

**WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, DECEMBER 18, 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 – DECEMBER 11, 2018**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**

Resolution 460-2018:

- a. Payment of six (6) Warrant Lists dated 12/13/18, 12/14/18 and 12/17/18 in the amounts of \$451.22; \$263,276.03; \$17,186.76; \$401,875.98; \$144,730.33, and \$45,819.56, which include payments of the following invoices to:
 - **2017 Project Fund/Bond/911 Communications Room Project:** Dell Marketing, LP, in the amount of \$19,279.70, for computer monitors and towers.
 - **2017 Project Fund/Bond/Reassessment Project:** Weiss Burkhardt Kramer LLC (WBK), in the amount of \$125.00, for professional services rendered.
 - **2017 Bond Project/Bond/911-EMA Truck Purchase:** Tri-Star Tyrone, in the amount of \$39,597.71 (2019 Ford F350 Truck), Mattas Motorsports, in the amount of \$2,507.00 (Leer Truck Cap) and Motorola Solutions, Inc., in the amount of \$2,541.40 (Radio Communication Equipment.)
- b. **Employment:** Colton J. Taylor, PT/Fill-In, Corrections Officer, Prison, \$14.42/hr., effective 12/17/18; Chad F. Culbertson, from PT, Telecommunicator, 911E, to FT, Telecommunicator, 911E, hourly rate remains the same at \$13.90/hr.
- c. **Resignations:** Ashley R. Whitehead, FT, APO Officer Aide 1, APO, \$17,399.20/yr., effective 12/14/18; Laura A. Shoeman, FT, APO Specialty Courts Administrative Staff, APO, \$22,193.08/yr., effective 12/21/18; Andrew C. Hoover, FT, Corrections Officer, Prison, \$40,643.20/yr., effective 12/22/18.

8. **OLD BUSINESS**

Blair County Department of Social Services:

- a. A resolution approving the submission of the following Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development:

FY 2016 County of Blair – Contract #C000066602

1. Delete activity for Housing Rehabilitation within the Non-Entitlements in the amount of \$187,869.00 for a new project total of \$0.
2. Create activity for Substantial Rehabilitation of 424-426 W First Street in Williamsburg Borough in the amount of \$187,869.00.00 for a new project total of \$187,869.00.

- b. A resolution approving the Submission of a Budget Revision to the Commonwealth of Pennsylvania, Department of Community and Economic Development:

**FY 2017 Emergency Solutions Grant (ESG) – Contract #C000067036
Family Services Inc.**

1. Reduce existing activity for Rapid Rehousing/Financial Assistance from \$27,342.00 to \$25,199.00 for a total net decrease of \$2,143.00.
2. Increase existing activity for Rapid Rehousing/Services from \$4,670.00 to \$5,270.00 for a total increase of \$600.00
3. Increase existing activity for Rapid Rehousing/Rental Assistance from \$82,426.00 to \$83,369.00 for a total net increase of \$943.00.
4. Reduce existing activity for Homeless Prevention/Services from \$3,670.00 to \$3,615.00 for a total decrease of \$55.00.
5. Increase existing activity for Homeless Prevention/Rental Assistance from \$19,926.00 to \$19,981.00 for a total increase of \$55.00.
6. Increase existing activity for HMIS from \$2,455.00 to \$3,055.00 for a total increase of \$600.00.

Home Rule:

1875 Courtroom and Lawyer’s Lobby Furnishings:

Continued discussion concerning completion of repairs and restoration of the 1875 courtroom including: (1) proposal received from Correctional Industries for the construction and installation of a Judge’s bench, witness stand, jury box and deputy desk(s) and for the refinishing of chairs, counsel podium, counsel desks and cloak rack, and (2) flooring for the courtroom, and budget expenses for remaining items.

9. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Blair County Sheriff’s Office:**

- a. Requesting approval of a Software License Agreement between the County of Blair on behalf of the Sheriff’s Office and Teleosoft, Inc., for a comprehensive browser based software system to replace the DOS based AS400 system, in the total amount of \$44,243.00 (50% due at time of purchase and the remaining 50% to be paid at the “go live” date.)
- b. Requesting approval of a Software Maintenance Agreement between the County of Blair on behalf of the Sheriff’s Office and Teleosoft, Inc., for the comprehensive browser based software system replacing the DOS based AS400 system, in the amount of \$8,848.00 per year. (This fee may be pro-rated from the “go live” date for the first year of the agreement in order to align renewals with the calendar year).
- c. Requesting approval of a quote received from CDW-G in the total amount of \$5,842.82 for the following software and hardware items necessary in replacing the DOS based AS400 system:

• Windows Server 2019 License	\$ 624.16
• Microsoft SQL Server 2017 License	\$4,991.56
• ProLine DDR3 16GB RAM Hardware	\$ 227.10

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

Requesting approval of (1) a Letter of Agreement for Coordination of Services and (2) a Health Information and Portability and Accountability Act (HIPAA) Business Associate Agreement between the County of Blair on behalf of Blair County Children, Youth and Families and Alison J. Seltzer, LPC, LLC for the period of July 1, 2018 through June 30, 2019.

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

- a. Requesting approval of a County of Blair Affordable Housing Trust Fund Program First Time Home Buyer Program Modification, decreasing the per award amount from \$5,000.00 to \$3,000.00.
- b. Requesting approval of a County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$1,500.00 to Family Services, Inc. Disbursement will be used to develop a professional Capital Campaign that will obtain private contributions that will be used for the development and renovations of a new homeless shelter.
- c. Requesting approval of a County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$50,000.00, to be matched with an \$85,750.00 grant from the Lead Hazards Control Grant, for lead abatement cost overages or to complete additional rehabilitation work on units not covered under the scope of the Lead Hazards Control Grant. The maximum amount per unit is \$10,000.00.

D. **Blair County Human Resources:**

Requesting approval for the adoption of language and policy changes of current County of Blair benefits-related items for nonunion employees (nonexempt, exempt, and excluded) effective January 1, 2019.

10. **ADJOURN**

WORK SESSION: TUESDAY, DECEMBER 18, 2018, 10:00 A.M.

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

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

Members Absent: Commissioner Erb.

Others Present: Jim Hudack, Melissa Gillin and Trina Illig (Social Services), Jenn Sleppy and Sarah Chuff (Finance), James Ott (Sheriff), Amy Wertz (CYF), Nicole Hemminger and Melissa Harpster (Commissioners Office), Phil Ray (Altoona Mirror), Katherine Swigart and Robin Gindlesperger (Human Resources), Rocky Greenland (Public Works), Don Weakland (IT Department) and AC Stickel (Controller).

CALL TO ORDER:

Commissioner Tomassetti called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Tomassetti called for a moment of silent reflection.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Commissioner Tomassetti requested that those present stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – DECEMBER 11, 2018:

Commissioner Tomassetti called for corrections or changes to the meeting minutes of December 11, 2018. **There were no corrections or changes noted.**

PUBLIC COMMENT:

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

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved the Minutes of December 11, 2018..

COMMISSIONERS COMMENTS:

Commissioner Tomassetti called for commissioners comments.

Commissioner Beam wished everyone a very Merry Christmas.

Commissioner Tomassetti echoed Commissioner Beam's wish of a very Merry Christmas.

There were no other comments noted.

CONSENT AGENDA:

Resolution 460-2018:

- a. Payment of six (6) Warrant Lists dated 12/13/18, 12/14/18 and 12/17/18 in the amounts of \$451.22; \$263,276.03; \$17,186.76; \$401,875.98; \$144,730.33, and \$45,819.56, which include payments of the following invoices to:
 - **2017 Project Fund/Bond/911 Communications Room Project:** Dell Marketing, LP, in the amount of \$19,279.70, for computer monitors and towers.
 - **2017 Project Fund/Bond/Reassessment Project:** Weiss Burkhardt Kramer LLC (WBK), in the amount of \$125.00, for professional services rendered.
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- b. **Employment:** Colton J. Taylor, PT/Fill-In, Corrections Officer, Prison, \$14.42/hr., effective 12/17/18; Chad F. Culbertson, from PT, Telecommunicator, 911E, to FT, Telecommunicator, 911E, hourly rate remains the same at \$13.90/hr.
- c. **Resignations:** Ashley R. Whitehead, FT, APO Officer Aide 1, APO, \$17,399.20/yr., effective 12/14/18; Laura A. Shoeman, FT, APO Specialty Courts Administrative Staff, APO, \$22,193.08/yr., effective 12/21/18; Andrew C. Hoover, FT, Corrections Officer, Prison, \$40,643.20/yr., effective 12/22/18.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 460-2018.

