

**SPECIAL BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
FRIDAY, DECEMBER 28, 2018, 9:15 A.M.**

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

Monday, December 31, 2018	New Year's Eve	Courthouse Open 8 am-4pm
Tuesday, January 1, 2019	New Year's Day	Courthouse Closed
Wednesday, January 2, 2019		
Thursday, January 3, 2019	8:30 a.m.	Park & Recreation Advisory Board (Conference Room 2B, 2 nd Floor)
Friday, January 4, 2019		
Monday, January 7, 2019	10:00 a.m.	Salary Board Reorganizational Mtg. (Conference Room 2B, 2 nd Floor)
Tuesday, January 8, 2019	10:00 a.m.	Commissioners Work Session (Conference Room 2B, 2 nd Floor)
Wednesday, January 9, 2019		
Thursday, January 10, 2019	9:30 a.m.	Retirement Board Meeting (Conference Room 2B, 2 nd Floor)
	10:30 a.m.	Salary Board (Conference Room 2B, 2 nd Floor)
Friday, January 11, 2019		
Monday, January 14, 2019	6:00 p.m.	Blair County Airport Authority (Blair County Airport)
Tuesday, January 15, 2019	10:00 a.m.	Commissioners Business Session (Conference Room 2B, 2 nd Floor)

6. COMMISSIONERS COMMENTS:

7. CONSENT AGENDA:

Resolution 469 – 2018:

- a. Payment of three (3) Warrant Lists dated 12/27/18, in the amounts of \$177,336.70, \$45,143.71 and \$250,023.76 which include payments of the following invoices to:
 - **UPMC Altoona**, in the total amount of \$22,522.75.
 - **2017 Project Fund/Bond/Courthouse Water Infiltration Project: Invoice #32**, received from David Albright, in the total amount of \$3,807.76, for work performed during the time frame of 09/15/18 through 11/30/18.
 - **Invoices received from McCartney's**, in the total amount of \$422.85 for various office and printing supplies.
 - **Invoices received from Keller Engineers**, in the total amount of \$9,525.00, for repairs to Bridges #45, #56 and #69 and coordination of engineering services for 2018.
- b. Ratification of Payroll for the Period Ending December 21, 2018 in the amount of \$784,791.73.
- c. **Budget Transfer:** The following transfer is for legal fees for the Prison for the month of November 2018:

<u>From</u>	<u>To</u>	<u>\$</u>
01105-44080-Human Resources	01209PO-44080-Prison	\$4,184.54
- d. **Blair County Bridge #10/Friesville:** Requesting approval of **Invoice No. 1, Part 2**, (Final Design Services), received from Keller Engineers in the amount of \$5,713.05. Expense, which is 95% reimbursable, will be paid from Marcellus Shale Legacy Funds; and **ECMS Invoice No. 11, Part 1**, for preliminary engineering and consulting services, in the total amount of \$13,022.80.
- e. **Blair County Sheriff's Office:** Requesting approval of an Affiliation Agreement between the County of Blair and Rowan University for the purpose of student internships.
- f. **Employment:** Collin Grigg and Mitchell Merritts, PT/Fill-in, Corrections Officer, Prison, \$14.42/hr., effective 12/26/18; Ashley Bem, from FT, Custody Processor, \$10.00/hr., To, FT, Custody Receptionist, \$10.00/hr., effective 01/01/19.
- g. **Resignations:** Justin Means, PT/Fill-in, Corrections Officer, Prison, \$14.42/hr. effective 12/12/18; Timothy Strohmeyer, PT, Assistant Director, Veterans Affairs, \$11.73/hr. and Connor Martin, FT, Deputy, Sheriff, \$28,579.20, effective 12/28/18; Walter Swarden, FT, Corrections Officer, Prison, \$40,643.20, effective 12/24/18.

8. UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 470-2018: A resolution approving 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.

9. OLD BUSINESS:

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.

10. NEW BUSINESS:

A. Restoration of Courthouse Windows – 1875 Section:

Requesting approval of a Change Order Proposal received from Albert Michaels Conservation in the total amount of \$26,900.49 for Slate Roof and Gutter Repairs as follows:

- Complete the replacement of broken and missing slate on Union Street side.
- Repair of all copper flashing on courtyard and Union Street side.
- Apply red coating to all originally coated copper.
- Line all gutters on both Union Street and courtyard side with 3 step process using specified product from Andek Corp.
- Install new matching copper down spouts to Union Street and courtyard side to divert water to gutter.

B. 1905 Courthouse:

Discussion concerning mansard repairs.

C. Blair County Prison:

- a. Requesting approval of a Joinder Agreement to the Guardian RFID Master System Agreement by and between Guardian RFID, the Master Customer, Pennsylvania Counties Risk Pool (PCoRP), and the County of Blair, Blair County Prison (Joinder) for implementation of the Prison Electronic Documentation System, for a four (4) year period, in which the initial fee will be paid for by a PCoRP grant in the amount of \$121,390.00, with a yearly renewal fee of \$3,500.00 for year's 2, 3, and 4 paid by the Blair County Prison, plus additional costs not covered by the PCoRP grant, in the amount of \$8,980.00 for fobs and desk readers for the two-step authentication process.
- b. Requesting approval of a proposal received from A-Corp SCSI for a Preliminary Assessment of the Control Panel and Lock Assemblies at the Blair County Prison. The proposal is for Time and Materials at a cost not to exceed \$2,690.00.

D. Blair County Children, Youth and Families:

- a. Requesting approval of the Amended Blair County Children, Youth and Families Advisory Board By-Law's effective December 28, 2018.
- b. Requesting approval to appoint Ryan Custead, Craig Clark, Sue Griep, Alesia Yingling, Antoinette White and Arlene Wojno to the Children, Youth and Families Advisory Board for their first term of three, three year terms beginning on January 1, 2019 through December 31, 2021.

E. Blair County Planning Commission:

Requesting approval to reappoint Randal S. Isenberg (City of Altoona), Herbert F. Shelow, Sr., (Boroughs Collectively) and Linda K. Smith (Townships Collectively) to the Blair County Planning Commission for the period of January 1, 2019 through December 31, 2022.

11. ADJOURN:

SPECIAL BUSINESS SESSION: FRIDAY, DECEMBER 28, 2018, 9:15 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: Jim Ott (Sheriff), Rocky Greenland (Public Works), Kerrie Baughman (CYF), Abbie Tate (Prison), A.C. Stickel (Controller), Phil Ray (Altoona Mirror), Robin Gindlesperger (Human Resources), Nicole Hemminger and Melissa Harpster (Commissioners 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 those present stand and recite the Pledge of Allegiance to the Flag.

PUBLIC COMMENT:

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

UPCOMING MEETINGS:

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COMMISSIONERS COMMENTS:

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

CONSENT AGENDA:

Resolution 469 – 2018:

- a. Payment of three (3) Warrant Lists dated 12/27/18, in the amounts of \$177,336.70, \$45,143.71 and \$250,023.76 which include payments of the following invoices to:
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Commissioner Erb noted his abstention on voting due to a conflict of interest on the payment of invoices to UPMC Altoona.

Commissioner Tomassetti noted his abstention on voting due a conflict of interest on the payment of invoices to McCartney's and Keller Engineers.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 469-2018.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 470-2018: A resolution approving 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.

County Administrator Schmitt provided a brief summary of the language and policy changes to the current County of Blair benefits-related items for nonunion employees (FLSA status of nonexempt, exempt and excluded) effective January 1, 2019 and effective April 1, 2019. She stated that Katherine Swigart has submitted the appropriately revised resolution and asked that the board consider taking action on the adoption of this resolution.

Discussion followed.

Resolution 470-2018: A resolution approving the adoption of language and policy changes on the following areas of current County of Blair benefits-related items for nonunion employees (FLSA status of nonexempt, exempt, and excluded) effective January 1, 2019, and effective April 1, 2019, as noted are hereby approved; and

BE IT FURTHER RESOLVED that the Officers of the County of Blair, Pennsylvania are authorized to execute said policies and practices.

- For the purposes of computing overtime, only hours actually worked shall be counted. All other time, whether paid or unpaid, such as vacation, holidays, sick leave, etc., will not be counted. Also captured is the exclusion of call-in pay X number of hours guaranteed as minimum "billable hours" when called in. Only actual hours worked is included in the calculation for overtime. There shall be no duplication or pyramiding of overtime or premium pay provided for the same hours worked.
- Employees shall be paid for holidays provided he/she is in compensable status the entire day immediately prior to and the entire day immediately subsequent to the holiday. Vacation and sick time constitute "compensable status" for purposes of this provision, provided the absence was approved in advance or a medical certificate (a.k.a. "doctor's slip") is provided to account for the absence.
- Employees shall earn vacation credits in accordance with the scale within the October 2015-effective vacation policy for each month in which they are in compensable status for 11 or more working days.
- All full-time nonunion employees accrue annual vacation starting on January 1, with their accrual of vacation based on their years of continuous service. Employees who have not had a full year of continuous service as of January 1 shall be entitled to 1 vacation day for each full quarter of employment during the prior year. By way of example, an employee hired on March 1 of the prior year would be entitled to 3 vacation days as of January 1, having worked the full second, third, and fourth quarters of the prior year. Stipulations within the October 2015-effective vacation policy and Resolution 198-2016 remain unchanged.
- Full-time employees may schedule their vacation throughout the calendar year, and may use vacation prior to its accrual pursuant to the schedule in the October 2015 vacation policy. If the employee leaves employment prior to the end of the calendar year but has taken more vacation leave than he/she has actually accrued prior to the separation, the employee's final pay will be reduced by the amount of vacation leave taken but not accrued. In the event that

any such employee is terminated for a reason other than just cause, resigns, or retires prior to December 31 of any calendar year before using his/her accrued vacation, his/her vacation entitlement shall be paid to the employee at his /her hourly rate.

- Employees shall be credited with their sick day at the beginning of the month, but the employee shall lose a day if the employee ends employment with the employer without having worked the 11 compensable days prior to the end of the month. If such day has been used by the employee prior to termination, the employee will reimburse the employer for the sick leave pay received.
- Proof of illness in the form of a medical certificate may be required as a condition of payment of sick leave if, for a reason (such as employee illness, family sick usage, medical or dental attention needed for a family member who resides in the employee household, contact with a contagion so as to make coworker contact hazardous) that causes the employee to be absent three or more consecutive workdays.

Any misrepresentation of the reason for sick leave may be cause for disciplinary action.

Any medical certificate for any absence shall be dated and shall include the medical provider's signature, patient's name, date(s) of care, whether employee was not able to work on days of absence, and a prognosis as to when employee is able to return to work.

An employee may be disciplined even after presenting medical certificate(s) if the medical documentation relates to a date on which the employee has developed a pattern of absenteeism, i.e., days before or after holidays, last day of workweek, first day of workweek, or in conjunction with days off, on a continued basis.

Employees shall be permitted to use sick leave in hour increments only for partial-day absences.

- In addition to the sick day benefit, all full-time employees who have completed 30 calendar days of continuous service will be eligible for a short-term disability weekly payment of 65% of their weekly pay rate per week – up to max benefit of \$600 – after a 14-day waiting period and in accordance with the terms of the County's short-term disability plan.
- Employees who are on a continuous leave of absence are not entitled to bereavement leave.
- Employees are required to reimburse the County all earnings received for Blair County jury duty service. Shall he/she serve any day on which the employee was not otherwise scheduled to work for the County, he/she shall be permitted to keep any moneys received for those days as well as travel compensation, but shall not be paid as if he/she was at work in his/her regular position.
- Increased monthly cost-share with healthcare as follows EFFECTIVE 04/01/19:

	Self-Insured Plan	Empower3
2019 – employee only	\$79.00	\$46.00
2019 – family	\$177.00	\$146.00
2019 – employee/child, - ren	\$153.00	\$126.00
2019 – employee/spouse	\$153.00	\$126.00
2020 – employee only	\$95.00	\$62.00
2020 – family	\$193.00	\$162.00
2020 – employee/child, - ren	\$169.00	\$142.00
2020 – employee/spouse	\$169.00	\$142.00
2021 – employee only	\$111.00	\$78.00
2021 – family	\$209.00	\$178.00
2021 – employee/child, - ren	\$185.00	\$158.00
2021 – employee/spouse	\$185.00	\$158.00

- First aid kits will be moved from individual departments to a central location(s). County will use a vendor to supply the cabinets and keep them stocked according to regulation. Procedures for vehicle kits and cabinets to come.
- Life insurance benefit for full-time nonunion employees is now \$25,000.
- Mileage reimbursement for use of personal car will be at \$.46/mile.
- An employee must take all available accumulated paid leave as part of any FMLA leave. Any employee taking an unpaid leave of absence other than FMLA shall use all accrued vacation and compensatory time (as applicable) prior to the start of such leave.
- Employees who are required to attend military training shall be permitted to attend for a period of three weeks per year without loss of pay. Employer agrees to pay the employee the difference between his/her regular rates of pay and the pay allotted to him/her by the military, consistent with County policy and procedure. The employee will be paid for workdays only; non-workdays are not eligible for payment. Additionally, employees may use any available accumulated paid time off for the absence beyond the 15 days.

- **Drug and Alcohol Policy**

New items' summary =

- a. Testing will occur following an extended absence of 30 or more calendar days for any reason.
 - b. Any employee whose job involves the use of a vehicle or a weapon as an essential function of the position, or whose position involves emergency services shall be subject to random testing.
 - c. Addition of drug or drug metabolite AND specimen levels to current information/standards
- Nonunion, nonexempt full-time employees' benefits eligibility begins the first of the month following 30 calendar days.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 470-2018.

OLD BUSINESS:

Home Rule:

No discussion or action taken.

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.

No discussion or action taken.

NEW BUSINESS:

Restoration of Courthouse Windows – 1875 Section:

Commissioner Tomassetti requested approval of a Change Order Proposal received from Albert Michaels Conservation in the total amount of \$26,900.49 for Slate Roof and Gutter Repairs as follows:

- Complete the replacement of broken and missing slate on Union Street side.
- Repair of all copper flashing on courtyard and Union Street side.
- Apply red coating to all originally coated copper.
- Line all gutters on both Union Street and courtyard side with 3 step process using specified product from Andek Corp.
- Install new matching copper down spouts to Union Street and courtyard side to divert water to gutter.

Commissioner Tomassetti provided a brief summary of the scope of work related to the Change Order Proposal.

Discussion followed.

Resolution 471-2018: A resolution approving a Change Order Proposal received from Albert Michaels Conservation in the total amount of \$26,900.49 for Slate Roof and Gutter Repairs.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 471-2018.

1906 Courthouse:

Discussion concerning mansard repairs.

Commissioner Tomassetti provided a brief summary of the repair work completed to date on the 1906 mansard. He also discussed the unresolved issues that remain on the mansard roof. The Courthouse Preservation Oversight Team is investigating a more economical approach to address these issues that consists of continued investigation and completion of repairs as necessary while the scaffolding is in place in the Spring of 2019 for the restoration of the 1906 windows.

Discussion followed.

Blair County Prison:

- a. Abbie Tate requested approval of a Joinder Agreement to the Guardian RFID Master System Agreement by and between Guardian RFID, the Master Customer, Pennsylvania Counties Risk Pool (PCoRP), and the County of Blair, Blair County Prison (Joinder) for implementation of the Prison Electronic Documentation System, for a four (4) year period, in which the initial fee will be paid for by a PCoRP grant in the amount of \$121,390.00, with a yearly renewal fee of \$3,500.00 for year's 2, 3, and 4 paid by the

Blair County Prison, plus additional costs not covered by the PCoRP grant, in the amount of \$8,980.00 for fobs and desk readers for the two-step authentication process.

Warden Tate stated that the implementation of the electronic system will allow for “real time” documentation rather than written documentation. She stated that other counties have taken advantage of the PCoRP Grant for electronic documentation and are currently using the Guardian RFID System are very pleased with the overall functionality and capabilities.

Warden Tate stated that the agreement has been reviewed by Solicitor Karn and is recommended to the Board of Commissioners by the Prison Board.

Discussion followed.

Resolution 472-2018: A resolution approving a Joinder Agreement to the Guardian RFID Master System Agreement by and between Guardian RFID, the Master Customer, Pennsylvania Counties Risk Pool (PCoRP), and the County of Blair, Blair County Prison (Joinder) for implementation of the Prison Electronic Documentation System, for a four (4) year period, in which the initial fee will be paid for by a PCoRP grant in the amount of \$121,390.00, with a yearly renewal fee of \$3,500.00 for year’s 2, 3, and 4 paid by the Blair County Prison, plus additional costs not covered by the PCoRP grant, in the amount of \$8,980.00 for fobs and desk readers for the two-step authentication process.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 472-2018.

- b. Abbie Tate requested approval of a proposal received from A-Corp SCSi for a Preliminary Assessment of the Control Panel and Lock Assemblies at the Blair County Prison. The proposal is for time and materials at a cost not to exceed \$2,690.00.

The Prison Board approved the proposal and has recommended action by the Board of Commissioners.

Discussion followed.

Resolution 473-2018: A resolution approving a proposal received from A-Corp SCSi for a Preliminary Assessment of the Control Panel and Lock Assemblies at the Blair County Prison. The proposal is for time and materials at a cost not to exceed \$2,690.00.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 473-2018.

Blair County Children, Youth and Families:

- a. Kerrie Baughman requested approval of the Amended Blair County Children, Youth and Families Advisory Board By-laws effective December 28, 2018.

Ms. Baughman stated that the amended by-laws were adopted by the Advisory Board for adoption consideration by the Board of Commissioners. She stated that the amended by-laws have been reviewed by Solicitor Karn.

Discussion followed.

Resolution 474-2018: A resolution approving the Amended Blair County Children, Youth and Families Advisory Board By-Law’s effective December 28, 2018.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 474-2018.

- b. Kerrie Baughman requested approval to appoint Ryan Custead, Craig Clark, Sue Griep, Alesia Yingling, Antoinette White and Arlene Wojno to the Children, Youth and Families Advisory Board for their first term of three, three year terms beginning on January 1, 2019 through December 31, 2021.

Discussion followed.

Resolution 475-2018: A resolution approving to appoint Ryan Custead, Craig Clark, Sue Griep, Alesia Yingling, Antoinette White and Arlene Wojno to the Children, Youth and Families Advisory Board for their first term of three, three year terms beginning on January 1, 2019 through December 31, 2021.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 475-2018.

Blair County Planning Commission:

County Administrator Schmitt requested approval to reappoint Randal S. Isenberg (City of Altoona), Herbert F. Shelow, Sr., (Boroughs Collectively) and Linda K. Smith (Townships Collectively) to the Blair County Planning Commission for the period of January 1, 2019 through December 31, 2022.

Mrs. Schmitt stated that Dave McFarland of the Planning Commission has recommended that the Board of Commissioners consider approving the reappointments of Randal S. Isenberg (City of Altoona), Herbert F. Shelow, Sr., (Boroughs Collectively) and Linda K. Smith (Townships Collectively) to new terms for the period of January 1, 2019 through December 31, 2022. She stated that letters were sent to the City of Altoona, the Boroughs and Townships requesting recommendations for appointment to the Planning Commission, however, there were no additional candidates.

Discussion followed.

Resolution 476-2018: A resolution approving the reappointments of Randal S. Isenberg (City of Altoona), Herbert F. Shelow, Sr., (Boroughs Collectively) and Linda K. Smith (Townships Collectively) to the Blair County Planning Commission for the period of January 1, 2019 through December 31, 2022.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 476-2018.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator