

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, SEPTEMBER 25, 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 – SEPTEMBER 11TH AND 18TH, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**

Reminder of Special Meeting setting the elected officials salaries for calendar years 2022, 2023, 2024 & 2025 will be held Thursday, September 27th @ 6:00 p.m., in Conf. Rm. 2B., Public Budget Sessions September 26, 27, 28, October 1, 2, 3 @ 12:30 P.M. Budget Meeting Room, Employee Lunchroom, Basement.

7. **CONSENT AGENDA**

Resolution 351-2018:

- a. Payment of two (2) Warrant Lists dated September 24, 2018, in the amounts of \$520,168.80 and \$261,090.06 which include payments of the following invoices: **JJ Keller Family Limited**, in the amount of \$1,975.00 for Children, Youth and Families Office Rent for the month of October 2018; and **ECMS Invoice #7, Keller Engineers, Inc.**, in the amount of \$8,096.38, for Blair County Bridge #10/Friesville, Preliminary Design Services.

2017 Project Fund/Bond/Courtroom 1 & 2 Project: Payment of an Invoice received from Burgmeier’s Hauling, in the amount of \$490.24, for trash removal associated with the Courtroom 1 & 2 project.

2017 Project Fund/Bond/HVAC Project: Payment of Application #1, received from Kretina Builders, Inc., in the amount of \$13,500.00, for interior alterations and HVAC improvements at the courthouse.

2017 Project Fund/Bond/Elevator Modernization Project: Payment of an Invoice received from Otis Elevator, in the amount of \$4,094.93, 100% down payment to install an auto-safe battery operated emergency return system.

2017 Project Fund/Bond/MUNIS Project: Payment of an Invoice received from Tyler Technologies, Inc., in the amount of \$1,600.00, implementation services for accounts payable check conversation.

- b. Payment of one (1) Preliminary Check Writing Report for the Department of Social Services dated September 21, 2018, in the amount of \$79,615.18, which includes payment of the following invoices:

UPMC Altoona, in the amount of \$22,552.08; and the **Home Nursing Agency**, in the amount of \$55,207.34.

- c. **Budget Transfer:** The following transfer represents legal fees received from Campbell Durrant for the month of August, 2018, originally budgeted in Human Resources being transferred to the appropriate department:

From		To		Sum
01105-44080	Human Resources	01209PO-44080	Prison	\$3,409.01

- d. **Budget Transfers:** The following transfers represent legal fees received from McNees Wallace for the month of August, 2018, originally budgeted in Human Resources being transferred to the appropriate departments:

From		To		Sum
01105-44080	Human Resources	01101-44080	Commissioners	\$1209.50
01105-44080	Human Resources	01112-44080	Controller's Office	\$1156.50
01105-44080	Human Resources	01158-44080	District Attorney	\$73.50
01105-44080	Human Resources	01161DD-44080	MDJ DeAntonio	\$1225.50
01105-44080	Human Resources	01101-44080	Commissioners	\$10,791.75
01105-44080	Human Resources	01122-44080	911 Center	\$195.02
01105-44080	Human Resources	01109-44080	Treasurer	\$327.75
01105-44080	Human Resources	01158-44080	District Attorney	\$327.75
01105-44080	Human Resources	01160ED-44080	Judge Doyle	\$828.75
01105-44080	Human Resources	01151-44080	Sheriff's Office	\$327.75
01105-44080	Human Resources	01112-44080	Controller's Office	\$327.75
			Total	\$16,791.52

- e. **Social Services Advisory Board:** Requesting approval for the reappointment of Cindy Barton, Richard Petroski, Dave Hollern and Susanna Tomlinson to the Social Services Advisory Board with terms to expire on December 31, 2021.

- f. **Employment:** Alysha K. Walker, FT, Clerk Typist 1, Prothonotary, \$14,141.40/yr., effective 09/24/18; Krystal L. Payton, from, PT Fill-In, Corrections Officer, Prison, \$14.42/hr., to FT, Correctional Case Manager, Prison, \$18,491.20/yr., effective 09/17/18; Pamela A. Kauffman, from PT, Clerk Typist 1, Prothonotary, \$9.18/hr., limited to 1,500 hours to PT, PT, Receptionist/Clerk, Costs & Fines, \$9.18/hr., effective 09/7/18; Brett M. Lucas, from PT-Fill-in Corrections Officer, Prison, \$14.42/hr., to FT, Corrections Officer, Prison, \$19.54/hr., effective 07/28/18.

- g. **Resignations:** Barbara J. Bolden, FT, Victim/Witness Advocate, Victim/Witness, \$19,890.78/yr., effective 09/21/18; Mark A. Chavira, FT, Lieutenant Sheriff, Sheriff’s Office, \$38,780.56/yr., effective 09/21/18; Lynette R. Matley, FT, Adult Parole Probation Officer, APO, \$29,283.80/yr., effective 09/21/18; Tori R. Gill, FT, Corrections Officer, Prison, \$19.54/hr., effective 09/21/18;

- h. **Retirement:** Randall T. Dukeman, FT, Corrections Officer, Prison, \$20.21/hr., effective 09/21/18.

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Lakemont Park:**

Presentation by Andrea Cohen.

B. **Fort Roberdeau:**

Requesting approval of a Security Services Agreement between the County of Blair, Fort Roberdeau Association and Keystone Investigation and Security Specialists, LLC (KISS), for temporary security guard services at Fort Roberdeau on October 13, 2018, from 6 pm to 10 pm, at the rate of \$18.00 per hour for four (4) guards. The total of \$288.00 will be paid by the Fort Roberdeau Association.

C. **Blair County Emergency Management Agency:**

Requesting approval of a FFY 2018 State Homeland Security Grant Program Agreement between the Pennsylvania Emergency Management Agency (PEMA) and the South Central Mountains Regional Counter Terrorism Task Force (Sub-recipient), in the amount of \$472,804.00, for supporting the planning, organization, equipment maintenance, training and exercise needs to address acts of terrorism and other catastrophic events, for the performance period of September 1, 2018 through August 31, 2021.

D. **Elevator Modernization Project:**

a. Requesting approval of a correction to Change Order #2 to Bettwy Electric previously presented and approved on July 31, 2018, as \$8,513.91. The correct amount of Change Order #2 is \$8,913.91, which includes \$400 for a temporary light fixture for the first floor.

b. Requesting approval of a warrant list dated September 24, 2018, in the amount of \$8,428.50 which includes the payment of the following invoice:

2017 Project Fund/Bond/Elevator Modernization Project: Invoice #3 received from Bettwy Electric, in the amount of \$8,428.50, for services for the period July 21, 2018 to August 17, 2018.

E. **MDJ Blattenberger – Office Cleaning:**

Requesting approval for an addendum to the Contract between the County of Blair and Nittany Professional Cleaning, Inc. in the amount of \$305.00/per month for cleaning service at the MDJ office space located at 310 Airport Drive, Suite 9, Martinsburg for the period of October 1, 2018 to September 30, 2020.

9. **OLD BUSINESS**

Resolution 340-2018: A resolution approving a three (3) year Lease Agreement between the County of Blair and R&L Holdings, LLC, effective October 1, 2018, in the amount of \$24,000.00/year, triple net lease, with an additional three (3) year option at \$26,400.00/year.

Resolution 341-2018: A resolution approving a one (1) year contract between the County of Blair and Young, Oakes, Brown & Company, P.C., in the amount of \$83,000.00 for calendar year 2018.

County Bridge #45 Plummer Hollow Road:

Requesting approval to accept quotes received for the emergency repair to County Bridge #45, Plummer Hollow Road, Snyder Township over the Little Juniata River.

Blair County Airport Authority:

Continued discussion concerning a request received for the county guarantee of proposed additional debt for the T-hanger project.

MEETING RECONVENED: **FRIDAY, SEPTEMBER 28, 2018, 12:30 P.M.**
CONFERENCE ROOM 2B, SECOND FLOOR

OLD BUSINESS continued:

County Bridge #45 Plummer Hollow Road:

Requesting approval to accept quotes received for the emergency repair to County Bridge #45, Plummer Hollow Road, Snyder Township over the Little Juniata River.

10. **ADJOURN**

WORK SESSION: TUESDAY, SEPTEMBER 25, 2018, 10:00 A.M.:

Location: Conference Room 2B, 2nd Floor, New Addition.

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

Others Present: Tracy Plessinger and Drew Swope (Blair County Airport Authority), Glenn Nelson (Fort Roberdeau), Jeniene Lang (911/EMA), Jenn Sleppy (Finance), Luke Bowser (Rep. John McGinnis' Office), Kay Stephens (Altoona Mirror), Janice Meadows (Court Administration), Rocky Greenland (Public Works), Charlotte Ames (WTAJ-TV 10), Andrea Cohen and Melissa Vyborny (Lakemont Park), 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 those present to stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – SEPTEMBER 11TH AND 18TH, 2018:

Commissioner Erb called for corrections or changes to the minutes of September 11 and September 18, 2018. **There were no corrections or changes noted.**

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

PUBLIC COMMENT:

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

COMMISSINERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Erb announced that a Special Meeting to set the salaries of elected officials for calendar years 2022, 2023, 2024 and 2025 will be held Thursday evening, September 27, 2018 beginning at 6:00 p.m., in Conference Room 2B. He also stated that Public Budget Sessions will be held on September 26, 27, 28, and on October 1, 2, 3 beginning at 12:30 p.m. in the Budget Meeting Room, located in the Employee Lunchroom in the basement of the courthouse.

Commissioner Beam stated that he would like to express his sincere admiration of Blair County resident, Donald Goodman, who recently served as a juror on a four (4) day trial at the courthouse. Commissioner Beam stated that he learned of Mr. Goodman while reading an article published in the Altoona Mirror. He stated that Mr. Goodman, has a prosthetic leg, lives in the IDA Towers in downtown Altoona, does not drive or own a car and relies on the public transportation (bus) system to get back and forth; Commissioner Beam commented that three days of the four-day trial ended after the last bus pickup in Hollidaysburg and on each of these three days, Mr. Goodman proceeded to walk from the courthouse to the Logan Valley Mall in order to catch a bus into downtown Altoona.

Commissioner Beam commented on the number of individuals who do not appear for jury selection and/or for jury duty and how this individual, who could have chosen to not show up or serve, did not use any excuse, but rather showed up and walked quite a distance to get transportation home.

Commissioner Tomassetti – nothing.

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- h. **Retirement:** Randall T. Dukeman, FT, Corrections Officer, Prison, \$20.21/hr., effective 09/21/18.

Commissioner Tomassetti noted his abstention on the payment of invoices to JJ Keller Family Limited and Keller Engineers.

Commissioner Erb noted his abstention on the payment of invoices to UPMC Altoona and Home Nursing Agency.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 351-2018.

STAFF REPORTS & SPECIAL BUSINESS:

Lakemont Park:

Presentation by Andrea Cohen.

Andrea Cohen provided a brief update on the renovation project at Lakemont Park. Mrs. Cohen stated that renovations are scheduled to be completed for the park to reopen on Memorial Day Weekend, 2019. She stated that most of the older amusement rides have been removed, however, the popular rides that will be returning to the park include the Skyliner and Leap the Dips roller coasters with a few others.

Ms. Cohen stated that other renovations to the park consist of a regulation size mini-golf course with water features, a children's mini-golf course, a water play area, new paddle boats, walking trail, two new sand volleyball courts, state of the art go-karts, a children's play area, a large green area, new pavilions, and four new basketball courts that the Central Blair Recreation Commission Men's Summer Basketball League will be utilizing. She stated that admission to the park will be free and park goers will only pay for the amenities they wish to use. She stated that season park passes would also be for sale.

Discussion followed.

B. Fort Roberdeau:

Glenn Nelson requested approval of a Security Services Agreement between the County of Blair, Fort Roberdeau Association and Keystone Investigation and Security Specialists, LLC (KISS), for temporary security guard services at Fort Roberdeau on October 13, 2018, from 6 pm to 10 pm, at the rate of \$18.00 per hour for four (4) guards. The total of \$288.00 will be paid by the Fort Roberdeau Association.

Mr. Nelson stated that Solicitor Karn has reviewed the agreement and that the appropriate Certificate of Liability Insurance has been received.

Resolution 352-2018: A resolution approving a Security Services Agreement between the County of Blair, Fort Roberdeau Association and Keystone Investigation and Security Specialists, LLC (KISS), for temporary security guard services at Fort Roberdeau on October 13, 2018, from 6 pm to 10 pm, at the rate of \$18.00 per hour for four (4) guards. The total of \$288.00 will be paid by the Fort Roberdeau Association.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 352-2018.

C. Blair County Emergency Management Agency:

Jeniene Lang requested approval of a FFY 2018 State Homeland Security Grant Program Agreement between the Pennsylvania Emergency Management Agency (PEMA) and the South Central Mountains Regional Counter Terrorism Task Force (Sub-recipient), in the amount of \$472,804.00, for supporting the planning, organization, equipment maintenance, training and exercise needs to address acts of terrorism and other catastrophic events, for the performance period of September 1, 2018 through August 31, 2021.

Ms. Lang stated that this agreement is for FFY 2018 and runs for a three (3) year period beginning September 1, 2018 and ending on August 31, 2021. She stated that the grant provides funds to address acts of terrorism and other catastrophic events.

Discussion followed.

D. Elevator Modernization Project:

Assistant County Administrator Hemminger requested approval of a correction to Change Order #2 to Bettwy Electric previously presented and approved on July 31, 2018, as \$8,513.91. The correct amount of Change Order #2 is \$8,913.91, which includes \$400 for a temporary light fixture for the first floor.

Mrs. Hemminger stated that Change Order #2, for \$8,513.91, was the cost to furnish and install four (4) new light fixtures to the lobby area of the elevator and that a \$400.00 addition to Change Order #2, was necessary to cover the cost of a temporary lighting fixture for the first floor.

Discussion followed.

Resolution 353-2018: A resolution approving a correction to Change Order #2 to Bettwy Electric previously presented and approved on July 31, 2018, as \$8,513.91, correcting the amount of Change Order #2 to the Bettwy Electric Contract to \$8,913.91, which includes \$400 for a temporary light fixture for the first floor.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 353-2018.

Assistant County Administrator Hemminger requested approval of a warrant list dated September 24, 2018, in the amount of \$8,428.50, which includes the payment of the following invoice:

2017 Project Fund/Bond/Elevator Modernization Project: Invoice #3 received from Bettwy Electric, in the amount of \$8,428.50, for services for the period July 21, 2018 to August 17, 2018.

Discussion followed.

Resolution 354-2018: A resolution approving payment of a warrant list dated September 24, 2018, in the amount of \$8,428.50, which includes the payment of the following invoice:

2017 Project Fund/Bond/Elevator Modernization Project: Invoice #3 received from Bettwy Electric, in the amount of \$8,428.50, for services for the period July 21, 2018 to August 17, 2018.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 354-2018.

E. **MDJ Blattenberger – Office Cleaning:**

Janice Meadows requested approval for an addendum to the Contract between the County of Blair and Nittany Professional Cleaning, Inc. in the amount of \$305.00/per month for cleaning service at the MDJ office space located at 310 Airport Drive, Suite 9, Martinsburg for the period of October 1, 2018 to September 30, 2020.

Mrs. Meadows stated that she has been in contact with Nittany Professional Cleaning, Inc., and they are willing to execute a contract addendum for the addition of cleaning services at the MDJ office space located at the Blair County Airport in the monthly amount of \$305.00.

Discussion followed.

Resolution 355-2018: A resolution approving an addendum to the Contract between the County of Blair and Nittany Professional Cleaning, Inc. in the amount of \$305.00/per month for cleaning services at the MDJ office space located at 310 Airport Drive, Suite 9, Martinsburg for the period of October 1, 2018 to September 30, 2020.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 355-2018.

OLD BUSINESS:

Resolution 340-2018: A resolution approving a three (3) year Lease Agreement between the County of Blair and R&L Holdings, LLC, effective October 1, 2018, in the amount of \$24,000.00/year, triple net lease, with an additional three (3) year option at \$26,400.00/year.

County Administrator Schmitt requested that the board consider taking action on the adoption of Resolution 340-2018 pending revisions to the lease agreement.

Discussion followed.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 340-2018.

Resolution 341-2018: A resolution approving a one (1) year contract between the County of Blair and Young, Oakes, Brown & Company, P.C., in the amount of \$83,000.00 for calendar year 2018.

County Administrator Schmitt stated that the contract is ready and the board may take action on the adoption of Resolution 341-2018. She stated that the contract for 2018 reflects a \$1,000.00 increase from 2017.

Discussion followed.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 341-2018.

County Bridge #45 Plummer Hollow Road:

Requesting approval to accept quotes received for the emergency repair to County Bridge 45, Plummer Hollow Road, Snyder Township over the Little Juniata River.

County Administrator Schmitt requested that the board consider recessing and reconvening today's meeting until Friday, September 28, 2018 at 12:30 p.m. to allow Keller Engineer's adequate time to review the quotes received for the emergency repair to Bridge #45, Plummer Hollow Road, located in Snyder Township over the Little Juniata River.

Discussion followed.

Blair County Airport Authority:

Drew Swope presented continued discussion concerning a request received for the county guarantee of proposed additional debt for the T-hanger project.

Mr. Swope requested the County guarantee a 30-year loan to be repaid on 20 year amortization schedule which would require a 5/7 super majority vote by the authority to change the pay structure.

Commissioner Erb thanked Mr. Swope for requesting the change from a 37 ½ year loan to a 30 year loan amortized over 20 years. He stated that this will increase the monthly payment of the loan approximately \$19,693.00, for the authority, however, will result in an overall interest paid savings of \$390,000.00.

Discussion followed.

Commissioner Tomassetti asked about the anticipated timing of the sinkhole/storm water repair issues. Mr. Plessinger stated that a sales agreement maybe entered into once an appraisal is completed. He stated at that point in time it will just be a matter of securing the necessary funds for the purchase of the land and the completion of the project, which he hoped would take no longer than 2-3 years.

Mr. Plessinger stated that if the authority wishes to complete any future projects they would be bound by future permitting until the storm water issues are addressed.

Discussion followed regarding the need for the establishment of a Sinking Fund by the County for this loan guarantee and the need to speak with bond counsel. Mr. Swope would see if bond counsel would allow the county's Sinking Fund to be funded by the Airport Authorities M&T line of credit but held by the county.

Discussion followed.

Resolution 356-2018: A resolution approving the intent of the Commissioners of the County of Blair, Pennsylvania, to guarantee a Line of Credit issued by Manufacturers and Traders Trust Company (M&T), in an amount not to exceed \$2,000,000.00, to the Blair County Airport Authority for interim financing of their Debt Refinancing and T-Hanger Project with the understanding that the County of Blair is not legally obligated until it passes a debt Ordinance under the Local Government Unit Debt Act; and the intent of the Commissioners of the County of Blair, Pennsylvania, to guarantee a Loan issued by the United States Department of Agriculture, in an amount not to exceed \$2,000,000.00, to the Blair County Airport Authority for repayment of the interim financing loan issued by M&T with the understanding that the County of Blair is not legally obligated until it passes a debt Ordinance under the Local Government Unit Debt Act.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 356-2018.

Commissioner Erb announced that today's meeting is recessed until Friday, September 28th at 12:30 p.m. in conference room 2B.

MEETING RECONVENED: **FRIDAY, SEPTEMBER 28, 2018, 12:30 P.M.**
CONFERENCE ROOM 2B, SECOND FLOOR

MEMBERS PRESENT: Commissioner Erb, Commissioner Tomassetti,
Commissioner Beam, and County Administrator Schmitt.

MEMBERS ABSENT: Solicitor Karn

OTHERS PRESENT: Nicole Hemminger (Assistant County Administrator), Kay
Stephens (Altoona Mirror), Rocky Greenland (Public
Works) and Brian Wisner (Keller Engineers, Inc.)

CALL TO ORDER:
Commissioner Erb called the reconvened meeting to order.

OLD BUSINESS continued:
County Bridge #45 Plummer Hollow Road:

Brian Wisner requested approval to accept quotes received for the emergency repair to County Bridge #45, Plummer Hollow Road, Snyder Township over the Little Juniata River.

Mr. Wisner stated that the following three (3) quotes were received by 3:00 p.m. yesterday, Thursday, September 27, 2018:

Clearwater Construction	\$49,249.75
Marion Hill Associates, Inc.	\$106,102.00
Specialty Underwater Services LLC	\$256,450.00

Mr. Wisner stated that he reviewed all of the documents and quotes with Solicitor Karn, all of the documents are in order and he recommends that the board consider awarding the contract to Clearwater Construction in the quoted amount of \$49,249.75.

Mr. Wisner stated that after approval of the contract award, he would notify Clearwater Construction and they will have seven (7) days or until October 5, 2018 to provide bonds, insurance and original signed documents for review on Monday, October 8, 2018. Once a review of documents is completed, a Notice to Proceed will be issued with a work completion date of October 26, 2018.

Discussion followed.

Resolution 358-2018: A resolution approving the acceptance of the following three (3) quotes received for the emergency repair to Blair County Bridge #45, Plummer Hollow Road, located in Snyder Township over the Little Juniata River as follows; and the award of quote to Clearwater Construction, in the amount of \$49,249.75.

Clearwater Construction	\$49,249.75
Marion Hill Associates, Inc.	\$106,102.00
Specialty Underwater Services LLC	\$256,450.00

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 358-2018.

ADJOURN:
Meeting Adjourned,

Helen P. Schmitt, County Administrator