

WORK SESSION: TUESDAY, DECEMBER 17, 2019, 10:00 A.M.:

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

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

Others Present: Pat Miller, Tom Seasoltz, Steve McKnight and Matt Fox (ABCD Corp.), Erin Franks (CYF), Jenn Sleppy and Sarah Chuff (Finance), Glenn Nelson (Fort Roberdeau), Laura Burke (Commissioner Elect/Public), Kay Stephens (Altoona Mirror), Jon Frank and Tracy Fitzpatrick (JPO), Katherine Swigart (HR), Derek Flaig (Blair Senior Services), Janice Meadows (Court Administrator), Brian Wisner (Keller Engineers, Inc.), Trina Illig, Lindsay Dempsie, Christina Stacey and Jackie Saylor (Social Services Office), Pete Weeks and Nicole Smith (District Attorney's Office), A. C. Stickel (Controller), Dale Crum and Rose Markley (Assessment Office), Jim Ott (Sheriff) 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 all present stand and recite the Pledge of Allegiance to the Flag.

PUBLIC COMMENT:

Commissioner Erb called for public comment.

Dale Crum, Assessor, Blair County Assessment Office, asked a question concerning the recently approved salary increase for Law Clerks. He asked the board if there is an opportunity for all offices, especially without the results of the job classification study, to find within their budgets monies to offer raises comparable to that of other fifth (5th) class counties. **No further discussion followed.**

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Tomassetti – no comments.

Commissioner Beam – no comments.

Commissioner Erb stated that when the new Board of Commissioners are sworn into office on January 6, 2020, a new Board of Assessment Appeals would also be sworn in.

Commissioner Erb stated that he, Commissioners Elect Burke, and Webster have recently discussed the process to be used in selecting new members for appointment to this board.

Commissioner Erb stated that interested persons, who have the experience and skills necessary to fulfill the requirements as a board member, will find on the county's website (www.blairco.org) a one-page application entitled, *Blair County Assessment Appeals Board Member Employment Application*. He stated that the application would need to be completed and returned along with a concise one-page resume to the Assistant County Administrator, Nicole Hemminger, no later than December 27, 2019.

CONSENT AGENDA:

Resolution 538-2019:

- a. Payment of **three (3) Warrant Lists dated 12/16/19**, in the amounts of \$75,022.51 #191217SS; \$607,692.63 #191217MW and \$376,308.04 #191217CY, which include payment of the following invoices:
 - UPMC Altoona, in the total amount of \$207.96.
 - McCartney's, in the total amount of \$159.50.
- b. Ratification of **three (3) Warrant Lists dated 12/10/19**, in the amounts of \$280,822.80 #191210FC; \$5,884.87 #191210SS; and \$154,024.68 #191211TL; **one (1) dated 12/11/19**, in the amount of \$780.00 #191205WL; and **three (3) dated 12/12/19**, in the amounts of \$13.57 #191212RP; \$0.49 #191206RP; and \$2,617.08 #191202RP, which include payment of the following invoices:
 - **2017 Project Fund/Bond/Historic Finishes Restoration Courthouse, Phase 2, Courtroom 1 Project: Application #11**, Albert Michaels Conservation, in the total amount of \$65,836.70.
 - **2017 Project Fund/Bond/HVAC/Interior Alterations Project: Application #15**, Stelco Inc., in the total amount of \$28,339.19.
 - **Keller Engineers, Inc.**, in the total amount of \$19,951.58.
- c. **2019 Budget Transfer:** For a secure entry system planned in 2019 but not being purchased until 2020:

<u>From</u>	<u>\$</u>	<u>To</u>
01103BM-46030 Building Maintenance	\$24,000.00	36101-46030 Capital Reserve
- d. **2020 Budget Transfer:** For the purchase of a secure entry system planned for purchase in 2020

<u>From</u>	<u>\$</u>	<u>To</u>
36101-46030 Capital Reserve	\$24,000.00	01103BM-46030 Building Maintenance

- e. **Blair County Convention & Sports Facilities Authority:** Requesting approval of the reappointments of Ron Beatty and Pat Miles to the Blair County Convention & Sports Facilities Authority. Terms to expire 11/12/23.
- f. **Blair County Children, Youth and Families Advisory Board:** Requesting approval for the acceptance of the resignation of Sue Griep from the Blair County Children, Youth and Families Advisory Board effective 12/20/19. Term to expire 12/31/21.
- g. **Blair County Conservation District Marcellus Shale Allocation:** Requesting approval for the encumbrance of a FY 2020 budget allocation in the amount of \$10,000.00 from the Marcellus Shale Greenways Funding Account to the Blair County Conservation District.
- h. **Employment:** Susan K. Fleegle, PT, Clerk Typist I/Juvenile Clerk of Courts, Prothonotary, \$10.00/hr., effective 12/16/19; McKenzie M. Brantner, Christopher M. Elmann, and Christian J. Heredia, from PT, Fill-In Corrections Officer, Prison, \$15.08/hr., to FT, Corrections Officer, Prison, \$19.54/hr., effective 12/07/19; and Craig T. Swineford, from PT, Assistant Director, Veterans Affairs, to PT, Interim Director, Veterans Affairs, \$11.79/hr., effective 12/12/19.
- i. **Resignations:** Karen G. Bruich, FT, Benefits Administrator, Human Resources, \$31,612.36/yr., effective 12/19/19; Tracie L. Bossler, FT, Deputy Juvenile Clerk of Courts, Prothonotary, \$20,658.56/yr., effective 12/20/19; and Aaron M. Potts, FT, Corrections Officer, Prison, \$19.59/hr., effective 12/20/19.
- j. **Retirements:** Betty L. Davis, FT, Clerk Typist I/Filing, CYF, \$19,500.00/yr., effective 12/20/19 and Susan P. Griep, FT, Victim Witness Director, Victim Witness, \$48,534.46/yr., effective 12/20/19.
- k. **Terminations:** Philip M. Pick, PT, Court Room Clerk, Prothonotary, \$10.00/hr., effective 12/10/19.

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

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

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 538-2019 with abstentions as noted.

OLD BUSINESS:

Courthouse Preservation Oversight:

Continued discussions concerning the establishment of a Courthouse Preservation Oversight Committee and matters that need addressed by the committee and commissioners.

Commissioner Tomassetti provided an outline of the following revised draft pertaining to the establishment of a *Blair County Historic Courthouse Preservation Advisory Committee*:

Purpose: To advise the Board of Commissioners regarding the following:

- Restoration and preservation of the architectural and historical integrity of the historic 1875-1906 courthouse in accordance with recognized standards set for historical landmarks. These standards are currently set forth in *The United States Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.
- Restoration and preservation of artifacts, documents and other historical objects and resources located within or associated with the building.
- Compliance with the PHMC grant preservation covenant and such other requirements in the future.

Membership: Five (5) members consisting of:

- President Judge or designee,
- A member of the Board of Commissioners,
- Three (3) members appointed by the Board of Commissioners which members shall include individuals with experience and restoration of monumental buildings or a background in historical restoration or fine arts conservation.

The Director of Public Works or his/her assistant and the County Administrator or the Assistant County Administrator shall attend all meetings. They will not be members of the Committee.

Terms of Committee Members:

- Staggered for continuity purposes, all terms will be two (2) years but the initial board will have three (3) members consisting of the President Judge or designee and two (2) members appointed by the Board of Commissioners having an initial term of one (1) year ending on December 31, 2020.

Meetings: Quarterly or more often as need arises.

Compensation: None

Support from County:

The Commissioners will provide timely clerical services for purposes of creating, maintaining and distributing minutes and records of meetings of the committee and for clerical and informational assistance with all other duties of the Committee.

Duties of Committee:

- Develop and present annually a minimum 3 to 5 year comprehensive plan and program for the historic preservation and restoration of the historic courthouse.
- Review, advice and report to the Blair County Commissioners as to all proposed interior and exterior maintenance, restoration, preservation, use, layout and decoration of interior and exterior of historic courthouse prior to County approval of same.
- Recommend and monitor the maintenance, restoration, preservation and rehabilitation of historical documents, artifacts and other historical objects or resources link located with in and around, or associated with, the historic courthouse.
- Assist in identifying grants and subsidies from public and private sources for the historic preservation and restoration of the courthouse and related historical objects and resources, the application and request for which will be the responsibility of the Commissioners’ Office.
- To advise the Board of Commissioners and otherwise perform these duties in accordance with the provisions of the **Purpose** section above.

Guidelines in Performance of Duties:

- To restore and preserve the courthouse, to reflect the dignity of the institutions that inhabit it, and to create a source of pride for residents of Blair County.
- To do such work in ways appropriate to recognized standards for historic landmarks in order to preserve the legacy of and investment in our historic courthouse for future generations.
- To incorporate current technologies to facilitate the efficient use of the courthouse.
- To explore means and methods giving greatest longevity, while being sensitive to the economic constraints of the economic constraints of available funds and the long term financial impact of deferred and lower quality maintenance.

Commissioner Tomassetti asked fellow board members if they had questions or comments pertaining to the revised draft. There were no comments noted.

Commissioner Tomassetti requested that the board consider taking action on the adoption of the establishment of the committee.

Resolution 546-2019: A resolution approving the formation of an Advisory Committee entitled, “Blair County Historic Courthouse Preservation Advisory Committee.”

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 546-2019.

Blair County District Attorney’s Office:

Pete Weeks requested approval of a License and Maintenance Agreement (renewal) for the Prosecutor Management System between the Blair County District Attorney and Corrections Development, Inc., in the total amount of \$6,974.00 for the period of January 1, 2020 through December 31, 2020 as follows:

Quantity	Item Code	Description	Price Each	Amount
16	District Attorney	2020 Prosecutor Management Maintenance & Upgrades for DA Software	\$389.00	\$6,224.00
1	Support	1/1/20 – 12/31/20 (Optional) 10 hours for DA technical support, PMS Report support, and/or Oracle database support	\$750.00	\$750.00
			Extended Total	\$6,974.00

Resolution 547-2019: A resolution approving a renewal License and Maintenance Agreement for the Prosecutor Management System between the Blair County District Attorney and Corrections Development, Inc., in the total amount of \$6,974.00 for the period of January 1, 2020 through December 31, 2020 as follows:

Quantity	Item Code	Description	Price Each	Amount
16	District Attorney	2020 Prosecutor Management Maintenance & Upgrades for DA Software	\$389.00	\$6,224.00
1	Support	1/1/20 – 12/31/20 (Optional) 10 hours for DA technical support, PMS Report support, and/or Oracle database support	\$750.00	\$750.00
			Extended Total	\$6,974.00

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 547-2019.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 539 – 2019: A resolution approving a renewal thirty-six (36) month Subscriber Agreement between the County of Blair and West, a Thomson Reuters business, for one (1) West Complete Library Subscription, for the Law Library, in the amount of \$640.80 for the first year (\$53.40 monthly) with a 5% increase for years two (2) and three (3), for the period of January 1, 2020 through December 31, 2022.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 539-2019.

Resolution 540 – 2019: A resolution approving a renewal thirty-six (36) month Subscriber Agreement between the County of Blair and West, a Thomson Reuters business, for Westlaw for Government On-line Legal Research for Judges, Law Clerks, Magisterial District Judges and Public Defender's Office, in the monthly amount of \$2,906.46 for the first year with a 3% increase for years two (2) and three (3), for the period of January 1, 2020 through December 31, 2022.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 540-2019.

Resolution 541 – 2019: A resolution approving the WestPack Print Products Annual Hard Copy Updates of PA Rules of Procedure, PA Criminal Justice, PA Reporter and PA Statutes as designed by the agreement for Judges, Law Clerks, in the amount of \$1,536.90 monthly for the first year with a 5% increase for years two (2) and three (3), for the period of January 1, 2020 through December 31, 2022.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 541-2019.

Resolution 542 – 2019: A resolution approving the WestPack Print Products for the Magisterial District Judges, in the amount of \$491.40 monthly for the first year with a 5% increase for years two (2) and three (3), for the period of January 1, 2020 through December 31, 2022.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 542-2019.

Resolution 543 – 2019: A resolution approving completion of a Survey and Hydrologic and Hydraulic (H & H) Study by Keller Engineers, Inc., in the amount of \$4,700.00, to determine floodplain boundary near the Valley View Park Amphitheater.

Commissioner Tomassetti noted his abstention on voting for the adoption of Resolution 543-2019 due to a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 543-2019 with abstention as noted.

Resolution 544 – 2019: A resolution approving authorization for the Blair County Park and Recreation Advisory Board to move forward with the preparation of a Department of Conservation and Natural Resources Grant Application (DCNR) with application submission due by April 2020. The estimated grant submission would be in the amount of \$161,500.00 with a required 50% match for construction replacement of a 1,000 square foot amphitheater with roof, enclosed sides, lighting, ADA accessible stage, and ADA accessibility to stage from the Valley View Park Parking Lot.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 544-2019.

Resolution 545 – 2019: A resolution approving submission of a FY 19 (2nd round) HOME Investment Partnership Program Grant Application to the Department of Community and Economic Development (DCED), in the amount of \$250,000.00, to be used countywide in conjunction with our anticipated Lead Hazard Control Grant Funds from the Pennsylvania Department of Health (DOH).

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 545-2019.

STAFF REPORTS & SPECIAL BUSINESS:

ABCD Corp:

Steve McKnight presented discussion concerning transferring the funds that currently remain in the Micro-Enterprise Revolving Loan Fund over to ABCD Corp., who will continue to manage the fund specifically to support Micro-Enterprise Business Development. ABCD will continue to underwrite the loans, secure approval through their loan review committee, executive committee and full board of directors and enter into the loan and security agreements as agent for the Board of Commissioners.

Mr. McKnight stated that in the late 1990's the Micro-Enterprise Program Fund was formed and since that time the program fund has helped six (6) local businesses to expand. He stated that the program fund has since been repaid, and the Board of Commissioners have agreed to transfer the remaining program fund balance of \$85,000.00 to ABCD Corp, who will in turn use those funds to form the First Frontier Blair County Micro-Loan Program.

Mr. McKnight stated that the program fund formed in the late 1990's was housed at the county, but administered by ABCD Corp.

Mr. McKnight stated that First Frontier Blair County Micro-Loan Program Funds will be used specifically for small business start-ups; a core service offered by the economic development corporation. He stated that loans would be made in amounts of less than \$20,000.00 to help with initial start-up operational costs, building renovations, legal and financial services that are commonly needed by entrepreneurial startups.

Discussion followed.

Resolution 548-2019: A resolution approving transferring funds that currently remain in the Micro-Enterprise Revolving Loan Fund over to ABCD Corp., who will continue to manage the fund specifically to support Micro-Enterprise Business Development. ABCD will continue to underwrite the loans, secure approval through their loan review committee, executive committee and full board of directors and enter into the loan and security agreements as agent for the Board of Commissioners.

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 548-2019.

Blair County NBIS Safety Inspection of Bridges Under 20’:

Brian Wisner requested approval of Keller Engineers’ Proposal of Service Contract for NBIS Safety Inspection of four (4) county bridges, which have span lengths less than 20’ – Bridges #87, #88, #89 and #92, in the lump sum total amount of \$7,600.00 (\$1,900.00 each bridge).

Mr. Wisner stated that all four (4) bridges are located along County Road 101 between Sproul and East Freedom and have span lengths that are less than 20’. He stated that the proposal of service contract incorporates performance of an initial NBIS Safety Inspection of all four (4) bridges and the preparation of an Inspection Report. The total lump sum total for all four (4) bridges is \$7,600.00 (\$1,900.00 each).

Discussion followed.

Resolution 549-2019: A resolution approving a Proposal of Service Contract received from Keller Engineers for NBIS Safety Inspection of four (4) county bridges have span lengths less than 20’ – Bridges #87, #88, #89 and #92, in the lump sum total amount of \$7,600.00 (\$1,900.00 each bridge).

Commissioner Tomassetti noted his abstention on voting for the adoption of Resolution 549-2019 due to a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 549-2019.

Blair County Bridge #10/Friesville:

Brian Wisner presented discussion concerning bids received and recommendation of successful bidder.

Mr. Wisner stated that the Bridge #10/Friesville replacement project is a PennDOT Federal Funded project. He stated that the project was let on December 12, 2019, with the following nine (9) bids received:

Bidders	Bid Total	Contract Amount
Wen-Brooke Contracting, Inc.	\$739,999.05	\$739,999.05
Charles J. Merlo, Inc.	\$833,645.00	\$833,645.00
CH&D Enterprises, Inc.	\$860,587.32	\$860,587.32
Clearwater Construction, Inc.	\$897,000.00	\$897,000.00
Francis J. Palo, Inc.	\$922,310.00	\$922,310.00
George S. Hann & Son, Inc.	\$934,077.00	\$934,077.00
Gordon L. DeLozier, Inc.	\$937,782.49	\$937,077.00
Cottle’s Asphalt Maintenance, Inc.	\$973,117.73	\$973,117.73
Glenn O. Hawbaker, Inc.	\$1,069,980.00	\$1,069,980.00

Mr. Wisner stated that after review of all nine (9) bids received he, as well and PennDOT recommend the board consider taking action to accept the bids received and to award to Wen-Brooke Contracting, Inc. in the amount of \$739,999.05.

County Administrator Schmitt stated that should Wen-Brooke Contracting, Inc. fail to submit the required construction documents to PennDOT by the requested submission date, she would ask that the bid be awarded to the next lowest bidder meeting specifications.

Discussion followed.

Resolution 550-2019: A resolution approving acceptance of the nine-9 bids received for the Blair County Bridge #10/Friesville Replacement Project, with award of bid to Wen-Brooke Contracting, Inc. in the amount of \$739,999.05, pending receipt of the required construction documents to PennDOT by the requested submission date, with award of bid to the next lowest bidder meeting specifications, should Wen-Brooke Contracting, Inc. fail to meet the submission date.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 550-2019.

Efficient Energy Solutions:

County Administrator Schmitt presented discussion concerning converting the remaining 50% of the gas volume purchased from Snyder Brothers to a Fixed Price of an amount not to exceed \$2.413/Dth (Resolution 329-2019 dated 08/18/19 approved a three (3) year Variable Price Contract with Snyder Brothers at NYMEX minus 9.6 cents and immediately upon execution of the contract, convert 50% of the Natural Gas consumption to a Fixed Price not to exceed \$2.55/Dth.)

Mrs. Schmitt stated that on August 14, 2019, the county executed a three (3) year term variable price agreement with Efficient Energy Solutions. She stated that immediately following the execution of the agreement a 50% hedge (conversion to a fixed price) for the same term was approved, which let the county with the remaining 50% to manager over the contract term.

Mrs. Schmitt stated that she received notification from Mike Polosky, First Energy Solutions recommending that the county immediately consider convert the remaining 50% of gas volume purchased from Snyder Brothers to a Fixed Price of an amount not to exceed \$2.413/Dth.

Discussion followed.

Resolution 551-2019: A resolution approving authorization for Mike Polosky, Efficient Energy Solutions to convert the remaining 50% of gas volume purchased by the County of Blair from Snyder Brothers to a Fixed Price of not to exceed \$2.413/Dth.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti, and unanimously approved to adopt Resolution 551-2019.

Blair Senior Services:

Derek Flaig requested approval of the revised FY 19/20 Medical Assistance Transportation Program (MATP) allocation received from the Pennsylvania Department of Human Services (DHS), in the amount of \$1,429,733.00.

Mr. Flaig stated that the revised allocation is partially due to the increased request for transportation from Blair County to Allegheny County for utilization of services at UPMC facilities.

Discussion followed.

Resolution 552-2019: A resolution approving the revised FY 19/20 Medical Assistance Transportation Program (MATP) allocation received from the Pennsylvania Department of Human Services (DHS), in the amount of \$1,429,733.00.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 552-2019.

Juvenile Probation:

Jon Frank requested approval of a Student Assistance Program (SAP) and Juvenile Probation Office Agreement between the County of Blair, on behalf of the Juvenile Probation Office and the Hollidaysburg Area School District, to ensure the participation of a Juvenile Probation Officers on the District SAP Team, for the period of December 11, 2019 through June 30, 2020.

Mr. Frank stated that since there will no longer be a Juvenile Probation Officer on site daily at the school due to staff restructuring within the Juvenile Probation Office, the school district and the Juvenile Probation Office feel that it is in the best interest of all parties to enter into the Student Assistance Program (SAP) Agreement. He stated that entering the agreement would ensure the participation of a Juvenile Probation Officer on the school district's SAP team and on other appropriate committees designed to address student problems and needs.

Mr. Frank stated that Solicitor Karn has reviewed the agreement and that there are no costs to the county.

Discussion followed.

Resolution 553-2019: A resolution approving a Student Assistance Program (SAP) and Juvenile Probation Office Agreement between the County of Blair, on behalf of the Juvenile Probation Office and the Hollidaysburg Area School District, to ensure the participation of a Juvenile Probation Officers on the District SAP Team, for the period of December 11, 2019 through June 30, 2020.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 553-2019.

Department of Social Services:

Christina Stacy requested approval to enter into the following two (2) Sub-Recipient Agreements between the County of Blair and the agencies listed below under the FY 2019 Emergency Solutions Grant (ESG) Contract #C000072744:

- Blair County Community Action, in the amount of \$74,116.00, for Rapid Rehousing and Homeless Prevention Activities to be undertaken within the County of Blair; and
 - Family Services, Inc., in the amount of \$70,259.00, for Rapid Rehousing and Homeless Prevention Activities to be undertaken within the County of Blair.
- Discussion followed.

Resolution 554-2019: A resolution approving to enter into the following two (2) Sub-Recipient Agreements between the County of Blair and the agencies listed below under the FY 2019 Emergency Solutions Grant (ESG) Contract #C000072744:

- Blair County Community Action, in the amount of \$74,116.00, for Rapid Rehousing and Homeless Prevention Activities to be undertaken within the County of Blair; and
- Family Services, Inc., in the amount of \$70,259.00, for Rapid Rehousing and Homeless Prevention Activities to be undertaken within the County of Blair.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 554-2019.

Court Administration:

Janice Meadows requested approval of a Professional Service Agreement between the County of Blair, on behalf of the Blair County Court of Common Pleas, and Susquehanna Software, Inc., (Independent Contractor) for corrections to program errors, unlimited telephone and email support, and the annual integration and scrubbing of new juror data, in the annual amount of \$3,900.00, for the period of January 1, 2020 through December 31, 2020.

Mrs. Meadows stated that the amount for 2020 does reflect a rate increase from \$3,600.00 (\$900.00/Qtr.) to \$3,900.00 annually (\$975.00/Qtr.). She stated that the rate for 2020 is locked for a three (3) year period from January 1, 2020 to December 31, 2022.

Discussion followed.

Resolution 555-2019: A resolution approving a Professional Service Agreement between the County of Blair, on behalf of the Blair County Court of Common Pleas, and Susquehanna Software, Inc., (Independent Contractor) for corrections to program errors, unlimited telephone and email support, and the annual integration and scrubbing of new juror data, in the annual amount of \$3,900.00, for the period of January 1, 2020 through December 31, 2020.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 555-2019.

- Janice Meadows requested approval of a thirty-six (36) month Subscriber Agreement (renewal) between the County of Blair and West a Thomas Reuters Business, for Westlaw Next Patron Access Terminal for the Law Library, in the amount of \$772.19 per month for the first year with a 3% increase for years two (2) and three (3) for the period of January 1, 2020 through December 31, 2022.

Mrs. Meadows stated that the county is required to have resources available for the public within the Law Library. She stated that Patron Access meets this requirement; however, per the West Representative, Patron Access is discontinued and no longer offered. Mrs. Meadows stated that the Representative wrote in her email message, “You are not losing anything from what you currently receive for content, but the analytical resources are actually increasing”.

Mrs. Meadows stated that the \$772.19 per month for the first year will increase 3% for years two (2) and three (3).

Discussion followed.

Resolution 556-2019: A resolution approving a thirty-six (36) month renewal Subscriber Agreement between the County of Blair and West a Thomas Reuters Business, for Westlaw Next Patron Access Terminal for the Law Library, in the amount of \$772.19 per month for the first year with a 3% increase for years two (2) and three (3) for the period of January 1, 2020 through December 31, 2022.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 556-2019.

Children, Youth and Families:

Erin Franks requested approval of three (3) FY 19/20 (renewal) Purchase of Service Agreements between the County of Blair, Blair County Children, Youth and Families and the agencies as listed below:

- Family Services, Inc.
- Outside-In School of Experimental Education.
- Merakey

Ms. Franks stated that Family Services, Inc. has not requested a rate change for FY 19/20.

Ms. Franks stated that Outside-In School of Experimental Education is requesting a rate increase for FY 19/20 of 12%; however she stated that this is the first rate increase request in four (4) years, and that the services of Outside-In are utilized more with Juvenile Probation clients than that of CYF clients.

Ms. Franks stated that Merakey has not requested a rate change for FY 19/20 and that the rate remains the same as last year.

Discussion followed.

Resolution 557-2019: A resolution approving three (3) FY 19/20 (renewal) Purchase of Service Agreements between the County of Blair, Blair County Children, Youth and Families and the agencies as listed below:

- Family Services, Inc.
- Outside-In School of Experimental Education.
- Merakey

Motion by Commissioner Erb, seconded by Commissioner Beam and unanimously approved to adopt Resolution 557-2019.

Fort Roberdeau:

- a. Glenn Nelson requested approval of a contract between the County of Blair and Lallemand Construction, LLC/dba The PA Wood Butcher, to install a support beam to the northeast cantilever corner of the Fort’s Pennsylvania Barn in the total amount of \$1,657.00, which will be paid by the Fort Roberdeau Association.

Mr. Nelson stated that Attorney Finelli has reviewed the contract and that the appropriate Certificate of Liability Insurance has been submitted.

Discussion followed.

Resolution 558-2019: A resolution approving a contract between the County of Blair and Lallemand Construction, LLC/dba The PA Wood Butcher, to install a support beam to the northeast cantilever corner of the Fort’s Pennsylvania Barn in the total amount of \$1,657.00, to be paid by the Fort Roberdeau Association.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 558-2019.

- b. Glenn Nelson requested approval for authorization to proceed with the preparation and submission of a 2020 Environmental Education Mini-Grant Application for submission to Chesapeake Bay Trust by the Fort Roberdeau Association for the Weed Warrior Program to secure tools, transportation funds for school groups and educational sign. This application includes the Meaningful Watershed Education Experience (MWEE) model. (Application submission deadline is January 9, 2020 and there is no cash match requirement).

Discussion followed.

Resolution 559-2019: A resolution approving authorization to proceed with the preparation and submission of a 2020 Environmental Education Mini-Grant Application for submission to Chesapeake Bay Trust by the Fort Roberdeau Association for the Weed Warrior Program to secure tools, transportation funds for school groups and educational sign. This application includes the Meaningful Watershed Education Experience (MWEE) model. (Application submission deadline is January 9, 2020 and there is no cash match requirement).

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 559-2019.

Human Resources:

Ms. Swigart requested approval of an Agreement for Third-Party Claim Administrative Services between the County of Blair, and PMA Management Corp., for the period of January 1, 2020 through December 31, 2022 in the amounts as listed below:

Contract Type	Year 1 – 2020	Year 2 – 2021	Year 3 - 2022
Life of Contract – Flat Fee	\$25,000 billed in quarterly installments after first installment at inception	\$25,000 billed in quarterly installments	\$25,000 billed in quarterly installments
Bundled Services			
Claims handling	Included	Included	Included
Annual admin. fee	Included	Included	Included
CINCH system access (3 users incl, \$500 each addition)	Included	Included	Included
Web imaging	Included	Included	Included
OSHA log	Included	Included	Included
Risk control (to support a mutual agreed upon safety and risk management plan. Additional risk control service is \$135/hour or a mutually agreed upon project pricing fee.	40 hours incl.	40 hours incl.	40 hours incl.

Data conversion	Included	Included	Included
Contract Type, continued	Year 1 – 2020	Year 2 – 2021	Year 3 - 2022
Unbundled Services			
Telephonic case management (per hour)	\$98	\$98	\$98
Case management (per hour)	\$98	\$98	\$98
Custom/IS reporting (per hour)	\$95	\$95	\$95
Cost containment fee (percent savings excluding fee/UCR)	\$8.50/bill + 30% of savings over and above fee scheduled and/or UCR	Same as 2020 inception	Same as 2020 inception
Medical bill review (per bill)	\$8.50	\$8.50	\$8.50
Any individual claim resulting in more than 10 claimants as determined by PMA will result in claim-handling fees above and beyond the annual fee as follows for the 11 th claim and every claim thereafter for that individual occurrence:	\$850 each lost-time claim \$125 each medical-only claim	\$850 each lost-time claim \$125 each medical-only claim	\$850 each lost-time claim \$125 each medical-only claim
Section 111 Reporting – research re. coordination of worker’s Medicare status	\$8.00/claim per life of claim should query be necessary.	Same as 2020 inception	Same as 2020 inception
Escrow to establish payment account from which ACH debit activities will occur monthly	\$30,000 (expected to reduce in 1-2 quarters)		

Miss Swigart stated that on November 12, 2019, the board approved a quote received from PMA Management Corporation for third-party administrative services and that today’s agreement includes far more detail than the approved quote. She stated that none of the figures set in the quote change except for figures now determined by review of check register from 2019 and writing of agreement, such as - \$8.00 per claim for life of the claim for Section 111 reporting (Medicare/Medicaid coordinator of benefits) when query necessary; \$30,000.00 for escrow set-up as new client. PMA expects this to be lower after 1-2 quarters as client and quarterly vs. monthly payments of annual flat fee of \$25,000.00 with first installment due at inception of contract.

Discussion followed.

Resolution 560-2019: A resolution approving an Agreement for Third-Party Claim Administrative Services between the County of Blair, and PMA Management Corp., for the period of January 1, 2020 through December 31, 2022 in the amounts as listed below:

Contract Type	Year 1 – 2020	Year 2 – 2021	Year 3 - 2022
Life of Contract – Flat Fee	\$25,000 billed in quarterly installments after first installment at inception	\$25,000 billed in quarterly installments	\$25,000 billed in quarterly installments
Bundled Services			
Claims handling	Included	Included	Included
Annual admin. fee	Included	Included	Included
CINCH system access (3 users incl, \$500 each addition)	Included	Included	Included
Web imaging	Included	Included	Included
OSHA log	Included	Included	Included
Risk control (to support a mutual agreed upon safety and risk management plan. Additional risk control service is \$135/hour or a mutually agreed upon project pricing fee.	40 hours incl.	40 hours incl.	40 hours incl.
Data conversion	Included	Included	Included
Contract Type, continued	Year 1 – 2020	Year 2 – 2021	Year 3 - 2022
Unbundled Services			
Telephonic case management (per hour)	\$98	\$98	\$98
Case management (per hour)	\$98	\$98	\$98
Custom/IS reporting (per hour)	\$95	\$95	\$95
Cost containment fee (percent savings excluding fee/UCR)	\$8.50/bill + 30% of savings over and above fee scheduled and/or UCR	Same as 2020 inception	Same as 2020 inception
Medical bill review (per bill)	\$8.50	\$8.50	\$8.50
Any individual claim resulting in more than 10 claimants as determined by PMA will result in claim-handling fees above and beyond the annual fee as follows for the 11 th claim and every claim thereafter for that individual occurrence:	\$850 each lost-time claim \$125 each medical-only claim	\$850 each lost-time claim \$125 each medical-only claim	\$850 each lost-time claim \$125 each medical-only claim
Section 111 Reporting – research re. coordination of worker’s Medicare status	\$8.00/claim per life of claim should query be necessary.	Same as 2020 inception	Same as 2020 inception
Escrow to establish payment account from which ACH debit activities will occur monthly	\$30,000 (expected to reduce in 1-2 quarters)		

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 560-2019.

2020 Lakemont Dam Annual Inspection:

County Administrator Schmitt requested approval of a proposal received from Gwin, Dobson & Foreman, Inc., in the lump sum cost of \$1,500.00, for performing the 2020 Lakemont Dam Annual Inspection and preparing the annual report for submission to the Blair County Commissioners and the Pennsylvania Department of Environmental Protection (PADEP) in accordance with PADEP's Chapter 105 guidelines.

Mrs. Schmitt stated that the annual Lakemont Dam inspection and report must be completed and submitted to the Pennsylvania Department of Environmental Protection on or before December 31 of each year, and the amount of the proposal has remained the same as in prior years.

Discussion followed.

Resolution 561-2019: A resolution approving a proposal received from Gwin, Dobson & Foreman, Inc., in the lump sum cost of \$1,500.00, for performing the 2020 Lakemont Dam Annual Inspection and preparing the annual report for submission to the Blair County Commissioners and the Pennsylvania Department of Environmental Protection (PADEP) in accordance with PADEP's Chapter 105 guidelines.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 561-2019.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator