

**WORK SESSION: TUESDAY, APRIL 30, 2019, 10:00 A.M.:**

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

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

Members Absent: Commissioner Beam.

Others Present: Dennis Wisor (Blair Senior Services), Joseph A. Zolna (Public), Glenn Nelson and Mark Fredrick (Fort Roberdeau), James Ott (Sheriff), Rocky Greenland (Public Works), Sarah Chuff (Finance), Nicole Hemminger and Melissa Harpster (Commissioners Office), Laura Burke (Public), A.C. Stickel (Controller), Chris Cook (Albert Michaels Conservation), Trina Illig (Social Services), Don Weakland (IT Department), Kay Stephens (Altoona Mirror) and David Albright (Architect).

**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.

**APPROVAL OF MINUTES – TUESDAY, APRIL 23, 2019:**

County Administrator Schmitt requested that the approval of minutes for Tuesday, April 23, 2019 be moved to next Tuesday's agenda.

**PUBLIC COMMENT:**

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

**COMMISSIONERS COMMENT:**

Commissioner Erb called for commissioner's comment.

Commissioner Tomassetti – none.

Commissioner Erb announced that the National Day of Prayer event will be held on Thursday, May 2, 2019 beginning at 12 noon on the Courthouse Patio. He encouraged all to attend.

**PROCLAMATION:**

Commissioner Tomassetti read from the following proclamation in recognition of Charles "Chuck" Banas.

**PROCLAMATION**

**WHEREAS**, Charles "Chuck" Banas has been involved with the Tyrone-Snyder Public Library since becoming a member of the Board of Directors in 2001, and

**WHEREAS**, in 2002, the Library was planning a move from an outdated and cumbersome building for library services; and

**WHEREAS**, the Board of Directors were trying to decide how to pay off an eventual mortgage, Chuck came up with the idea of holding a concert with groups of entertainers from the 50's and 60's; and

**WHEREAS**, growing up in Pittsburgh, Chuck using his Pittsburgh contacts and friends, contacted Walk Maddox of the Marcells and arranged for The Marcells and Jimmy Beaumont and the Skyliner's to perform a concert in 2003; and

**WHEREAS**, this concert was a huge success, Chuck arranged for a second concert the same year, and

**WHEREAS**, being the second concert was also a successful endeavor, every year since those first concerts, Chuck, even though no longer a board member, has done his magic in presenting quality concert performances with original groups from The Marcells, The Vogues, The Platters, The Drifters, and The Coasters, to The Association, Jay and the Americans, The Letterman, and Josh Gallagher; and

**WHEREAS**, Chuck's desire was to support the library, helping to pay down the mortgage so that the Tyrone-Snyder Public Library would remain open and continue bringing quality services to the community of Tyrone; and

**WHEREAS**, Chuck has also been involved as a Tyrone Area High School Football Coach, writing a book on the success of the 1999 football team on their journey to a State Championship, he has also served as past President of the Tyrone Kiwanis Club being selected by the State Kiwanis as a Distinguished President, served as a member of the Tyrone Hospital Board of Directors, and presently is the Assistant Editor of the Tyrone Daily Herald, and works alongside the staff and Library Board members to continually bring in support from the community to provide services and programs for everyone; and

**WHEREAS**, the \$145,000.00 received in financial support since the first concert fundraiser in 2003 has helped to pay down the library mortgage from \$250,000.00 to a mortgage balance in 2018 of just over \$17,000.00, We, the Blair County Board of Commissioners, on behalf of the citizens of Tyrone, and the County of Blair, would like to take this opportunity to recognize Charles "Chuck" Banas for his many years of service to the community and congratulate him on his talents, efforts and continued contributions to the County of Blair. **DULY ADOPTED** this 30<sup>th</sup> day of April, 2019.

**BLAIR COUNTY  
BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Bruce R. Erb, Chairman

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

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

**ATTEST:**

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

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt the proclamation.

The Proclamation will be presented to Mr. Banas at the annual fundraising concert at the Tyrone Area High School on Saturday, May 4, 2019.

**SPECIAL PRESENTATION:**

Fort Roberdeau's new orientation video.

Glenn Nelson, Fort Roberdeau's Executive Director presented the Fort's new orientation video produced by local filmmaker Mark Fredrick. Mr. Nelson stated the video will be available to visitors beginning on May 1, 2019 which is the Fort's season opening.

Mr. Nelson as well as the Board of Commissioner's extended thanks and appreciation to Mr. Fredrick for a well-produced video.

Discussion followed.

**CONSENT AGENDA:**

**Resolution 165-2019:**

- a. Approval for payment of one-1 Warrant List dated 04/26/19 (#190426D) \$28,861.65; and three-3 Warrant Lists dated 04/29/19 (#19043CY) \$134,825.14; (#190423TL) \$1,099.70; and (#190430TL) \$108,431.87, which include payment of the following invoice:
  - **2017 Project Fund/Bond/HVAC Improvement & Interior Alterations Project: Invoice #33**, received from David Albert, in the total amount of \$2,944.42, for worked performed 12/1/18 through 02/15/19.
- b. Approval of the following two-2 electronic payments:
  - PCHIP (Health Insurance) \$544,186.73 on 5/1/2019
  - CoreSource (Health Reimbursement) \$12,520.72 on 5/3/2019
- c. Ratification of Payroll for the Check Date of April 25, 2019, in the total amount of \$798,693.54.
- d. **2019 Budget Transfer:** The following transfer is for the purchase of a door for the Lawyers Lobby: \$8,736.00 from: 36101-46030 (Capital Reserve) to: 01103BM-46030 (Building Maintenance).
- e. **Judge Kagarise Office:** Requesting approval of one-1 University of Pittsburgh at Greensburg student intern Tyler Massar for the period of May 20, 2019 through August 20, 2019. Internship is for credit only and at no cost to the county.
- f. **Employment:** Danielle C. Simmons, From, Telecommunicator Trainee, 911 Center, \$13.21/hr., To, PT, Telecommunicator, 911 Center, \$14.32/hr., effective 04/17/19.
- g. **Resignation:** Jeffrey D. Latch, FT, Sheriff's Deputy, Sheriff's Office, \$14.65/hr., effective 05/03/19.
- h. **Retirement:** Susan K. Reighard, FT, Secretary II, Domestic Relations, \$34,003.32/yr., effective 04/26/19.
- i. **Terminations:** Dylon S. Gardner, PT, Fill-In, Corrections Officer, Prison, \$15.08/hr., effective 04/25/19.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 165-2019.

**STAFF REPORTS & SPECIAL BUSINESS:**

**Courthouse Interior Alterations & HVAC Improvements Project:**

- a. Dave Albright requested approval of Change Order CO-KB16 received from Kretina Builders, Inc., in the increased sum of \$9,133.30, for General Construction Services for the 1875 Courtroom Carpeting.

Mr. Albright stated that the general contractor will provide the labor and material for the 1875 Courtroom carpeting. The contract sum will be increased in the amount of \$9,133.30. He stated that the carpeting will be a complimentary historical pattern and will be protected nylon fiber with a commercial warranty. The carpeting will be installed wall-to-wall from the front of the room to the back of the jury box and back the side and center isles of the public seating area.

Discussion followed.

**Resolution 166-2019:** A resolution approving Change Order CO-KBI6 received from Kretina Builders, Inc., in the increased sum of \$9,133.30, for General Construction Services for the 1875 Courtroom Carpeting.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 166-2019.

- b. Mr. Albright requested approval of a Change Order CO-MSI1 received from Marc Services, Inc., in the decreased sum of \$23,996.43, for the deletion of the Variable Refrigerant Flow (VRF) system, demolition of select items and new system components on floors 2 & 3.

Mr. Albright stated that the contractor will provide labor and material for the demolition and removal of existing cabinet heat pumps and hydronic pipes and for the substitution of the originally specified HVAC component for a VRF system with the installation of the new system components consisting of electric baseboard heating on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The change order will decrease the contract sum in the amount of \$23,996.43.

Discussion followed.

**Resolution 167-2019:** A resolution approving Change Order CO-MSI1 received from Marc Services, Inc., in the decreased sum of \$23,996.43, for the deletion of the VRF system, demolition of select items and new system components on floors 2 & 3.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 167-2019.

**Fort Roberdeau:**

- a. Glenn Nelson requested acknowledgement and support to proceed with the submission of a 2019 Pennsylvania Department of Community and Economic Development (DCED) Greenways, Trails and Recreation Program (GTRP) Grant Application by Fort Roberdeau for site Accessibility and Accommodation Improvements. Grant submission deadline is May 31, 2019.

Mr. Nelson stated that awarded funds from this grant may be used as matching funds for the recently applied for 2019 Pennsylvania Department of Conservation and Natural Resources (DCNR) Community Conservation Partnership Program Grant.

Mr. Nelson and Mr. Sutter, with commissioner approval, will begin the grant application immediately. The grant has a submission deadline of May 31, 2019. He stated that the grant requires a 15% match that, most likely, would come from Fort Roberdeau Association funds.

Discussion followed.

**Resolution 170-2019:** A resolution approving acknowledgement and support to proceed with the submission of a 2019 Pennsylvania Department of Community and Economic Development (DCED) Greenways, Trails and Recreation Program (GTRP) Grant Application by Fort Roberdeau for site Accessibility and Accommodation Improvements. Grant submission deadline is May 31, 2019.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 170-2019.

- b. Glenn Nelson requested approval of a Brochure Distribution Contract between the County of Blair, Fort Roberdeau and the Commonwealth of Pennsylvania for Pennsylvania on Display, Pennsylvania's official state-wide brochure distribution program for Welcome Centers, Interstate Rest Areas and Pennsylvania Turnpike Plazas. There is no fee associated with this contract.

Mr. Nelson stated that the contract is merely indicating the county's participation in the brochure distribution program and that there is no fee associated with the contract. Mr. Nelson stated that the contract was reviewed by Solicitor Karn.

**Resolution 171-2019:** A resolution approving a Brochure Distribution Contract between the County of Blair, Fort Roberdeau and the Commonwealth of Pennsylvania for Pennsylvania on Display, Pennsylvania's official state-wide brochure distribution program for Welcome Centers, Interstate Rest Areas and Pennsylvania Turnpike Plazas. There is no fee for service associated with this contract.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 171-2019.

**Human Resources:**

- a. County Administrator Schmitt requested approval of a Services Agreement between the County of Blair and Barry A. Metz, Metz Consulting Group, for 5 or 6 additional monthly supervisor coaching sessions, beginning in the month of May 2019, with staff at the Blair County 911/E Center, in an amount not to exceed \$2,700.00, plus materials and travel.

Mrs. Schmitt stated that the agreement has been reviewed by Solicitor Karn.

Discussion followed.

**Resolution 172-2019:** A resolution approving a Services Agreement between the County of Blair and Barry A. Metz, Metz Consulting Group, for 5 or 6 additional monthly supervisor coaching sessions with staff at the Blair County 911/E Center, in an amount not to exceed \$2,700.00, plus materials and travel beginning in the month of May 2019.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 172-2019.

- b. County Administrator Schmitt requested approval of a Services Agreement between the County of Blair and Barry A. Metz, Metz Consulting Group and Aaron V. Nygren, Nygren Training Solutions, in an amount not to exceed \$21,000.00, plus materials and travel, for multi-pronged management, leadership and staff training and workshops at the Blair County 911/E Center, for the period of May 1, 2019 through November 30, 2019.

Mrs. Schmitt stated that the agreement has been reviewed by Solicitor Karn.

Discussion followed.

**Resolution 173-2019:** A resolution approving a Services Agreement between the County of Blair and Barry A. Metz, Metz Consulting Group and Aaron V. Nygren, Nygren Training Solutions, in an amount not to exceed \$21,000.00, plus materials and travel, for multi-pronged management, leadership and staff training and workshops at the Blair County 911/E Center, for the period of May 1, 2019 through November 30, 2019.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 173-2019.

**Department of Social Services:**

Trina Illig requested approval of Sub-Recipient Agreements between the County of Blair, and (1) The County of Blair Redevelopment and Housing Authorities (COBRAH) on behalf of Blair Township's FY 2017 Community Development Block Grant Program (CDBG), in the amount of \$70,580.00, and (2) The Borough of Roaring Spring to complete demolition/clearance activities under the County of Blair's FY 2017 Non-Entitlement Community Development Block Grant (CDBG), in the amount of \$50,000.00.

Mrs. Illig stated that Demolition Fund money will be used for a property located at 261 Main Street, Roaring Spring.

Discussion followed.

**Resolution 174-2019:** A resolution approving Sub-Recipient Agreements between the County of Blair, and 1) The County of Blair Redevelopment and Housing Authorities (COBRAH) on behalf of Blair Township's FY 2017 Community Development Block Grant Program (CDBG), in the amount of \$70,580.00  
2) The Borough of Roaring Spring to complete demolition/clearance activities under the County of Blair's FY 2017 Non-Entitlement Community Development Block Grant (CDBG), in the amount of \$50,000.00.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 174-2019.

**Blair Senior Services:**

- a. Dennis Wisor requested approval of a Medical Assistance Transportation Program Participation Grant Agreement & Assurance of Compliance between the County of Blair and the Pennsylvania Department of Human Services.

Discussion followed.

- b. Dennis Wisor requested approval of a Contract for Medical Assistance Transportation Program (MATP) for Federal Fiscal Year 2019 – 2020 between the County of Blair and Blair Senior Services, for the contract period of July 1, 2019 through June 30, 2020, for the amount of \$22.00 per trip.

Mr. Wisor stated that Blair Senior Services forwarded the financial and trip projection information to the State this morning. He also stated that it should be noted that the request for these agreements have come much earlier than in previous years.

Discussion followed.

**Controller's Office:**

- a. Controller Stickel requested approval for ratification of forty-three (43) Warrant Lists for the period of 01/01/19 through 04/26/19, in the total amount of \$2,616,479.77, which include payments of the following invoices:

- UPMC Altoona, in the total amount of \$394,012.34
- Keller Engineers, Inc., in the total amount of \$9,875.55

Controller Stickel stated that approval for payment of the invoices did go through all normal payment processes in the MUNIS Software system. However, because of the timeliness for payment of the invoices, approval could not pass through a Commissioner Meeting first. He stated that the payments must now be ratified.

Controller Stickel stated that process changes will help to decrease the amount of ratification requests needed in the future but that there is always going to be the occasional need to request ratification.

Solicitor Karn noted that the approvals for the UPMC Altoona and Keller Engineers, Inc. invoices will be handled on next week's consent agenda due to the necessary abstentions by the two commissioners presiding over today's meeting.

Discussion followed.

**Resolution 175-2019:** A resolution approving Ratification of forty-three (43) Warrant Lists for the period of 01/01/19 through 04/26/19, in the total amount of \$2,616,479.77, excluding payments of the following invoices:

- UPMC Altoona, in the total amount of \$394,012.34
- Keller Engineers, Inc., in the total amount of \$9,875.55

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 175-2019.

- b. Controller Stickel requested approval for ratification of the following electronic payments made during the period of 01/01/19 through 04/26/19, in the total amount of \$3,062,885.10 as follows:

- CoreSource \$ 251,813.46
- Health Insurance Premium \$2,723,124.62
- AmeriFlex \$ 33,060.06
- MetLife \$ 54,886.96

Controller Stickel stated that a few vendors have begun to accept electronic payments from the County. He stated that future electronic payments will appear on the consent agenda just as traditional check payments have.

**Resolution 176-2019:** A resolution approving ratification of the electronic payments made during the period of 01/01/19 through 04/26/19, in the total amount of \$3,062,885.10.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 176-2019.

**OLD BUSINESS:**

**1906 Exterior Window Restoration:**

Chris Cook presented discussion concerning amending the contract to include mansard roof repair work and the protection of the stained glass windows.

- a. Change Order Proposal received from Albert Michaels Conservation in the amount of \$64,056.30 to supply all labor, material and accesses associated with the additional work required to complete the mansard roof repair.

Discussion followed.

**Resolution 168-2019:** A resolution approving the amendment to the contract between the County of Blair and Albert Michaels Conservation in the amount of \$64,056.30 to supply all labor, material and accesses associated with the additional work required to complete the 1906 mansard roof repair.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 168-2019.

- b. Change Order Proposal received from Albert Michaels Conservation in the amount of \$11,471.08 to supply all labor, material and accesses associated with the additional work required to complete the stabilization of the 1906 courtroom stained glass.

Discussion followed.

**Resolution 169-2019:** A resolution approving the amendment to the contract between the County of Blair and Albert Michaels Conservation in the amount of \$11,471.08 to supply all labor, material and accesses associated with the additional work required to complete the stabilization of the 1906 courtroom stained glass.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 169-2019.

**ADJOURN:**

Meeting Adjourned,

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Helen P. Schmitt, County Administrator