

**AGENDA
BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, FEBRUARY 27, 2018, 10:00 A.M.**

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

February 28, 2018		
March 1, 2018	8:30 a.m.	Park and Recreation Advisory Board (Conference Room 2B, 2 nd Floor)
	4:30 p.m.	Solid Waste Authority (Blair County Conservation District Office)
March 2, 2018		
March 5, 2018		
March 6, 2018	10:00 a.m.	Commissioners Work Session (Commissioner Meeting Room, Basement)
March 7, 2018		
March 8, 2018	9:00 a.m.	Retirement Board (Commissioner Meeting Room, Basement)
	10:15 a.m.	Salary Board (Commissioner Meeting Room, Basement)
March 9, 2018		
March 12, 2018	6:00 p.m.	Blair County Airport Authority (Blair County Airport)
March 13, 2018	10:00 a.m.	Commissioners Business Session (Commissioner Meeting Room, Basement)

- 6. COMMISSIONERS COMMENTS**
- 7. CONSENT AGENDA**

Resolution 59-2018:

- a. Payment of eight (8) Warrant List dated 02/26/18, in the amounts of \$461.16; \$2,171.72; \$537,533.30; \$22,850.11; \$8,866.14; \$203,819.50; \$31,883.40; and \$75,396.77, respectively, which include payments of the following invoices:
 - o **NBIS Bridge Inspections:** Invoices #6 and #9, payable to Stiffler McGraw, in the total amounts of \$2,289.44 and \$7,737.42, respectively. Expenses will be paid out of the Act 44 Reserve Account (#059) and are 80% reimbursable.
 - o **2014 Project Fund/Reassessment Project:** An Invoice received from Eastburn and Gray, PC, in the amount of \$210.00, for Professional Services Rendered.
- b. Payment of a Bill List for the Department of Social Services, dated 02/22/18, in the total amount of \$50,369.15 as follows: Check #33096, payable to UPMC Altoona, in the amount of \$21,093.70; Check #33097, payable to the Home Nursing Agency, in the amount of \$6,460.52; Check #33098, payable to Southern Alleghenies Service Management Group, in the amount of \$3,220.00; and Check #33099, payable to Skills of Central PA, Inc., in the amount of \$19,594.93.
- c. **Litigation - Harry G. Smith Jr. v. Lloyd Gene Rogers, Jr. et al:**
Approving Old National Insurance Company's settlement of \$175,000 with payment from the settlement of \$20,000 of settlement directly to Costs & Fines.
- d. **Employment:** Brian J. Geiswite, Zachary A. Ritchey and Chad Walter, PT/Fill in, Correction Officer, Prison, \$14.42/ hr., effective 03/05/17; Pamela A. Kauffman, PT, Receptionist, Cost and Fines, \$9.18/hr., effective 03/05/18; Jedidah A. Price Yuknavich, FT, Parole and Probation Officer, Adult Parole, \$23,790.00/yr., effective 02/26/18; Aaron J. Princes, FT, Caseworker I, CYF, \$30,381.00/yr., effective 03/05/18.
- e. **Resignations:** Kirk Patton, FT, Custodian, Maintenance, \$29,993.60/yr., effective 02/20/18; Dawn M. Phillips, FT, Administration, MDJ Miller, \$15,724.80/ yr., effective 03/06/2018.
- f. **Terminations:** Jessica Ponist, FT, Caseworker I, CYF, \$30,381.00/yr., effective 02/20/2018.
- g. **Retirement:** Christine M. Miller, Deputy Director, Domestic Relations, \$40,750.32/ yr., effective 02/28/18; Donald E. Hazenstab, FT, Truck Driver, Highway, \$19.00/hr., effective 03/09/18.

- 8. UNFINISHED BUSINESS**

Adoption of Resolutions:

Resolution 60-2018: A resolution approving 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.

Resolution 61-2018: A resolution approving 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.)

Resolution 62-2018: A resolution approving 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.

Resolution 63-2018: A resolution approving 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).

Resolution 64-2018: A resolution approving 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.

Resolution 65-2018: A resolution approving 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.

9. OLD BUSINESS

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 plans 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.

Budget Process Policy:

Continued discussion.

Veterans Affairs – Relocation of Office:

Discussion concerning proposal received from David A. Albright, AIA, in the amount of \$6,230.00, plus reimbursable expenses, for architectural, mechanical, electrical design and documentation to assist with securing of the necessary permits.

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

Discussion concerning restoration of Courtroom #1 mural.

10. NEW BUSINESS

Fort Roberdeau:

Requesting approval of a contract extension to the contract dated 02/01/18 between the County of Blair and Lallemand Construction, LLC/dba the PA Wood Butcher extending the original contract amendment date request from 03/09/18 to 03/15/18.

Healthcare:

Requesting approval of the Empower³ Prime Medical Benefit Option.

National Association of Counties (NACO):

Discussion concerning becoming a member of NACO

11. ADJOURN

BUSINESS SESSION: TUESDAY, FEBRUARY 27, 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: Nick Sefchok and Kathy Kelly (JJAN); Jenn Sleppy (Finance), Glenn Nelson (Fort Roberdeau), Kay Stephens (Altoona Mirror), Katie Buchanan (Rep. John McGinnis' Office), Janice Meadows (Court Administration), James Ott (Sheriff), Christie Bartley (CYF), Rocky Greenland (Public Works), 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.

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

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	4:30 p.m.	Solid Waste Authority (Blair County Conservation District Office)

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March 6, 2018	10:00 a.m.	Commissioners Work Session (Commissioner Meeting Room, Basement)
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March 7, 2018

March 8, 2018	9:00 a.m.	Retirement Board (Commissioner Meeting Room, Basement)
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March 9, 2018

March 12, 2018	6:00 p.m.	Blair County Airport Authority (Blair County Airport)
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March 13, 2018	10:00 a.m.	Commissioners Business Session (Commissioner Meeting Room, Basement)
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COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments. **There were no comments presented.**

CONSENT AGENDA:

- a. Payment of eight (8) Warrant Lists dated 02/26/18, in the amounts of \$461.16; \$2,171.72; \$537,533.30; \$22,850.11; \$8,866.14; \$203,819.50; \$31,883.40; and \$75,396.77, respectively, which include payments of the following invoices:
 - o **NBIS Bridge Inspections:** Invoices #6 and #9, payable to Stiffler McGraw, in the total amounts of \$2,289.44 and \$7,737.42, respectively. Expenses will be paid out of the Act 44 Reserve Account (#059) and are 80% reimbursable.
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- b. Payment of a Bill List for the Department of Social Services, dated 02/22/18, in the total amount of \$50,369.15 as follows: Check #33096, payable to UPMC Altoona, in the amount of \$21,093.70; Check #33097, payable to the Home Nursing Agency, in the amount of \$6,460.52; Check #33098, payable to Southern Alleghenies Service Management Group, in the amount of \$3,220.00; and Check #33099, payable to Skills of Central PA, Inc., in the amount of \$19,594.93.
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Approving Old National Insurance Company's settlement of \$175,000 with payment from the settlement of \$20,000 of settlement directly to Costs & Fines.

- d. **Employment:** Brian J. Geiswite, Zachary A. Ritchey and Chad Walter, PT/Fill in, Correction Officer, Prison, \$14.42/ hr., effective 03/05/17; Pamela A. Kauffman, PT, Receptionist, Cost and Fines, \$9.18/hr., effective 03/05/18; Jedidah A. Price Yuknavich, FT, Parole and Probation Officer, Adult Parole, \$23,790.00/yr., effective 02/26/18; Aaron J. Princes, FT, Caseworker I, CYF, \$30,381.00/yr., effective 03/05/18.
- e. **Resignations:** Kirk Patton, FT, Custodian, Maintenance, \$29,993.60/yr., effective 02/20/18; Dawn M. Phillips, FT, Administration, MDJ Miller, \$15,724.80/ yr., effective 03/06/2018.
- f. **Terminations:** Jessica Ponist, FT, Caseworker I, CYF, \$30,381.00/yr., effective 02/20/2018.
- g. **Retirement:** Christine M. Miller, Deputy Director, Domestic Relations, \$40,750.32/ yr., effective 02/28/18; Donald E. Hazenstab, FT, Truck Driver, Highway, \$19.00/hr., effective 03/09/18.

Commissioner Tomassetti noted his abstention on the payment of an invoice to JJ Keller Family Partnership in the amount of \$1,975.00, due to a conflict of interest.

Commissioner Erb noted his abstention on the payment of Check #33096, payable to UPMC Altoona, in the amount of \$21,093.70, and Check #33097, payable to the Home Nursing Agency, in the amount of \$6,460.52, due to a conflict of interest.

Motion by Commissioner Beam, Seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 59-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 60-2018: A resolution approving 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.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 60-2018.

Resolution 61-2018: A resolution approving 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.)

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 61-2018.

Resolution 62-2018: A resolution approving 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.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 62-2018.

Resolution 63-2018: A resolution approving 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):

- iii. 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).
- iv. 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).

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 63-2018.

Resolution 64-2018: A resolution approving 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.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 64-2018.

Resolution 65-2018: A resolution approving 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.

Assistant County Administrator stated that at the request of the Commissioner's at the February 20, 2018, meeting she contacted Pitney Bowes, Inc., for a price quote for a three (3) year term. She stated that the price quotes for a three (3) year term are as follows: \$66.62/per month for each of the six (6) Magistrate District Justices Offices, and \$452.00/per month for the Courthouse.

Discussion followed. The Commissioners agreed that the five (5) year lease agreement would be the better of the two options.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 65-2018.

OLD BUSINESS:

Blair County Children, Youth and Families:

- a. Christy Bartley requested 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.

Mrs. Bartley stated that the amounts outlined within the proposal remain the same as last year.

Commissioner Tomassetti asked Mrs. Bartley what the amount spent in 2017 was for services provided by Dr. Fala. Mrs. Bartley stated that the total amount spent for 2017 was approximately \$1,000.00.

Discussion followed.

Resolution 70-2018: A resolution approving 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.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 70-2018.

- b. Christy Bartley requested approval to renew a Care Coordination Agreement between the County of Blair, Blair County Children, Youth and Families and CenClear for collaborative treatment plans 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.

Mrs. Bartley stated that this is a standard renewal agreement that has been reviewed by Assistant Solicitor Murceak, and that there are no fees associated with this agreement.

Discussion followed.

Resolution 66-2018: A resolution approving a renewal Care Coordination Agreement between the County of Blair, Blair County Children, Youth and Families and CenClear for collaborative treatment plans 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.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 66-2018.

Budget Process Policy:

Continued discussion.

Mrs. Jennifer Sleppy, Director of Finances, stated that in reviewing Commissioner Tomassetti's proposed policy she feels that his proposed date of October 1st for presentation of the Preliminary Operating Budget is a little ambitious as budget meetings are still taking place during the first week of October. She stated that she would like to propose the 3rd Tuesday of October, which for 2018 is October 15th. This date will allow for budget meetings to be completed and will allow time to have all necessary information compiled. She stated that she hesitates calling this presentation a "Budget Message" because it will not be finalized by this point in time, and would propose calling it a "Preliminary Overview of Financial Standing and Introduction of Coming Year Objectives". The presentation would explain the preliminary budget and current financial standings and would also summarize the county's debt position as well as the current financial position and include any other material considered appropriate.

Mrs. Sleppy stated that she agrees that three evening public hearings need to be held in various sections of the county, but would propose that the meetings be held at least two (2) weeks prior to the Introduction of the Budget rather than between the proposed dates of October 10th and October 31st of each year. She also proposed changing Introduction of the Budget from no later than November 15th to Introduction of the Budget and Final Budget Message by no later than the 3rd Tuesday of November, and Adoption of the budget from no later than December 15th to by no later than the 3rd Tuesday of December.

Discussion followed.

Mrs. Sleppy stated that she agrees with the proposed policy on the preparation and submission of an annual comprehensive long-range Operational and Capital Plan. She believes it makes sense for this process to be completed yearly by no later than July 1st, which allows ample time for departments and elected officials to consider the Operational and Capital Plan in preparing their budgets. The plan should be comprised of expected capital expenditures, staffing changes or reorganization, and space changes or reconfigurations. It should also detail any expected or executed changes with the departments financing structure such as new charges and fees, new grants, or new expenses implemented or expected for the following year.

Discussion followed.

Mrs. Sleppy stated that she would propose waiting until 2019 to begin the Operation and Capital Plan portion of the Budget Process Policy, due to policy and procedure changes upcoming this summer with the implementation of MUNIS HR and Payroll, plus the fact that the budget process will be completely new in 2018 for the 2019 Operating Budget.

Discussion followed.

Commissioner Tomassetti stated that he is not in favor of the flex scheduling of the Budget Message or Introduction of the Budget and Final Budget Message.

Discussion followed.

Veterans Affairs – Relocation of Office:

County Administrator, Helen Schmitt, presented a proposal received from David A. Albright, AIA, in the amount of \$6,230.00, plus reimbursable expenses, for architectural, mechanical, electrical design and documentation to assist with securing of the necessary permits.

Mrs. Schmitt stated that Mr. Albright’s services are needed because the scope of work requires the removal of existing walls and addition of walls, etc. She stated that the permits will also need to be paid by the county and costs for the permits are unknown at this time.

Discussion followed.

Resolution 67-2018: A resolution approving a proposal received from David A. Albright, AIA, in the amount of \$6,230.00, plus reimbursable expenses, for architectural, mechanical, electrical design and documentation to assist with securing of the necessary permits.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 67-2018.

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

Commissioner Tomassetti presented discussion concerning restoration of Courtroom #1 mural.

Commissioner Tomassetti stated that the artisan restoration work to the Courtroom #1 mural is a multi-month project with all work needing to take place within Courtroom #1, due to the size of the mural. He stated that the budgeted estimated cost of the project is \$25,000.00. He recommended authorization to solicit a contract for the restoration from Johnson & Griffiths Studio, LLC.

Discussion followed.

Resolution 68-2018: A resolution approving authorization to solicit a contract from Johnson & Griffiths Studio, LLC for restoration of the Courtroom #1 Mural.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 68-2018.

NEW BUSINESS:

Fort Roberdeau:

Glenn Nelson requested approval of a contract extension to the contract dated 02/01/18 between the County of Blair and Lallemand Construction, LLC/dba the PA Wood Butcher extending the original contract amendment date request from 03/09/18 to 03/15/18.

Mr. Nelson stated that due to the recent rainy weather Lallemand Construction is requesting an additional week for completion of the project, extending the original contract amendment date from 03/09/18 to 03/15/18.

Discussion followed.

Resolution 69-2018: A resolution approving a contract extension to the contract dated 02/01/18 between the County of Blair and Lallemand Construction, LLC/dba the PA Wood Butcher extending the original contract amendment date request from 03/09/18 to 03/15/18.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 69-2018.

Healthcare:

Nick Sefchok requested approval of the Empower³ Prime Medical Benefit Option.

Mr. Sefchok provided a handout to the commissioner's on the Empower3 Prime Medical Benefit Option and briefly outlined the Empower3 plan design. He stated that employees will still have access to the same benefits and coverages as last year, and that the Empower3 Prime Medical Benefit is an added benefit choice.

Discussion followed.

Resolution 71-2018: A resolution approving the Empower3 Prime Medical Benefit Option for Blair County Employees for the 2018 plan year

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 71-2018.

National Association of Counties (NACO):

Commissioner Erb presented discussion concerning becoming a member of NACO.

Commissioner Erb stated that NACO is the only national organization that represents county governments in the United States. He stated a membership with NACO would provide many benefits to the county and provide services to help save the county and its taxpayer's money. He stated that the annual membership fee is \$2,542.00.

Discussion followed.

Resolution 72-2018: A resolution approving membership enrollment by the County of Blair with the National Association of Counties (NACO), in the amount of \$2,542.00 per year.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 72-2018.

ADJOURN:

Meeting adjourned,

Helen P. Schmitt, County Administrator