

**AGENDA  
 WORK SESSION  
 BLAIR COUNTY BOARD OF COMMISSIONERS  
 PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE  
 TUESDAY, MAY 8, 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 – MAY 1, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**

7. **PROCLAMATION**  
 Proclaiming May 6<sup>th</sup>---12th as “National Correctional Officers Week”

8. **CONSENT AGENDA**

**Resolution 161-2018:**

- a. Payment of six (6) Warrant Lists dated 05/07/18, in the amounts of \$45,151.68; \$252,443.29; \$1,256,943.55; \$4,356.30; \$7,957.29; and \$373.40.
- b. Payment of one (1) Bill Lists for the Department of Social Services, dated 05/07/18, in the amount of \$457,554.32.
- c. **Budget Transfers:** The following budget transfers are for the invoice dated 04/30/18 from Justifacts for Background Checks originally budgeted in HR and being transferred to the appropriate departments:

<u>From</u>	<u>To</u>
01105-42000 HR \$124.25	01112-42000 – Controller
01105-42000 HR \$124.25	01107-42000 – Assessment
01105-42000 HR \$141.25	01153-42000 – Prothonotary
01105-42000 HR \$316.50	01151-42000 – Sheriff
01105-42000 HR \$118.25	01161BJ – 42000 – MDJ Ben Jones

- d. **Budget Transfer:** The following budget transfer is for the Real Estate Taxes for the Coroner’s Office Building:

<u>From</u>	<u>To</u>
01101-41999 Contingency \$2,717.00	01152-42850 Coroner’s Rent

- e. **Budget Transfer:** The following budget transfer is for Advertising and Publication Expenses for the Commissioner’s Office:

<u>From</u>	<u>To</u>
01101-41999 Contingency \$4,000.00	01101-42110 Advertising/Publication

- f. **NBIS Bridge Inspection and Inventory:** Requesting approval for payment of Invoices #11 and #12, received from Stiffler McGraw as follows: Bridge #45, Plummer Hollow Road over the Little Juniata River, in the amount of \$961.00; and Bridge #69, Bedford Street over South Dry Run, in the amount of \$595.29. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
- g. **Victim/Witness:** Requesting approval of an Affiliation Agreement between the County of Blair and Mt. Aloysius College for the purpose of student internships.
- h. **Employment:** Katelyn E. Cherry and Samantha J. Kimberling, PT, Deputy Coroner, \$75.00/per shift, changing the effective date of employment from 04/11/18 per Resolution 128-2018 to 04/08/18; Amanda L. Grazier and Sawyer Kline, Seasonal, Tour Guide, Ft. Roberdeau, \$8.00/hr., effective 05/01/18; Sheila Willey, FT, Juvenile Court Aide, JPO, \$17,945.20/yr., effective 04/30/18; Anthony Montessor, FT, Sheriff’s Deputy, Sheriff’s Office, \$13.74/hr., effective 05/07/18; Benjamin P. Novak, PT, Law Clerk, Judge Doyle, \$18.00/hr., effective 05/07/18; James Noye, FT, Parole and Probation Officer, APO, \$23,790.00/yr., effective 05/07/18; Zachary T. Garlick, Chad Scoran, Seasonal, Highway, \$10.00/hr., effective 05/07/18; Timothy G. Stevens, from PT, Sheriff’s Deputy,

\$11.51/hr., to FT, Sheriff's Deputy, \$13.74/hr., effective 04/03/18; David D. Jacobs, From FT, Sheriff's Deputy, \$14.59/hr., to FT, Corrections Officer, \$19.54/hr., effective 05/11/18; Zachary A. Ritchey, from Fill-In Corrections Officer, \$14.42/hr., to FT, Corrections Officer, \$19.54/hr., effective 05/12/18.

- i. **Resignations:** Brandy J. Frank, PT, Telecommunicator, 911 Center, \$13.60/hr., effective 05/10/18.

9. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Register of Wills & Recorder of Deeds Office/Assessment Office:**

Requesting approval of a Software Maintenance Agreement between the County of Blair and Optical Storage Solutions, in the total amount of \$23,865.00, for 23 Landex Licenses (21 Register of Wills & Recorder of Deeds Office \$22,585.00, and 2 Blair County Assessment Office \$1,280.00), and for 1 Hot Site Hosting Service effective May 1, 2018 through April 30, 2018.

B. **Blair County Juvenile Probation:**

Requesting approval of Letter of Agreement between the County of Blair, Blair County Juvenile Probation Office and Blair Family Solutions for Coordination of Services.

C. **Blair County Children, Youth and Families:**

Requesting approval of a FY 2017-2018 Promoting Responsible Fatherhood Grant (#4100066962) Budget Revision transferring \$1,200.00 from Transportation/Travel to Supplies with a zero dollar effect on the total grant amount.

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

- i. Requesting approval of the 2018 Civil Service Employees' Compensation Plan for the Mental Health/Intellectual Disabilities/Early Intervention Program Office between the County of Blair and the Commonwealth of Pennsylvania, Department of Public Welfare.
- ii. Requesting approval of the FY 2016-2017 Income and Expenditures Report Revision for the Early Intervention Program between the County of Blair and the Pennsylvania Department of Human Services.

E. **Fort Roberdeau:**

Requesting approval of an agreement between the County of Blair, Fort Roberdeau and Forever Media Group for commercial advertising on WALY 103.9, in the amount of \$550.00, for promotion of the Star Spangled 4<sup>th</sup> and Revolutionary War Days events to be held at Fort Roberdeau.

F. **Coroner's Office:**

Requesting approval of a proposal received from Wiley Real Estate Services, LLC, in the amount of \$1,500.00, for appraisal of the office space currently leased for the Blair County Coroner, located at 1414 Fourth Street, Altoona, PA.

G. **Legal Counsel Services:**

Requesting approval of a Fee Agreement for Legal Services between the County of Blair and McNees Wallace & Nurick LLC at the following rates:

Paralegals and Specialists	\$175/hr.
Attorneys	\$225.00-\$285.00/hr.

H. **Alterations to former law library for temporary courtroom:**

Discussion concerning a proposal received from David A. Albright, AIA, in the amount of \$3,950.00, plus reimbursable expenses, for architectural, structural, mechanical, and electrical engineering design and documentation to assist with securing of the necessary permits.

I. **Affiliation Agreement/Student Internship:**

Requesting approval of an Affiliation Agreement between the County of Blair and the University of Pittsburgh for the purpose of student internships; and approval of one (1) student intern Max Steinbugl (Judge Milliron's Office) for the period of 05/09/18 through 08/11/18. Internship is for credit only and at no cost to the county.

10. **OLD BUSINESS**

None

11. **ADJOURN**

**WORK SESSION: TUESDAY, MAY 8, 2018, 10:00 A.M.:**

Location: Commissioners Meeting Room, Basement, New Addition.

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

Members Absent: Commissioner Tomassetti.

Others Present: John Kasun and Ron Yoder (Allegheny Township Residents), Officer Tyler Baird, Officer Matt Schmitt, Officer Shawn Edmondson, Officer Brenda Matthews, Acting Warden Mitch Cooper, Deputy Warden Abbie Tate and Deputy Warden Holly Garner (Prison), Mary Ann Bennis (Register & Records Office), Jen Sleppy and Sarah Chuff (Finance), Nicole Hemminger and Melissa Harpster (Commissioner's Office), James Ott (Sheriff's Office), Jim Hudack and Jackie Saylor (Social Services), Amy Wertz (CYF), Kay Stephens (Altoona Mirror), Nancy Williams (JPO), Janice Meadows (Court Administration), Rocky Greenland (Public Works), Katie Buchanan (Rep. John McGinnis' Office), DeAnna Heichel (Assessment).

**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 – MAY 1, 2018:**

Commissioner Erb called for corrections or changes to the meeting minutes of May 1, 2018. **There were no corrections or changes noted.** Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt the minutes.

**PUBLIC COMMENT:**

Commissioner Erb called for public comment.

Mr. Ron Yoder and Mr. John Kasun, Allegheny Township residents, both shared briefly their concerns regarding proposed Senate Bill 1006 and its potential to cause problems for county property owners and to the county. Both gentlemen strongly encouraged the board to carefully analyze the proposed bill and to educate the county citizen's on the impact the bill would have on property owners.

Discussion followed.

**COMMISSIONERS COMMENTS:**

Commissioner Erb called for commissioners comments.

Commissioner Beam – nothing.

Commissioner Erb announced that the next Commissioner's Community Outreach Meeting will be held on Thursday, May 10, 2018, beginning at 6:00 p.m. at the Bellwood Antis Public Library.

**PROCLAMATION:**

Proclaiming May 6<sup>th</sup>---May 12<sup>th</sup> as "National Correctional Officers Week".

Commissioner Beam read the following proclamation:

**PROCLAMATION DESIGNATING THE WEEK OF  
MAY 6 through MAY 12, 2018**

**AS**  
**“NATIONAL CORRECTIONAL OFFICERS WEEK”**

**WHEREAS**, Blair County Prison employs a total of 95 Correctional Officers; and

**WHEREAS**, the week of May 6, 2018 through May 12, 2018 has been set aside as National Correction Officers Week; and

**WHEREAS**, the Commissioners of the County of Blair, Pennsylvania, have recognized the efforts and security these officers provide to Blair County Prison and the citizens of Blair County; and

**NOW, THEREFORE BE IT RESOLVED**, we, the Board of Commissioners of Blair County, proclaim the week of May 6, 2018 through May 12, 2018, as “**National Correctional Officers Week**” in Blair County, and wish to extend our sincere appreciation to all Correctional Officers for their service to the community.

**DULY**, adopted by the Commissioners of the County of Blair, Pennsylvania this 8<sup>th</sup> day of May, 2018.

**BLAIR COUNTY**  
**BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Bruce Erb, Chairman

\_\_\_\_\_  
Terry Tomassetti, Vice-Chairman

**ATTEST:**

\_\_\_\_\_  
Ted Beam, Jr., Secretary

\_\_\_\_\_  
Helen P. Schmitt, County Administrator

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt the Proclamation.

Commissioner Erb presented the proclamation to Acting Warden Mitch Cooper, Deputy Warden Abbie Tate and Deputy Warden Holly Garner.

Acting Warden Cooper shared a few brief words and expressed a thank you to the board for the recognition.

Acting Warden Cooper presented plaques to the following officers for outstanding service provided at a recently held preliminary hearing that involved a high security risk:

Officer Tyler Baird, Officer Shawn Edmondson, Officer Matt Schmitt, Deputy Warden Holly Garner, and Deputy Warden Abbie Tate. He also recognized and thanked Officer Brenda Matthews who organizes the events held in recognition of National Corrections Officers Week.

**CONSENT AGENDA:**

**Resolution 161-2018:**

- a. Payment of six (6) Warrant Lists dated 05/07/18, in the amounts of \$45,151.68; \$252,443.29; \$1,256,943.55; \$4,356.30; \$7,957.29; and \$373.40.
- b. Payment of one (1) Bill Lists for the Department of Social Services, dated 05/07/18, in the amount of \$457,554.32.
- c. **Budget Transfers:** The following budget transfers are for the invoice dated 04/30/18 from Justifacts for Background Checks originally budgeted in HR and being transferred to the appropriate departments:

d. <b><u>From</u></b>	<b><u>To</u></b>
01105-42000 HR \$124.25	01112-42000 – Controller
01105-42000 HR \$124.25	01107-42000 – Assessment
01105-42000 HR \$141.25	01153-42000 – Prothonotary

01105-42000 HR \$316.50                      01151-42000 – Sheriff  
01105-42000 HR \$118.25                      01161BJ – 42000 – MDJ Ben Jones

- e. **Budget Transfer:** The following budget transfer is for the Real Estate Taxes for the Coroner's Office Building:

<b><u>From</u></b>	<b><u>To</u></b>
01101-41999 Contingency \$2,717.00	01152-42850 Coroner's Rent

- f. **Budget Transfer:** The following budget transfer is for Advertising and Publication Expenses for the Commissioner's Office:

<b><u>From</u></b>	<b><u>To</u></b>
01101-41999 Contingency \$4,000.00	01101-42110 Advertising/Publication

- g. **NBIS Bridge Inspection and Inventory:** Requesting approval for payment of Invoices #11 and #12, received from Stiffler McGraw as follows: Bridge #45, Plummer Hollow Road over the Little Juniata River, in the amount of \$961.00; and Bridge #69, Bedford Street over South Dry Run, in the amount of \$595.29. Expenses will be made out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.

- h. **Victim/Witness:** Requesting approval of an Affiliation Agreement between the County of Blair and Mt. Aloysius College for the purpose of student internships.

- i. **Employment:** Katelyn E. Cherry and Samantha J. Kimberling, PT, Deputy Coroner, \$75.00/per shift, changing the effective date of employment from 04/11/18 per Resolution 128-2018 to 04/08/18; Amanda L. Grazier and Sawyer Kline, Seasonal, Tour Guide, Ft. Roberdeau, \$8.00/hr., effective 05/01/18; Sheila Willey, FT, Juvenile Court Aide, JPO, \$17,945.20/yr., effective 04/30/18; Anthony Montessoro, FT, Sheriff's Deputy, Sheriff's Office, \$13.74/hr., effective 05/07/18; Benjamin P. Novak, PT, Law Clerk, Judge Doyle, \$18.00/hr., effective 05/07/18; James Noye, FT, Parole and Probation Officer, APO, \$23,790.00/yr., effective 05/07/18; Zachary T. Garlick, Chad Scoran, Seasonal, Highway, \$10.00/hr., effective 05/07/18; Timothy G. Stevens, from PT, Sheriff's Deputy, \$11.51/hr., to FT, Sheriff's Deputy, \$13.74/hr., effective 04/03/18; David D. Jacobs, From FT, Sheriff's Deputy, \$14.59/hr., to FT, Corrections Officer, \$19.54/hr., effective 05/11/18; Zachary A. Ritchey, from Fill-In Corrections Officer, \$14.42/hr., to FT, Corrections Officer, \$19.54/hr., effective 05/12/18.

- j. **Resignations:** Brandy J. Frank, PT, Telecommunicator, 911 Center, \$13.60/hr., effective 05/10/18.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 161-2018.

#### **STAFF REPORTS & SPECIAL BUSINESS:**

##### **Register of Wills & Recorder of Deeds Office/Assessment Office:**

Mary Ann Bennis and DeAnna Heichel requested approval of a Software Maintenance Agreement between the County of Blair and Optical Storage Solutions, in the total amount of \$23,865.00, for 23 Landex Licenses (21Register of Wills & Recorder of Deeds Office \$22,585.00, and 2 Blair County Assessment Office \$1,280.00), and for 1 Hot Site Hosting Service effective May 1, 2018 through April 30, 2018. The expense for both offices will be paid out of the General Fund.

Mrs. Bennis and Ms. Heichel stated that the fees remained the same as last year and that the agreement has been reviewed by Solicitor Karn.

**Resolution 162-2018:** A resolution approving a Software Maintenance Agreement between the County of Blair and Optical Storage Solutions, in the total amount of \$23,865.00, for 23 Landex Licenses (21Register of Wills & Recorder of Deeds Office \$22,585.00, and 2 Blair County Assessment Office \$1,280.00), and for 1 Hot Site Hosting Service effective May 1, 2018 through April 30, 2018.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 162-2018.

##### **Blair County Juvenile Probation:**

Nancy Williams requested approval of Letter of Agreement between the County of Blair, Blair County Juvenile Probation Office and Blair Family Solutions for Coordination of Services.

Mrs. Williams stated that the letter of agreement is strictly for the exchange of information for coordination of services. She stated that the agreement has been reviewed by Solicitor Karn and is an annual request.

**Resolution 163-2018:** A resolution approving a Letter of Agreement between the County of Blair, Blair County Juvenile Probation Office and Blair Family Solutions for Coordination of Services.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 163-2018.

**Blair County Children, Youth and Families:**

Amy Wertz requested approval of a FY 2017-2018 Promoting Responsible Fatherhood Grant (#4100066962) Budget Revision transferring \$1,200.00, from Transportation/Travel to Supplies with a zero dollar effect on the total grant amount.

Ms. Wertz stated that the budget revision is only transferring funds from one category to another and does not affect the total grant amount in any way.

**Resolution 164-2018:** A resolution approving a FY 2017-2018 Promoting Responsible Fatherhood Grant (#4100066962) Budget Revision transferring \$1,200.00 from Transportation/Travel to Supplies with a zero dollar effect on the total grant amount.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 164-2018.

**Blair County Department of Social Services:**

- a. Jim Hudack requested approval of the 2018 Civil Service Employees' Compensation Plan for the Mental Health/Intellectual Disabilities/Early Intervention Program Office between the County of Blair and the Commonwealth of Pennsylvania, Department of Public Welfare.

Mr. Hudack stated that the plan is a required annual submission to the state.

Discussion followed.

**Resolution 165-2018:** A resolution approving the 2018 Civil Service Employees' Compensation Plan for the Mental Health/Intellectual Disabilities/Early Intervention Program Office between the County of Blair and the Commonwealth of Pennsylvania, Department of Public Welfare.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 165-2018.

- b. Jim Hudack requested approval of the FY 2016-2017 Income and Expenditures Report Revision for the Early Intervention Program between the County of Blair and the Pennsylvania Department of Human Services.

Mr. Hudack stated that the Income and Expenditures Report was submitted to the state back in December 2017, and the requested revision received from the state is just fixing found clerical errors.

Discussion followed.

**Resolution 166-2018:** A resolution approving the FY 2016-2017 Income and Expenditures Report Revision for the Early Intervention Program between the County of Blair and the Pennsylvania Department of Human Services.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 166-2018.

**Fort Roberdeau:**

Commissioner Beam requested approval of an agreement between the County of Blair, Fort Roberdeau and Forever Media Group for commercial advertising on WALY 103.9, in the amount of \$550.00, for promotion of the Star Spangled 4<sup>th</sup> and Revolutionary War Days events to be held at Fort Roberdeau.

Commissioner Beam stated that this is an annual request and will be paid from the Fort’s advertising budget.

**Resolution 167-2018:** A resolution approving an agreement between the County of Blair, Fort Roberdeau and Forever Media Group for commercial advertising on WALY 103.9, in the amount of \$550.00, for promotion of the Star Spangled 4<sup>th</sup> and Revolutionary War Days events to be held at Fort Roberdeau.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 167-2018.

**Coroner’s Office:**

Helen Schmitt requested approval of a proposal received from Wiley Real Estate Services, LLC, in the amount of \$1,500.00, for an appraisal of the office space currently leased for the Blair County Coroner, located at 1414 Fourth Street, Altoona, PA.

Mrs. Schmitt stated that the current lease will expire soon and the county has been contacted by the building owner to see if the county is interested in renewing the lease or if the county may be interested in purchasing the property. She stated that in order to be financially informed about the value of the property the county must have an appraisal of the property performed to determine the fair market value of the property should the county decide to make an offer of purchase.

Discussion followed.

**Resolution 168-2018:** A resolution approving a proposal received from Wiley Real Estate Services, LLC, in the amount of \$1,500.00, for appraisal of the office space currently leased for the Blair County Coroner, located at 1414 Fourth Street, Altoona, PA.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 168-2018.

**Legal Counsel Services:**

Helen Schmitt requested approval of a Fee Agreement for Legal Services between the County of Blair and McNees Wallace & Nurick LLC at the following rates:

Paralegals and Specialists	\$175/hr.
Attorneys	\$225.00-\$285.00/hr.

Mrs. Schmitt stated that Labor Counsel Services for the County of Blair, with the exception of the Blair County Prison, was awarded to McNees Wallace & Nurick LLC on April 3, 2018 and the requested Fee Agreement is merely confirming the rates for services as submitted in their RFP.

Discussion followed.

**Resolution 169-2018:** A resolution approving a Fee Agreement for Legal Services between the County of Blair and McNees Wallace & Nurick LLC at the following rates:

Paralegals and Specialists	\$175/hr.
Attorneys	\$225.00-\$285.00/hr.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 169-2018.

**Alterations to former law library for temporary courtroom:**

Helen Schmitt presented discussion concerning a proposal received from David A. Albright, AIA, in the amount of \$3,950.00, plus reimbursable expenses, for architectural, structural, mechanical, and electrical engineering design and documentation to assist with securing of the necessary permits from the Borough of Hollidaysburg.

Discussion followed.

**Resolution 170-2018:** A resolution approving a proposal received from David A. Albright, AIA, in the amount of \$3,950.00, plus reimbursable expenses, for architectural, structural, mechanical, and electrical engineering design and documentation to assist with securing of the necessary permits.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 170-2018.

**Affiliation Agreement/Student Internship:**

Janice Meadows requested approval of an Affiliation Agreement between the County of Blair and the University of Pittsburgh for the purpose of student internships; and approval of one (1) student intern, Max Steinbugl (Judge Milliron's Office), for the period of 05/09/18 through 08/11/18. Internship is for credit only and at no cost to the county.

Mrs. Meadows stated that the Intern Release and Hold Harmless Agreement has been received from Mr. Steinbugl; however the signed Affiliation Agreement has not yet been received from the University of Pittsburgh.

County Administrator Schmitt stated that the board could consider approving the affiliation agreement and the internship pending receipt of the signed affiliation agreement from the University of Pittsburgh.

Discussion followed.

**Resolution 171-2018:** A resolution approving an Affiliation Agreement between the County of Blair and the University of Pittsburgh for the purpose of student internships; and approval of one (1) student intern Max Steinbugl (Judge Milliron's Office) for the period of 05/09/18 through 08/11/18, pending receipt of the signed Affiliation Agreement from the University of Pittsburgh. (Internship is for credit only and at no cost to the county.)

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 171-2018.

**OLD BUSINESS:**

None

**ADJOURN:**

Meeting Adjourned,

---

Helen P. Schmitt, County Administrator