

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, FEBRUARY 20, 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 – FEBRUARY 13, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**
 - Resolution 51-2018:**
 - a. Payment of Warrant List dated 02/16/18, in the amount of \$118,807.32.
 - b. Payment of five (5) Bill Lists for the Department of Social Services, dated 02/06/18, 02/08/18, 02/14/18, and 02/16/18, in the total amounts of \$79,219.28 payable to the Home Nursing Agency, \$211,864.60 payable to UPMC Altoona, \$3,220.00 payable to Southern Alleghenies Service Management Group, \$245,026.44 payable to Blair County Drug and Alcohol, and \$325,233.00, payable to Southern Alleghenies Service Management Group, respectively.
 - c. **Employment:** Monica M. Barnhart, FT, Voter Registration Assistant, Elections, \$15,688.40/yr., effective 02/12/18; Jaime P. Campbell, FT, Administrative Assistant, Assessment, \$16,270.80/yr., effective 02/12/18; Lindsay M. Dempsie, FT, Fiscal Specialist, Social Services, \$22,986.60/yr., effective 02/26/18; Nichole L. Rickabaugh, FT, Department Clerk II, Domestic Relations, \$16,088.80/yr., effective 02/20/18; Samantha Wills, FT, Clerk Typist 1, Prothonotary, \$14,141.40/yr., effective 02/20/18; and Nawai Quireshi, FT, Caseworker I, CYF, \$30,381.00, change in date of hire to 02/20/18.
 - d. **Deceased Employee:** Carla P. Dosh, FT, IT/Communications System Manager, 911 Center, \$60,884.78/yr., effective 01/30/18.
 - e. **Resignations:** Pamela A. Kauffman, PT, Clerk Typist, Prothonotary, \$9.21/hr., effective 11/17/17.
8. **STAFF REPORTS & SPECIAL BUSINESS**
 - A. **Blair County Department of Emergency Services/911:**
 - a. Requesting approval for the submission of the 2017 Tier II Chemical Reporting of Hazardous Materials Inventory for the County of Blair to the Pennsylvania Department of Labor and Industry.
 - b. Requesting approval for the submission of the 2017 Annual Report on Hazardous Materials Preparedness to the Pennsylvania Emergency Management Agency (PEMA) as part of the Hazardous Materials Response Fund Grant Program commonly referred to as the HMRF Grant. (This report details the activities and status of the county in regard to the threat and preparedness levels currently experienced within the County of Blair.)
 - B. **Blair County Children, Youth and Families:**
 - a. Requesting approval of a Services Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and Grace M. Fala, PhD, for supervisor's management training and communication in relation to the daily operations within the Blair County Children, Youth and Families (CYF) department, in the amounts of \$1,200.00/full-day; \$600.00/half-day; and \$150.00/per hour for additional individual meetings based on availability and agency need, for the period of 07/01/18 through 06/30/19.
 - b. Requesting approval of a renewal Care Coordination Agreement between the County of Blair, Blair County Children, Youth and Families and CenClear, for collaborative treatment planning and care coordination activities for individuals receiving community-based mental health and substance use disorder services, for the period of 01/01/18 through 12/31/18.

- c. Requesting approval of a FY 16/17 renewal Purchase of Service Agreement between the County of Blair on behalf of Blair County Children, Youth and Families and Ward Home, Inc., in the amount of \$158.14/per day, for the period of 07/01/16 through 06/30/17.

C. **Blair County District Attorney/Victim/Witness:**

Requesting approval of a renewal Maintenance and Service Agreement between the County of Blair and the PA District Attorney's Institute, in the amount of zero dollars, for the period of 01/01/18 through 12/31/18, for the PA SAVIN Program within the Victim/Witness Office.

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

- a. Requesting approval for the adoption of the Blair County's Update Residential Anti-Displacement and Relocation Assistance Plan for the Community Development Block Grant (CDBG) and Home Program.
- b. Requesting approval for the submission of a Community Development Block Grant (CDBG) Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED) as follows:

FY 2013 County of Blair (Contract #C000059083):

- i. Reduce activity for Housing Rehabilitation-Non-Entitlements in the amount of \$13,523.83 for a new project total of \$9,476.17 (including delivery costs).
 - ii. Increase activity for Newry Borough Street and Drainage Improvement Project, in the amount of \$13,523.83, for a new project total of \$179,095.83 (including delivery costs).
- c. Requesting approval of a Sub-Recipient Agreement between the County of Blair and Newry Borough under FY 2013-2015 Community Block Grant (CDBG) Funds, in the amount of \$490,158.00, to undertake activities associated with Street and Drainage improvements located within Newry Borough.

E. **Blair County Purchasing:**

Requesting approval of seven (7) 60-month Lease Agreements between the County of Blair and Pitney Bowes Inc., for postage machines located at the Courthouse Switchboard, in the amount of \$351.75/mo., and six (6) Magistrate District Justices Offices, in the amount of \$53.22/mo.

F. **Prison**

Requesting approval of a contract between the County of Blair and PrimeCare Medical, Inc., effective, March 1, 2018 through February 29, 2020, in the amounts of \$1,100,000.00, \$1,122,000.00, \$1,144,440.00, respectively, and up to two additional one year option periods, concluding February 28, 2021 and February 28, 2022, each with additional one-year renewal will include a 2% increase.

G. **Sodium Chloride/COSTARS:**

Requesting approval to participate in the COSTARS contract for the purchase of between 201 and 469 tons of sodium chloride (road salt) at a price to be determined by the bidding process for the participation period August 2018 through July 2019 and authorization for the County Administrator to submit the request on behalf of the county.

H. **Public Works:**

Requesting approval of a proposal received from Boyer Refrigeration, Heating and Air Conditioning, in the quoted amount of \$8,981.00, plus an additional \$300.00 for a one (1) week quick build for a total amount due of \$9,281.00.

I. **911/E Parking Lot Project:**

Requesting approval of an invoice received from Graphics and Designs, in the amount of \$4,225.00, for the two (2) sided interpretive panel for the rain gardens at the Blair County 911 Center Parking areas.

9. **OLD BUSINESS**

Budget Process Policy:

Continued discussion.

Courthouse (1875-1906 Section) HVAC and Restoration Project:

Continued discussion concerning the project and the temporary relocation of Courtroom 1 & 2, Judge Kagarise & staff, Judge Bernard & staff, and Court Reporters.

Veterans Affairs:

Continued discussion concerning relocation of office.

10. **ADJOURN**

WORK SESSION: TUESDAY, FEBRUARY 20, 2018, 10:00 A.M.:

Location: Public Meeting Room, Basement, New Addition.

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

Others Present: Cris Fredrickson (EMA), Rep. John McGinnis (79th District Office), Teddie Kreitz (Keller Engineers, Inc.), Jen Brown (Victim Witness), Jenn Sleppy (Finance), Kay Stephens (Altoona Mirror), Rocky Greenland (Public Works), Don Weakland (IT) Janice Meadows (Court Administration), Trina Illig (Social Services), Nicole Hemminger and Melissa Harpster (Commissioner's Office).

CALL TO ORDER:

Commissioner Erb called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Erb called for a moment of silent reflection.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Commissioner Erb requested that all present stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – FEBRUARY 13, 2018:

Commissioner Erb called for changes or corrections to the minutes of February 13, 2018. **There were no changes or corrections noted.**

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

PUBLIC COMMENT:

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

COMMISSIONERS COMMENT:

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

CONSENT AGENDA:

Resolution 51-2018:

- a. Payment of Warrant List dated 02/16/18, in the amount of \$118,807.32.
- b. Payment of five (5) Bill Lists for the Department of Social Services, dated 02/06/18, 02/08/18, 02/14/18, and 02/16/18, in the total amounts of \$79,219.28 payable to the Home Nursing Agency, \$211,864.60 payable to UPMC Altoona, \$3,220.00 payable to Southern Alleghenies Service Management Group, \$245,026.44 payable to Blair County Drug and Alcohol, and \$325,233.00, payable to Southern Alleghenies Service Management Group, respectively.
- c. **Employment:** Monica M. Barnhart, FT, Voter Registration Assistant, Elections, \$15,688.40/yr., effective 02/12/18; Jaime P. Campbell, FT, Administrative Assistant, Assessment, \$16,270.80/yr., effective 02/12/18; Lindsay M. Dempsie, FT, Fiscal Specialist, Social Services, \$22,986.60/yr., effective 02/26/18; Nichole L. Rickabaugh, FT, Department Clerk II, Domestic Relations, \$16,088.80/yr., effective 02/20/18; Samantha Wills, FT, Clerk Typist 1, Prothonotary, \$14,141.40/yr., effective 02/20/18; and Nawai Quireshi, FT, Caseworker I, CYF, \$30,381.00, change in date of hire to 02/20/18.
- d. **Deceased Employee:** Carla P. Dosh, FT, IT/Communications System Manager, 911 Center, \$60,884.78/yr., effective 01/30/18.
- e. **Resignations:** Pamela A. Kauffman, PT, Clerk Typist, Prothonotary, \$9.21/hr., effective 11/17/17.

Commissioner Erb noted his abstention on the payment of the Bill Lists for the Department of Social Services, dated 02/06/18 and 02/08/18, in the total amounts of \$79,219.28, payable to the Home Nursing Agency and \$211,864.60, payable to UPMC Altoona, respectively due to conflict of interest.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 51-2018.

STAFF REPORTS & SPECIAL BUSINESS:

Blair County Department of Emergency Services/911:

- a. Cris Fredrickson requested approval for the submission of the 2017 Tier II Chemical Reporting of Hazardous Materials Inventory for the County of Blair to the Pennsylvania Department of Labor and Industry.

Mrs. Fredrickson stated that this is an annual submission with a due date of 03/01/18.

- b. Cris Fredrickson requested approval for the submission of the 2017 Annual Report on Hazardous Materials Preparedness to the Pennsylvania Emergency Management Agency (PEMA) as part of the Hazardous Materials Response Fund Grant Program commonly referred to as the HMRF Grant. (This report details the activities and status of the county in regard to the threat and preparedness levels currently experienced within the County of Blair.)

Mrs. Fredrickson stated that this is an annual submission to PEMA with a due date of 03/01/18.

Blair County District Attorney/Victim/Witness:

Jenn Brown requested approval to renew a Maintenance and Service Agreement between the County of Blair and the PA District Attorney's Institute (PDAI), in the amount of zero dollars, for the period of 01/01/18 through 12/31/18, for the PA SAVIN Program within the Victim/Witness Office.

Ms. Brown stated that they received notification from PDAI that Pennsylvania Commission on Crime and Delinquency (PCCD) will be assuming the county share of the SAVIN Maintenance and Service Agreement for 2018; therefore the county will not be invoiced nor is there a need for a Memorandum of Understanding for 2018.

Discussion followed.

Resolution 52-2018: A resolution approving a renewal Maintenance and Service Agreement between the County of Blair and the PA District Attorney's Institute, in the amount of zero dollars, for the period of 01/01/18 through 12/31/18, for the PA SAVIN Program within the Victim/Witness Office.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 52-2018.

Blair County Children, Youth and Families:

- a. Requesting approval of a Services Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and Grace M. Fala, PhD, for supervisor's management training and communication in relation to the daily operations within the Blair County Children, Youth and Families (CYF) department, in the amounts of \$1,200.00/full-day; \$600.00/half-day; and \$150.00/per hour for additional individual meetings based on availability and agency need, for the period of 07/01/18 through 06/30/19.

No discussion followed as the agreement needs to be reviewed by the County Solicitor prior to presentation to the Board of Commissioners.

- b. Requesting approval of a renewal Care Coordination Agreement between the County of Blair, Blair County Children, Youth and Families and CenClear, for collaborative treatment planning and care coordination activities for individuals receiving community-based mental health and substance use disorder services, for the period of 01/01/18 through 12/31/18.

No discussion followed as the agreement needs to be reviewed by the County Solicitor prior to presentation to the Board of Commissioners.

- c. Ashley Gehrdes requested approval of a FY 16/17 Purchase of Service Agreement between the County of Blair on behalf of Blair County Children, Youth and Families and Ward Home, Inc., in the amount of \$158.14/per day, for the period of 07/01/16 through 06/30/17.

Mrs. Gehrdes stated that contract must first be approved by the State prior to the County approving the contract which causes the delay. The rate of this contract is the same as prior contracts with this entity.

Resolution 53-2018: A resolution approving a FY 16/17 Purchase of Service Agreement between the County of Blair on behalf of Blair County Children, Youth and Families and Ward Home, Inc., in the amount of \$158.14/per day, for the period of 07/01/16 through 06/30/17.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 53-2018.

Blair County Department of Social Services:

- a. Trina Illig requested approval for the adoption of the Blair County's Update Residential Anti-Displacement and Relocation Assistance Plan for the Community Development Block Grant (CDBG) and Home Program.

Mrs. Illig stated that Solicitor Karn has reviewed the plan from a legal standpoint and not a regulatory standpoint.

Mrs. Illig stated that the plan was last updated in August of 1987 and now incorporates all of the additional entitlement communities. She stated that the plan is currently out for the required thirty (30) day public comment period.

Discussion followed.

- b. Trina Illig requested approval for the submission of a Community Development Block Grant (CDBG) Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED) as follows:

FY 2013 County of Blair (Contract #C000059083):

1. Reduce activity for Housing Rehabilitation-Non-Entitlements in the amount of \$13,523.83 for a new project total of \$9,476.17 (including delivery costs).
2. Increase activity for Newry Borough Street and Drainage Improvement Project, in the amount of \$13,523.83, for a new project total of \$179,095.83 (including delivery costs).

Discussion followed.

- c. Trina Illig requested approval of a Sub-Recipient Agreement between the County of Blair and Newry Borough under FY 2013-2015 Community Block Grant (CDBG) Funds, in the amount of \$490,158.00, to undertake activities associated with Street and Drainage improvements located within Newry Borough.

Mrs. Illig stated that in addition to CDBG funds, Newry Borough was also able to leverage dirt and gravel funds in the approximate amount of \$80,000.00 from the Conversation District.

Discussion followed.

Blair County Purchasing:

Assistant County Administrator Hemminger requested approval of seven (7) 60-month Lease Agreements between the County of Blair and Pitney Bowes Inc., for postage machines located at the Courthouse Switchboard, in the amount of \$351.75/mo., and six (6) Magistrate District Justices (MDJ) Offices, in the amount of \$53.22/mo.

Mrs. Hemminger stated that the county experienced a problem in the later part of year 4 and the earlier part of year 5 of the current contract with the equipment at MDJ Miller's office, however the equipment has been "patched" together and working until the next agreement is entered into allowing for new equipment. She stated that knowing that there was a problem experienced; Don Weakland requested Pitney Bowes add language to the agreement that would allow the County to receive upgrades and new technology as it becomes available. Mrs. Hemminger stated that she received an email from Pitney Bowes this morning rejecting the request for the additional language because they are on the state contract and the contract language cannot be changed..

Discussion followed.

Mrs. Hemminger asked the Commissioners if they would like to continue with the 60 month lease agreements or to solicit pricing for a shorter period of time.

Discussion followed.

Mrs. Hemminger was asked to solicit pricing for a three (3) year period.

Prison:

Commissioner Erb requested approval of a contract between the County of Blair and PrimeCare Medical, Inc., effective, March 1, 2018 through February 29, 2020, in the amounts of \$1,100,000.00, \$1,122,000.00, \$1,144,440.00, respectively, and up to two additional one year option periods, concluding February 28, 2021 and February 28, 2022, each with additional one-year renewal will include a 2% increase.

Commissioner Erb stated that the contract has been reviewed and approved by the Prison Board and the contract is ready for action consideration by the Board of Commissioners.

Discussion followed.

Resolution 54-2018: A resolution approving a contract between the County of Blair and PrimeCare Medical, Inc., effective, March 1, 2018 through February 29, 2020, in the amounts of \$1,100,000.00, \$1,122,000.00, \$1,144,440.00, respectively, and up to two additional one year option periods, concluding February 28, 2021 and February 28, 2022, each with additional one-year renewal will include a 2% increase.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 54-2018.

Sodium Chloride/COSTARS:

County Administrator Schmitt requested approval to participate in the COSTARS contract for the purchase of between 201 and 469 tons of sodium chloride (road salt) at a price to be determined by the bidding process for the participation period August 2018 through July 2019 and authorization for the County Administrator to submit the request on behalf of the county.

Mrs. Schmitt stated that the contract would be negotiated by the state and the price would be determined at a later date through the bidding process. She stated that this is an annual request.

Discussion followed.

Resolution 55-2018: A resolution approving the COSTARS contract for the purchase of between 201 and 469 tons of sodium chloride (road salt) at a price to be determined by the bidding process for the participation period August 2018 through July 2019 and authorization for the County Administrator to submit the request on behalf of the county.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 55-2018.

Public Works:

Rocky Greenland requested approval of a proposal received from Boyer Refrigeration, Heating and Air Conditioning for a Heating, Ventilation and Air Conditioning (HVAC) Unit above the server room in the Information Technology (IT) department, in the quoted amount of \$8,981.00, plus an additional \$300.00 for a one (1) week quick build for a total amount due of \$9,281.00.

Mr. Greenland stated that the current HVAC unit above the IT Department is not large enough to handle the cooling needs and is failing. At the time the current HVAC unit was sized appropriately but the increased equipment in the server room has caused increased temperatures and the unit cannot keep up.

Discussion followed.

Resolution 56-2018: A resolution approving a proposal received from Boyer Refrigeration, Heating and Air Conditioning for a Heating, Ventilation and Air Conditioning (HVAC) Unit above the server room in the Information Technology (IT) department, in the quoted amount of \$8,981.00, plus an additional \$300.00 for a one (1) week quick build for a total amount due of \$9,281.00.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 56-2018.

911/E Parking Lot Project:

Teddie Kreitz requested approval of an invoice received from Graphics and Designs, in the amount of \$4,225.00, for the two (2) sided interpretive panel for the rain gardens at the Blair County 911 Center Parking areas.

Ms. Kreitz presented to the Commissioners the panels which will be placed at the rain gardens located adjacent to the Blair County 911 Center Parking areas. She stated that the panels were paid for using pass thru grant monies from the Chesapeake Bay Trust grant.

Discussion followed.

Resolution 57-2018: A resolution approving an invoice received from Graphics and Designs, in the amount of \$4,225.00, for the two (2) sided interpretive panel for the rain gardens at the Blair County 911 Center Parking areas.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 57-2018.

OLD BUSINESS:

Budget Process Policy:

Continued discussion.

Commissioner Erb stated that he himself met with Finance Director, Jenn Sleppy to review dates and feasibility of the budget process policy given the unknowns associated with the new MUNIS system. He stated that discussions will continue.

Commissioner Tomassetti reiterated the outline of his recently presented budget process policy and stated that he is open for comments on the proposed policy.

Discussion followed.

Courthouse (1875-1906 Section) HVAC and Restoration Project:

Dave Albright presented continued discussion concerning the project and the temporary relocation of Courtroom 1 & 2, Judge Kagarise & staff, Judge Bernard & staff, and Court Reporters.

Commissioner Tomassetti provided comments regarding the remodeling plan for the second floor of the 1875-1906 section of the courthouse. He stated the moving of offices and personnel will be beneficial to the overall project. Alternate locations will be the public meeting room, the current MUNIS training room and to the rear of the law library. He stated that the cost of the project will be paid from the 2017 bond issue and is estimated to cost approximately \$2.1 million.

Mr. Albright stated that giving the contractors dedicated access to the work site will be of great benefit to the project in terms of time and money, as well as a great benefit to county employees in terms of noise and dust created by the project.

Mr. Albright estimated an eighteen (18) month closure of the second floor of the 1875-1906 section of the courthouse, which consists of eight (8) months to a year of actual construction time, with an additional six (6) to eight (8) months for moving/relocation measures. He stated that he is approximately ninety (90) percent complete with drawings and bid specifications.

Commissioner Tomassetti stated that in addition to installing the new HVAC system the project will also consist of moving Courtroom 2's judicial chambers and staff office from the front section of the courtroom to a location across the hall currently occupied by Courtroom 1's judicial chambers and staff office. That space will be remodeled to include both judges and their office staff.

Commissioner Tomassetti stated that remodeling to Courtroom 1 will be limited to mostly plaster and trim repairs and that additional remodeling to that area is on hold due to measures to address exterior water control efforts in an attempt to reduce the cost of the project.

Discussion followed.

Resolution 58-2018: A resolution approving authorization for David Albright, Architect to proceed with the Courthouse 1875-1906 Section HVAC and Restoration Project.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 58-2018.

Veterans Affairs:

County Administrator Schmitt presented continued discussion concerning relocation of office.

Mrs. Schmitt stated that Dave Albright is in the process of finalizing a proposal for drawings, engineering services, permitting, etc. She stated that further discussion will take place at next week's meeting.

ADJOURN:

Meeting Adjourned,