listing with Photo in the 2018 Visitors Guide AND on explorealtoona.com at the rate of \$775.00 to be paid for by the Fort Roberdeau Association.

Mr. Nelson stated that the County of Blair Tourism Grant Funds awarded to the Fort Roberdeau Association will cover the cost associated with the advertisement contract.

Discussion followed.

Resolution 32-2018: A resolution approving the Explore Altoona 2018 Visitors Guide and Website Advertisement Contract for a ¼ Page, 4 Color advertisement in the Visitor Guide and explorealtoona.com plus a Listing with Photo in the 2018 Visitors Guide AND on explorealtoona.com at the rate of \$775.00 to be paid for by the Fort Roberdeau Association.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 32-2018.

Prison Medical:

Dr. Marsh requested approval of a Second Agreement Extension to the Second Amendment and Restatement of Agreement for a Comprehensive Health Service Agreement for the Blair County Prison with PrimeCare set to expire December 31, 2017, for an additional 30 days.

Dr. Marsh stated the agreement will have a new expiration date of 02/28/18.

Discussion followed.

Resolution 33-2018: A resolution approving a Second Agreement Extension to the Second Amendment and Restatement of Agreement for a Comprehensive Health Service Agreement for the Blair County Prison with PrimeCare set to expire December 31, 2017, for an additional 30 days.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 33-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator