

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, OCTOBER 1, 2019, 10:00 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **PUBLIC COMMENT**
5. **COMMISSIONERS COMMENTS**
6. **CERTIFICATE OF RETIREMENT – Sandy Hoefler**
7. **CONSENT AGENDA**

Resolution 413-2019:

- a. Payment of two (2) Warrant Lists dated September 30, 2019, in the amounts of \$332,048.26 #191001TL; and \$202,989.77 #191001SS, which include payment of the following invoices:
 - o Keller Engineers, Inc., in the total amount of \$78,637.77.
 - o McCartney’s, in the total amount of \$188.87.
 - o UPMC Altoona, in the total amounts of \$380.00 and \$73,609.58.
- b. **2017 Project Fund/Bond/Parking Garage Stairwell Tower Project:** Keller Engineers, Inc., in the total amount of \$9,410.20 for Field Measure, Documents and Bidding and Structural Repair Plans.
- c. **2017 Project Fund/Bond/Roof Replacement Project:** Keller Engineers, Inc., in the total amount of \$1,035.65, for Construction Consultation, Design and Specifications.
- d. Ratification of three (3) Warrant Lists dated September 24, 2019, in the amounts of \$2,116.48 #190924FS and \$2,236.35 #190819FS; and September 25, 2019, in the amount of \$29,263.55 #190924D.
- e. Ratification of Total Payroll for the Check Date September 26, 2019, in the total amount of \$791,680.48.
- f. **Blair County General Authority and Blair County Industrial Development Authority:** Accepting the resignation of Robert Latoche from the Board effective 9/18/19. The term of this member will expire 7/24/21. Appointing M. Brian Irwin to the Board effective 10/1/19 to fill the unexpired term of Robert Latoche.
- g. **2019 Budget Transfer:** Healthforce Invoice dated 9/12/19.

From	\$	To
01101GCO-42000 General County Operations	\$50.00	01202-42000 Juvenile Probation
01101GCO-42000 General County Operations	\$50.00	011191-42000 Records Management
01101GCO-42000 General County Operations	\$50.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$75.00	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$75.00	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$50.00	01156-42000 Domestic Relations
- h. **Blair County Bridge #10/T-310 Friesville Bridge over South Poplar Run Road:** Requesting approval of ECMS submission for payment of Part 1, Invoice #10, Preliminary Design to Keller Engineers, Inc., in the total amount of \$5,989.72. Expense is 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- i. **Blair County Bridge #10/T-310 Friesville Bridge over South Poplar Run Road:** Requesting approval of ECMS submission for payment of the following invoices for Final Design to Keller Engineers, Inc.:
 - Part 2, Invoice 7 – in the amount of \$9,328.64.
 - Part 2, Invoice 8 – in the increased amount of \$362.39 (new total amount of \$25,971.00).
 - Part 2, Invoice 9 – in the total amount of \$5,825.64.
 Expense is 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- j. **Employment:** Daniel J. Benson, FT, Sheriff Deputy, Sheriff’s Office, \$14.65/hr., effective 09/30/19; Amanda D. Imler, From Deputy Chief APO, \$51,109.50/yr., To Chief APO, \$59,792.00/yr., effective 09/30/19.
- k. **Resignations** Matthew A. Anders, FT, Corrections Officer, Prison, \$19.54/hr., effective 09/26/19; Linda M. Jarema, FT, Victim Witness Advocate, Victim Witness, \$20,395.65/yr., effective 09/27/19; Mitchell J. Merritts, FT, Corrections Officer, Prison, \$19.54/hr., effective 09/28/19; Doretta W. Walters, FT, Caseworker II, CYF, \$31,842.20/yr., effective 10/04/19.
- l. **Retirement:** Kathy A. Skonier, PT, DA Support Clerk, District Attorney’s Office, \$13.36/hr., effective 09/24/19; Sondra M. Hoefler, FT, Payroll Retirement Distribution Administrator, \$29,695.64/yr., effective 10/03/19; Sharon J. Oakman, PT, Records Archivist, Records Management, \$22.04/hr., effective 09/18/19; Helen P. Schmitt, FT, Chief Clerk/County Administrator, \$82,514.12/yr., effective January 3, 2020.

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Blair County Library System:**

Annual update.

B. **Department of Social Services:**

1. Requesting authorization to rescind a previously adopted Resolution from June 25, 1986, designating the County of Blair Redevelopment Authority as the Implementing Agency for all Housing Rehabilitation Projects under taken with funds secured by and/or through the Board of Commissioners.
2. Requesting approval for submission of the Income and Expense Report for Early Intervention for Fiscal Year 2018-2019 to the Pennsylvania Department of Human Services.
3. Requesting approval of an agreement between The County of Blair and the Pennsylvania Housing and Finance Agency (PHFA) for the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund 2019 Grant Agreement in the amount of \$75,000.00.

C. **Department of Emergency Services/911E:**

1. Requesting approval of a contract between the County of Blair and MCM Consulting Group, Inc. for the countywide functional exercise through the Hazardous Material Emergency Preparedness (HMEP) grant in the total amount of \$9,725.00 (\$7,780.00, to be paid from HMEP Grant and \$1,945.00, to be paid from Local Emergency Planning Committee Funds).
2. Requesting approval of a FFY 2019 Emergency Management Performance Grant Agreement (EMPG) between the County of Blair and Pennsylvania Emergency Management Agency in the award amount of \$102,203.35, for the reimbursement of salaries and benefits for the period of October 1, 2018 through September 30, 2019.

D. **Juvenile Probation:**

Requesting approval of a Juvenile Probation Services Grant Agreement, Financial Report and Equitable Compensation Letter for the Grant-in-Aid Award between the County of Blair and The Pennsylvania Juvenile Court Judges' Commission in the amount of \$146,839.00.

E. **Magisterial District Judges:**

Requesting approval to terminate an agreement, signed August 2010, between the County of Blair and nCourt, for on-line payment of costs, fines, and restitution.

F. **2019 County Audit:**

Requesting approval of a contract between the County of Blair and Young, Oakes, Brown & Company, P.C., in an amount not to exceed \$83,000.00, for calendar year 2019, with an option to extend the contract for calendar years 2020 and 2021 at the same maximum amount.

G. **Blair County Airport Authority:**

Discussion concerning authorization to advertise a debt ordinance for the Blair County Airport loan guaranty.

9. **OLD BUSINESS**

None

10. **ADJOURN**

WORK SESSION: TUESDAY, OCTOBER 1, 2019, 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: Cris Fredrickson (EMA), Katie Martin, Jennifer Knisley, Dick Hill, and Barbara Glaser (Blair County Library System), Roane Lytle and Cynthia Potter (Williamsburg Public Library), Lucy Wolf and MaryAnn Joyce Bistline (Hollidaysburg Public Library), Jane Knisley (Claysburg Area Public Library), Danette Feathers (Martinsburg Community Library), Jessica Ford Cameron (Bellwood Antis Public Library), Jen Powell (Tyrone Snyder Public Library), Kathy Benzel (Altoona Public Library), Laura Burke (Public), Jackie Saylor, Jim Hudack and Trina Illig (Social Services), Wendy Long, Donald Wertz, Tammy Leaper, Marie Wentz, Sandy Hoefler, Angela Wagner and A. C. Sickie (Controller's Office), Rocky Greenland (Public Works), Robin Gindlesperger (HR), Carol Hartman (SASMG), Nicole Hemminger and Melissa Harpster (Commissioner's Office), Jenn Sleppy and Sarah Chuff (Finance), Jon Frank (JPO), Jim Ott (Sheriff), Janice Meadows (Court Administration) and Amy Webster (Public).

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.**

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Tomassetti read a statement regarding the establishment of the Courthouse Preservation Oversight Committee outlining his views on the importance of such a committee to continue the maintenance and preservation efforts of the courthouse complex in the years to come.

Commissioner Tomassetti requested that the matter of the establishment of a Preservation Oversight Committee be placed on upcoming agendas for discussion and board consideration.

Commissioner Erb thanked Commissioner Tomassetti for his statement and agreed that the matter merits further discussion.

Commissioner Beam – no comments.

CERTIFICATE OF RETIREMENT – SANDY HOEFLER:

Commissioner Erb read the following Certificate of Retirement and Appreciation in honor of Sandy Hoefler's dedicated years of service to the County of Blair and County Employees and presented the certificate to Mrs. Hoefler.

Mrs. Hoefler shared a few brief words and thanked the board for the recognition.

**CERTIFICATE OF RETIREMENT AND APPRECIATION
PRESENTED TO
SONDRA HOEFLER
FOR OVER 21 YEARS OF DEDICATED SERVICE
TO
THE COUNTY OF BLAIR AND COUNTY EMPLOYEES**

On April 20, 1998, Sandy started working for the County of Blair. She operated the switchboard, worked in the Commissioners' Office, and in Veteran's Affairs.

In November of 2004, she accepted a position in the Controller's Office. Since that time, Sandy has been responsible for processing payroll for every county employee. These duties have expanded over the years to include processing monthly retirement distribution, paying all tax withholdings, remitting other employee withholdings, and providing detailed reports. There are few positions with more importance than ensuring everyone is paid.

Over the past few years, Sandy has played an integral role in implementing new payroll software. While far more efficient and accurate than what was previously used, it involved a complete restructuring of how every employee was paid. Sandy's institutional knowledge was invaluable to this project.

Sandy's commitment to excellence, her dedication to her fellow employees and her attitude of cooperation is an example that we should all emulate. As she turns to a new chapter in her life, we wish her all the best. Sandy's example will be remembered for many years to come.

Presented with heartfelt gratitude and appreciation this 1st day of October, 2019.

**BLAIR COUNTY
BOARD OF COMMISSIONERS:**

Bruce Erb, Chairman

Terry Tomassetti, Vice-Chairman

Attest:

Ted Beam, Jr., Secretary

Helen P. Schmitt, County Administrator

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt the Certificate of Retirement and Appreciation.

CONSENT AGENDA:

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

Commissioner Erb noted his abstention due to a conflict of interest on the payment of invoices to UPMC Altoona.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 413-2019 with abstentions as noted.

STAFF REPORTS & SPECIAL BUSINESS:

Blair County Library System:

Annual update.

Jennifer Knisely, System Administrator, Blair County Library System, presented the Board Members with a copy of a Dr. Seuss book, each with a different title.

Ms. Knisely thanked the Board of Commissioners on behalf of the Board of Directors of the Blair County Library System for their continued support of the Library System through millage appropriation. She stated that the millage appropriation has been a sustainable source of funding needed to plan and design services and to maintain current collections and programs. She stated that according to the latest audited accounts for 2017/2018, library-generated funds include fines, fees for use, grants and fundraising.

Ms. Knisely introduced Katie Martin who shared the statistics for the Blair County Library System for 2018-2019. Ms. Martin stated that a number of recent studies have quantified the economic value of libraries' in their communities. She stated a study sponsored by the Pennsylvania Office of Commonwealth Libraries found that for every \$1.00 of Pennsylvania tax revenue invested in libraries, there was a return on investment of \$5.50; therefore, based on that study, an investment of \$150,000.00 from Blair County translates into \$825,000.00 of value for county residents.

Ms. Martin stated that on average there were 712 visits a day to the eight (8) county libraries. She stated that on average the eight (8) libraries had over 597 uses of its WiFi connections for each of the 365 days in 2017-2018, and that by using market rates of \$15.00 per item, 236,692 circulations can be assumed to have saved county residents over 3.5 million dollars this year. Of those, 17,605 were circulations of electronic items - switching ebook platforms gave users access to more than 20,000 additional items.

Ms. Martin stated that when county residents use the libraries, they may not consider the economic value of the libraries but instead are drawn to the libraries by the collections, programs and services provided. She stated that a vibrant library system needs sustainable sources of funding in order to provide and maintain innovative programs, important services, and current collections. She stated that with eroding financial reserves over the past six (6) years in the total amount of \$773,059.00 the libraries are struggling to maintain level of service.

Ms. Martin introduced Dick Hill of the Blair County Library System who stated that despite the implementation of a millage in 2007, the county's estimated contribution to the eight (8) county libraries is \$149,418, the lowest amount since 2010. He stated that adjusted for inflation, the \$135,000.00 contribution that the libraries were receiving in 2000 would equal \$198,234.86 in 2018 dollars.

Mr. Hill stated that increased investment is critical and will help each library reach a place that affords some stability and supports advancement in learning, literacy and community for all ages. He stated that this year, the Pennsylvania budget included a 5-million dollar increase to the public library subsidy, which is distributed across more than 400 public libraries according to their own local funding formulas. This modest 9.2% increase means approximately

\$38,000.00 in additional funding for Blair County, to be distributed amount 8 libraries and the countywide administrative unit. He stated that while this increase is appreciated it does not address the long-term sustainability challenges facing the county's eight (8) libraries.

Mr. Hill stated that an increase of 9.5% would bring the county's libraries millage from 0.019 mils to 0.021 mils, translating into an additional estimated investment of \$14,300.00, which according to data on the value of library services to communities, would generate an additional \$82,500.00 of value for Blair County residents.

Discussion followed.

Department of Social Services:

1. Trina Illig requested authorization to rescind a previously adopted Resolution from June 25, 1986, designating the County of Blair Redevelopment Authority as the Implementing Agency for all Housing Rehabilitation Projects under taken with funds secured by and/or through the Board of Commissioners.

Mrs. Illig stated that since the county employs staff to administer and manage the various funding sources necessary to administer the Housing Rehabilitation Program, the county needs to take some "house cleaning" measures by rescinding a previously adopted Resolution from 1986 that designated the County of Blair Redevelopment Authority as the Implementing Agency for all housing rehabilitation projects under taken with funds secured by and/or through the Board of Commissioners.

Mrs. Illig stated that by rescinding the Resolution, clarification is set that the County of Blair has sole responsibility for implementing specific program requirements and compliance with program regulations.

Discussion followed.

2. Trina Illig approval of an agreement between The County of Blair and the Pennsylvania Housing and Finance Agency (PHFA) for the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund 2019 Grant Agreement in the amount of \$75,000.00.

Mrs. Illig stated that the county recently received the 2019 PHARE/RTT Grant Agreement from the Pennsylvania Housing Finance Agency (PHFA) for \$75,000.00. She stated that this is the second round of grant funds received.

Mrs. Illig stated that the awarded funds will be used to undertake activities associated with the North Branch Avenue Shelter Apartment Development.

Discussion followed.

Resolution 414-2019: A resolution approving an agreement between The County of Blair and the Pennsylvania Housing and Finance Agency (PHFA) for the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund 2019 Grant Agreement in the amount of \$75,000.00.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 414-2019.

3. Carol Hartman requested approval for submission of the Income and Expense Report for Early Intervention for Fiscal Year 2018-2019 to the Pennsylvania Department of Human Services.

Ms. Hartman stated that for 2018-2019 the Early Intervention Program received a total allocation from the Department of Human Services in the amount of \$976,686.00. However, Ms. Hartman stated there was a carryover fund balance in the amount of \$21,972.00 (\$18,239.00 for Early Intervention Services and \$3,733.00 for Early Intervention Training.) She stated that the carryover amount will be deducted from the 2019-2020 allocation amount.

Discussion followed.

Resolution 415-2019: A resolution approving for submission of the Income and Expense Report for Early Intervention for Fiscal Year 2018-2019 to the Pennsylvania Department of Human Services.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 415-2019.

Department of Emergency Services/911E:

1. Cris Fredrickson requested approval of a contract between the County of Blair and MCM Consulting Group, Inc. for the countywide functional exercise through the Hazardous Material Emergency Preparedness (HMEP) grant in the total amount of \$9,725.00 (\$7,780.00, to be paid from HMEP Grant and \$1,945.00, to be paid from Local Emergency Planning Committee Funds).

Mrs. Fredrickson stated that contract with MCM will be for the annual emergency services functional exercise involving the transportation of hazardous materials and will be paid 100% by grant and Act 165 monies. She stated that Solicitor Karn has reviewed the contract.

Discussion followed.

Resolution 416-2019: A resolution approving a contract between the County of Blair and MCM Consulting Group, Inc. for the countywide functional exercise through the Hazardous Material Emergency Preparedness (HMEP) grant in the total amount of \$9,725.00 (\$7,780.00, to be paid from HMEP Grant and \$1,945.00, to be paid from Local Emergency Planning Committee Funds).

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 416-2019.

2. Cris Fredrickson requested approval of a FFY 2019 Emergency Management Performance Grant Agreement (EMPG) between the County of Blair and Pennsylvania Emergency Management Agency in the award amount of \$102,203.35, for the reimbursement of salaries and benefits for the period of October 1, 2018 through September 30, 2019.

Mrs. Fredrickson stated that this is an annual submission to reimburse up to 50%, but no more than \$102,203.35 for wages and benefits of the Emergency Management Director, Operations and Training Officer and Administrative Assistant. She stated that the amount for 2018 was up to \$106,570.00, and that the difference was due to employee wages and benefit elections.

Mrs. Fredrickson stated that all three (3) Commissioners must complete electronic signatures by November 3, 2019.

Discussion followed.

Resolution 417-2019: A resolution approving a FFY 2019 Emergency Management Performance Grant Agreement (EMPG) between the County of Blair and Pennsylvania Emergency Management Agency in the award amount of \$102,203.35, for the reimbursement of salaries and benefits for the period of October 1, 2018 through September 30, 2019.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 417-2019.

Juvenile Probation:

Jon Frank requested approval of a Juvenile Probation Services Grant Agreement, Financial Report and Equitable Compensation Letter for the Grant-in-Aid Award between the County of Blair and The Pennsylvania Juvenile Court Judges' Commission in the amount of \$146,839.00.

Mr. Frank stated that this is an annual submission request and that the rate remains the same as last year. He stated that Solicitor Karn reviewed the agreement, financial report and compensation letter.

Discussion followed.

Resolution 418-2019: A resolution approving a Juvenile Probation Services Grant Agreement, Financial Report and Equitable Compensation Letter for the Grant-in-Aid Award between the County of Blair and The Pennsylvania Juvenile Court Judges' Commission in the amount of \$146,839.00.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 418-2019.

Magisterial District Judges:

Janice Meadows requested approval to terminate an agreement, signed August 2010, between the County of Blair and nCourt, for on-line payment of costs, fines, and restitution.

Mrs. Meadows stated that in 2010 an agreement for an online payment program for the Magisterial District Judge Offices to utilize services at no cost to the county was entered into with nCourt. She stated that since that time, the state instituted E-Pay that provides the same service; therefore, the MDJ Offices are no longer interested in utilizing the services offered through nCourt.

Mrs. Meadows stated that she contacted nCourt regarding terminating the agreement and in order to terminate services a letter needs to be drafted and sent to nCourt on county letterhead as soon as possible.

Discussion followed.

Resolution 419-2019: A resolution approving to terminate an agreement, signed August 2010, between the County of Blair and nCourt, for on-line payment of costs, fines, and restitution.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 419-2019.

Commissioner Tomassetti presented comments concerning County Administrator Schmitt's retirement.

Commissioner Tomassetti stated that Mrs. Schmitt "Is the glue who held us together".

Commissioner Erb stated that Mrs. Schmitt "Helped him become more familiar with county government and how it functions, and stated he still peppers her with questions."

Commissioner Beam stated that Mrs. Schmitt "Is the Radar of Blair County" as referenced to the MASH TV show character Radar O'Reilly. Radar O'Reilly was recognized as the top-flight company clerk for the mobile army hospital in Korea. Commissioner Beam stated that he feels the same of Mrs. Schmitt as Colonel Potter did of the departing Radar O'Reilly, in that she has been not only a good clerk and a good administrator, but a good friend as well.

2019 County Audit:

County Administrator Schmitt requested approval of a contract between the County of Blair and Young, Oakes, Brown & Company, P.C., (YOBCO) in an amount not to exceed \$83,000.00, for calendar year 2019, with an option to extend the contract for calendar years 2020 and 2021 at the same maximum amount.

Mrs. Schmitt stated that the contract for calendar year 2019 includes an option to extend the contract for calendar years 2020 and 2021 at the same not to exceed amount of \$83,000.00 for calendar year 2019. She stated that if the county desires to retain YOBCO's services for either 2020 or 2021, the county would need to advise YOBCO in writing by November 1 of either year.

Discussion followed.

Resolution 420-2019: A resolution approving a contract between the County of Blair and Young, Oakes, Brown & Company, P.C., in an amount not to exceed \$83,000.00, for calendar year 2019, with an option to extend the contract for calendar years 2020 and 2021 at the same maximum amount.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 420-2019.

Blair County Airport Authority:

Solicitor Karn presented discussion concerning authorization to advertise a debt ordinance for the Blair County Airport loan guaranty.

Solicitor Karn stated that in December 2018 the Airport Authority closed an interim loan based upon receiving USDA approval for permanent financing to take out the interim financing when the project was completed. He stated that Dinsmore Attorney Chris Brewer who is bond counsel for the Airport Authority contacted him as it is anticipated that in October or November 2019 the USDA loan will be closed, therefore, the county will be required to pass a debt ordinance in order to get DCED approval to guaranty the USDA loan similar to what was done with the M & T loan. He stated that the M & T loan will be paid off by the USDA loan.

Solicitor Karn recommended that county approve authorization to advertise a debt ordinance for the Airport Authority's loan guaranty now so that when bond counsel is ready to advertise the legal notice can be placed.

Discussion followed.

Resolution 421-2019: A resolution approving authorization to advertise a debt ordinance for the Blair County Airport loan guaranty.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 421-2019.

OLD BUSINESS:

None

ADJOURN:

Meeting adjourned,

Helen P. Schmitt, County Administrator