OLD BUSINESS:

Blair County Department of Social Services:

- a. Trina Illig requested approval for the submission of the following Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development:

FY 2016 County of Blair – Contract #C000066602

1. Delete activity for Housing Rehabilitation within the Non-Entitlements in the amount of \$187,869.00 for a new project total of \$0.
2. Create activity for Substantial Rehabilitation of 424-426 W First Street in Williamsburg Borough in the amount of \$187,869.00.00 for a new project total of \$187,869.00.

Mrs. Illig stated that the public comment period closed with no comments presented.

Discussion followed.

Resolution 461-2018: A resolution approving the submission of a Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 461-2018.

- b. Trina Illig requested approval for the Submission of a Budget Revision to the Commonwealth of Pennsylvania, Department of Community and Economic Development:

FY 2017 Emergency Solutions Grant (ESG) – Contract #C000067036

Family Services Inc.

1. Reduce existing activity for Rapid Rehousing/Financial Assistance from \$27,342.00 to \$25,199.00 for a total net decrease of \$2,143.00.
2. Increase existing activity for Rapid Rehousing/Services from \$4,670.00 to \$5,270.00 for a total increase of \$600.00
3. Increase existing activity for Rapid Rehousing/Rental Assistance from \$82,426.00 to \$83,369.00 for a total net increase of \$943.00.
4. Reduce existing activity for Homeless Prevention/Services from \$3,670.00 to \$3,615.00 for a total decrease of \$55.00.
5. Increase existing activity for Homeless Prevention/Rental Assistance from \$19,926.00 to \$19,981.00 for a total increase of \$55.00.
6. Increase existing activity for HMIS from \$2,455.00 to \$3,055.00 for a total increase of \$600.00.

Mrs. Illig stated that the public comment period ended with no comments presented.

Discussion followed.

Resolution 462-2018: A resolution approving the Submission of a Budget Revision to the Commonwealth of Pennsylvania, Department of Community and Economic Development

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 462-2018.

Home Rule:

No further discussion at this time.

1875 Courtroom and Lawyer's Lobby Furnishings:

Continued discussion concerning completion of repairs and restoration of the 1875 courtroom including: (1) proposal received from Correctional Industries for the construction and installation of a Judge's bench, witness stand, jury box and deputy desk(s) and for the refinishing of chairs, counsel podium, counsel desks and cloak rack, and (2) flooring for the courtroom, and budget expenses for remaining items.

Commissioner Tomassetti stated that Correctional Industries, with the assistance of inmates from the Blair County Prison, have removed approximately 80% of the public seating benches/pews from the courtroom. He stated that he has no further information to provide on the repairs and restoration at this time.

STAFF REPORTS & SPECIAL BUSINESS:

Blair County Sheriff's Office:

- a. Sheriff Ott requested approval of a Software License Agreement between the County of Blair on behalf of the Sheriff's Office and Teleosoft, Inc., for a comprehensive browser based software system to replace the DOS based AS/400 system, in the total amount of \$44,243.00 (50% due at time of purchase and the remaining 50% to be paid at the "go live" date.)

Sheriff Ott stated the County's Information Technology Department (IT) has recommended that the departments currently on the county hosted AS/400 System look for alternative computer systems. The AS/400 is at the end of its life and that it is not feasible for the county to maintain or upgrade the system. He stated that while County owned OnBase System will provide some limited document management ability, it cannot help with the processing of paperwork necessary for the operation of the Sheriff's Office.

Sheriff Ott stated that the Teleosoft Software will eliminate the need for the AS/400 System and provide for a modern and unified system for Sheriff Office activities as well as additional enhancements to aid in more efficient operations. He stated that the Teleosoft System has the ability, if desired, to integrate or replace other county departmental software in the future.

Discussion followed.

Resolution 463-2018: A resolution approving a Software License Agreement between the County of Blair on behalf of the Sheriff's Office and Teleosoft, Inc., for a comprehensive browser based software system to replace the DOS based AS400 system, in the total amount of \$44,243.00 (50% due at time of purchase and the remaining 50% to be paid at the "go live" date.)

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 463-2018.

- b. Sheriff Ott requested approval of a Software Maintenance Agreement between the County of Blair on behalf of the Sheriff's Office and Teleosoft, Inc., for the comprehensive browser based software system replacing the DOS based AS400 system, in the amount of \$8,848.00 per year. (This fee may be pro-rated from the "go live" date for the first year of the agreement in order to align renewals with the calendar year).

Sheriff Ott stated that after the initial implementation of the Teleosoft System, the annual expense for software maintenance is \$8,848.00 for software upgrades and support.

Discussion followed.

Resolution 463a-2018: A resolution approving a Software Maintenance Agreement between the County of Blair on behalf of the Sheriff's Office and Teleosoft, Inc., for the comprehensive browser based software system replacing the DOS based AS400 system, in the amount of \$8,848.00 per year. (This fee may be pro-rated from the "go live" date for the first year of the agreement in order to align renewals with the calendar year).

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 463a-2018.

- c. Sheriff Ott requested approval of a quote received from CDW-G in the total amount of \$5,842.82 for the following software and hardware items necessary in replacing the DOS based AS/400 system:

- Windows Server 2019 License \$ 624.16
- Microsoft SQL Server 2017 License \$4,991.56
- ProLine DDR3 16GB RAM Hardware \$ 227.10

Sheriff Ott stated that the County's IT Department will install the software and hardware items on the quote, which will be needed prior to Teleosoft beginning the implementation process.

Discussion followed.

Resolution 463b-2018: A resolution approving a quote received from CDW-G in the total amount of \$5,842.82 for the following software and hardware items necessary in replacing the DOS based AS400 system.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 463b-2018.

Blair County Children, Youth and Families:

Amy Wertz requested approval of (1) a Letter of Agreement for Coordination of Services and (2) a Health Information and Portability and Accountability Act (HIPAA) Business Associate Agreement between the County of Blair on behalf of Blair County Children, Youth and Families and Alison J. Seltzer, LPC, LLC for the period of July 1, 2018 through June 30, 2019.

Ms. Wertz stated that the agreement has been reviewed by Solicitor Karn and his requested changes to the agreement have been made.

Discussion followed.

Resolution 464-2018: A resolution approving (1) a Letter of Agreement for Coordination of Services and (2) a Health Information and Portability and Accountability Act (HIPAA) Business Associate Agreement between the County of Blair on behalf of Blair County Children, Youth and Families and Alison J. Seltzer, LPC, LLC for the period of July 1, 2018 through June 30, 2019.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 464-2018.

Blair County Department of Social Services:

- a. Jim Hudack requested approval of a County of Blair Affordable Housing Trust Fund Program First Time Home Buyer Program Modification, decreasing the per award amount from \$5,000.00 to \$3,000.00.

Mr. Hudack presented discussion concerning the need to change the First Time Home Buyer Program from a maximum \$5,000.00 per unit grant award (with a lien) to a maximum \$3,000.00 per unit grant award (gift) with no re-payment. This grant award can be used towards either the down payment or the closing cost by the eligible first time home buyer.

Mr. Hudack also asked for the board to approve the applicant that qualified for a \$5,000.00 contribution prior to this modification to be approved for the unrestricted funds in the amount of \$5,000.00.

Discussion followed.

Resolution 465-2018: A resolution approving a County of Blair Affordable Housing Trust Fund Program First Time Home Buyer Program Modification, decreasing the per award amount from \$5,000.00 to \$3,000.00.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 465-2018.

- b. Jim Hudack requested approval of a County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$1,500.00 to Family Services, Inc. Disbursement will be used to develop a professional Capital Campaign that will secure private contributions that will be used for the development and renovations of a new homeless shelter.

Mr. Hudack stated that the current homeless shelter turns away over 500 individuals and families per year due to being at capacity. He stated that Family Services, Inc., would like to develop a professional Capital Campaign for the purpose of securing private contributions that will be used for the development and renovations of the new homeless shelter and is requesting that the Board of Commissioners consider a disbursement of Affordable Housing Trust Funds in the total amount of \$1,500.00 to be used for this purpose.

Discussion followed.

Resolution 466-2018: A resolution approving a County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$1,500.00 to Family Services, Inc. Disbursement will be used to develop a professional Capital Campaign that will secure private contributions that will be used for the development and renovations of a new homeless shelter.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 466-2018.

- c. Jim Hudack requested approval of a County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$50,000.00, to be matched with an \$85,750.00 grant from the Lead Hazards Control Grant, for lead abatement cost overages or to complete additional rehabilitation work on units not covered under the scope of the Lead Hazards Control Grant. The maximum amount per unit is \$10,000.00.

Mr. Hudack stated that the County of Blair has received a Lead Hazard Control Grant from the Pennsylvania Department of Health in the amount of \$85,750.00 to remove, by interim controls or abatement methods, identified lead hazards from pre-1978 housing where pregnant women and/or children either reside or spend a significant amount of time.

Mr. Hudack requested that the Board of Commissioners consider a disbursement of Affordable Housing Trust Funds in the amount of \$50,000.00 to be matched with the Lead Hazards Control Grant, thus providing up to \$10,000.00 per unit from the Affordable Housing Trust Fund for any abatement cost overages or to complete additional rehabilitation work on units not covered under the scope of the Lead Hazard Control Grant. Mr. Hudack stated that it is anticipated that this grant will assist five (5) units throughout Blair County.

Discussion followed.

Resolution 467-2018: A resolution approving a County of Blair Affordable Housing Trust Fund Program Disbursement in the amount of \$50,000.00, to be matched with an \$85,750.00 grant from the Lead Hazards Control Grant, for lead abatement cost overages or to complete additional rehabilitation work on units not covered under the scope of the Lead Hazards Control Grant. The maximum amount per unit is \$10,000.00.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 467-2018.

- d. Mr. Hudack requested authorization to present an additional item concerning recaptured HOME funds in the amount of \$18,013.96, for discussion.

Commissioner Tomassetti called for public comment regarding this item. **There were no comments noted.**

Mr. Hudack stated that the county has recaptured \$18,013.96 of HOME housing rehabilitation matching funds combined with other grant funds on residence's that were sold before the expiration of their lien. He stated that the recaptured funds have been deposited into the Affordable Housing Trust Fund. Mr. Hudack requested that the Board of Commissioners consider taking action to approve setting the \$18,013.96 now deposited in the Affordable Housing Trust Funds for Housing Rehabilitation as needed.

Discussion followed.

Resolution 468-2018: A resolution approving authorization to allocate \$18,013.96 of Affordable Housing Trust Funds to be used for Housing Rehabilitation as needed.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 468-2018.

Blair County Human Resources:

Katherine Swigart requested approval for the adoption of language and policy changes of current County of Blair benefits-related items for nonunion employees (nonexempt, exempt, and excluded) effective January 1, 2019.

Miss Swigart stated that the language and benefits derived from UMWA contract negotiations and the settled contracts for Court-Related and Residual Units needs to be adopted for nonunion employees (nonexempt, exempt and excluded) effective January 1, 2019.

Miss Swigart presented a summary of the language and policy changes pertaining to benefits-rated items for nonunion employees (nonexempt, exempt and excluded) as follows:

- Hours of Work, Overtime, Call-in Pay
- Holidays
- Vacations
- Sick Leave
- Bereavement
- Jury Duty and Court Appearances
- Insurance Benefits
- Safety

- Life Insurance Benefit
- Mileage Reimbursement for use of personal vehicle
- Medical and Family Leaves of Absence
- Military Leave
- Drug and Alcohol Policy
- Benefits eligibility begin date

Discussion followed.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator