

WORK SESSION: TUESDAY, JANUARY 7, 2020, 10:00 A.M.:
Location: Commissioners Meeting Room, Basement, New Addition.

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster, County Administrator Hemminger and Solicitor Karn.

Others Present: Chris Tatar (Sheriff's Office), Glenn Nelson (Fort Roberdeau), Amy Wertz and Kerrie Baughman (CYF), Kelly Popich (SASMG), Kay Stephens (Altoona Mirror), Donna Fisher (Conservation District), Robin Patton (Prothonotary), Brian Wiser (Keller Engineers), Jenn Sleppy and Sarah Chuff (Finance), Deanna Heichel (Assessment), A. C. Stickel (Controller), Don Weakland (IT), Jim Carothers (Treasurer), Jackie Saylor (Social Services), Rocky Greenland (Public Works), Anita Terchanik (Register/Recorder) 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.

APPROVAL OF MINUTES – TUESDAY, DECEMBER 31, 2019:

Commissioner Erb called for corrections or changes to the meeting minutes of Tuesday, December 31, 2019. **There were no corrections or changes noted.**

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to accept the minutes as prepared.

PUBLIC COMMENT:

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

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Burke expressed her thanks to all those who participated in yesterday's swearing in ceremony.

Commissioner Webster – no comments noted.

Commissioner Erb – no comments noted.

CONSENT AGENDA:

Resolution 20-2020:

- a. Payment of two (2) Warrant Lists dated January 6, 2020, in the amounts of \$342,690.77 #200110TL and \$33,501.03 #200110CO, which include payment of the following invoices:
 - **2017 Project Fund/Bond/Historic Finishes Restoration Project:** PA Correctional Industries, in the amount of \$5,441.49.
- b. Ratification of Total Payroll for the Check Date January 2, 2020, in the total amount of \$820,220.95.
- c. **Blair County Airport Authority:** Requesting approval for the reappointment of Herb Bolger to the Airport Authority for the period of January 1, 2020 through December 31, 2024.
- d. **Blair County Children, Youth and Families Advisory Board:** Requesting approval for the reappointments of Leo Berg, III; Kelly Popich; John D. Querry; and Britton Mauk to the Advisory Board for the period of January 1, 2020 through December 31, 2022.
- e. **Blair County Library System Board:** Requesting approval for the reappointments of Richard Hall (Altoona Area Public Library and Barry Benner (Roaring Spring Community Library) to the Library System Board of Directors for the period of January 1, 2020 through December 31, 2023.
- f. **Blair County Library System Board:** Requesting approval for the appointment of Elaine Hershberger (Tyrone-Snyder Public Library) to the Library System Board of Directors for the period of January 1, 2020 through December 31, 2023.
- g. **Blair County Library System Board:** Requesting approval for the appointment of Tobias Nagle (Bellwood-Antis Public Library) to the Library System Board of Directors filling the unexpired term of Judith Shelow. Term to expire December 31, 2020.
- h. **Blair County Conservation District:** Requesting approval for the reappointments of Gary Long (Farmer) and James Biddle (Urban) to the Blair County Conservation District Board for the period of January 1, 2020 through December 31, 2023.
- i. **Blair County Conservation District Board:** Requesting approval for the appointment of Commissioner Bruce Erb to the Blair County Conservation District Board for the period of January 7, 2020 through December 31, 2020.

- j. **Blair County Agricultural Land Preservation Board:** Requesting approval for the reappointment of John Black and Robert Bailey to the Blair County Agricultural Land Preservation Board. Terms to expire January 1, 2023; and requesting approval for the reappointment of John Black as Chairman of the Blair County Agricultural Land Preservation Board for the period of January 1, 2020 through December 31, 2020.
- k. **Blair County Social Services Advisory Board:** Requesting approval for the reappointments of Stephen Martynuska, James Stratton and Christopher Cohn to the Advisory Board for the period of January 1, 2020 through December 31, 2022; and requesting approval for the appointment of Dr. Thomas G. Phillips to the Advisory Board (filling the expired term of Cassie Grassmyer) for the period of January 1, 2020 through December 31, 2022.
- l. **Employment:** Devin S. Martin, Nicholas M. Furio and Ethan E. Walters, PT, Fill-In, Corrections Officer, Prison, \$15.08/hr., effective 01/06/20; James G. Salmon FT, Parole and Probation Officer, APO, \$25,116.52/yr., effective 01/06/20; Kirsten E. Gamber, FT, Sheriff Deputy, Sheriff's Office, \$15.01/hr., effective 01/06/20; Christopher T. Hanna, PT, Sheriff Deputy, Sheriff's Office, \$13.21/hr., effective 01/06/20; Anita L. Terchanik, Register & Recorder, Elected Official, \$71,789.37/yr., effective 01/06/20; Laura O. Burke and Amy E. Webster, Commissioner, Elected Official, \$72,757.09/yr., effective 01/06/20; and Nicole M. Hemminger, From, FT Assistant County Administrator, Commissioners Office, \$39,924.56/yr., To FT, County Administrator, Commissioners Office, \$69,014.40/yr., effective 01/04/20.
- m. **Resignations:** Danielle D. Mattern, FT, Clean & Green Specialist, Assessment, \$22,395.62/yr., effective 01/03/20.
- n. **Terminations:** Fran Phillips, FT, Administrative Technician, Court Administration, \$18,200.00/yr., effective 12/30/19.
- o. **Elected Officials:** Terrence E. Tomassetti and Theodore A. Beam, Commissioner, Elected Official, \$71,330.48/yr., effective 01/06/20; and Mary Ann Bennis, Register & Recorder, Elected Official, \$70,381.74/yr., effective 01/06/20.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 20-2020.

STAFF REPORTS & SPECIAL BUSINESS:

Blair HealthChoices:

Amy Marten-Shanafelt requested approval of a Funding Agreement between Central Pennsylvania Behavioral Health Collaborative, Inc., d/b/a Blair HealthChoices, Health Opportunity Purpose and Empowerment (HOPE), and the County of Blair, on behalf of the Blair County Department of Social Services setting forth the terms of Blair HealthChoices providing funding to HOPE for the Drop-In Center Project so as to allow Blair HealthChoices to comply with Reinvestment Expenditure Regulations.

Mrs. Marten-Shanafelt stated that the funding agreement is being put into place as standard procedure when Blair HealthChoices reinvestment dollars are utilized for a capital expense such as the HOPE Drop-In Center's current project: to purchase a new building for a perminate place to hold programming.

Mrs. Marten-Shanafelt stated that in a previous Dissolution Agreement entered into between HOPE, Blair HealthChoices, and the County of Blair any unspent funding provided to HOPE would be returned proportionately based on the percentage of contributions from Blair HealthChoices and the County of Blair. She stated that the Funding Agreement acknowledges that the Dissolution Agreement is in place and does not include the dollars acquired from the sale of the property purchased by Blair HealthChoices with reinvestment dollars for the purchase of the HOPE Drop-In Center Project.

Mrs. Marten-Shanafelt stated that there is no cost to the county associated with the Funding Agreement.

Discussion followed.

Engineer Designation Services:

Brian Wisner requested approval of an agreement between the County of Blair and Keller Engineers, Inc., for Engineer Designation Services for 2020 at the following hourly rates:

President	\$160.00
Vice President	\$145.00
Senior Professional Engineer	\$135.00
Professional Engineer	\$118.00
Landscape Architect	\$102.00
Professional Surveyor	\$135.00
Surveyor	\$80.00
Survey Assistant	\$61.50
Senior Designer	\$105.00
Designer	\$80.00
Senior Technician	\$85.00
Technician	\$61.50
Senior Resident Project Representative	\$90.00
Resident Project Representative	\$80.00
Administrative Support	\$45.00
Mileage (IRS Allowable)	Presently .58 mile
Report Copies (8 1/2" x 11")	.15/page (black & white) \$1.00/page (color)
Report Copies (11" x 17")	.50/page (black & white) \$2.50/page (color)

Prints (22" x 34")	\$2.75/sheet (black & white) \$8.75/sheet (color)
*Hourly rates include wages, required taxes, insurance, overhead and profit. This form of pricing is used primarily for cost plus fees. Our work for you will be negotiated for a lump sum amount in most cases.	

Mr. Wisner provided a brief summary of the proposal submitted and of the hourly rate scheduled. He also stated that Keller's would provide the following designated services for 2020 at no retainer fee:

- Consultation and advice regarding the county's engineering needs.
- Attend meetings upon request
- Receive and make phone calls on the county's behalf.
- Monitor state and federal rules, regulations and requirements, and keep the county informed on those matters.
- Answer questions regarding road bonding, land development, planning modules, Act 537 plans, project funding sources, ordinance's, liquid fuel fund usage, wetland issues, floodplain/floodplain certification, etc.
- Respond promptly to the county's request for engineering services for a specific project with a detailed proposal outlining Keller's scope of services and fees.

Discussion followed.

Blair County Conservation District:

Donna Fisher requested approval for the submission of an Erosion and Sediment Control Plan Review Application to the Pennsylvania Department of Environmental Protection (DEP) for the Valley View Park Streambank Stabilization Project in the amount of zero dollars.

Miss Fisher stated that the streambank stabilization project would be completed sometime early summer of 2020 with the assistance of the county's Public Works Department. She stated that there is no cost to the county for the Plan Review.

Discussion followed.

Blair County Assessment Office:

DeAnna Heichel requested approval of an agreement between the County of Blair and Spring Hill Laser Services Group for multi-bill insertion of 60,900 estimated bills for the fixed fee amount of \$11,115.06 or multi-bill insertion of 39,600 estimated bills for the fixed fee amount of \$8,258.99 and Optional Print/Insert/Mail Services not included in the total consideration as follows:

Additional print and insertion items (quantity 50,000):

- a. 8.5" x 11" 24# white printed 1/0 – black ink tri-folded - \$1,418.95
- b. 8.5" x 11" 24# white printed 1/0 –color ink tri-folded - \$1,470.95
- c. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – black ink tri-folded - \$1,680.90
- d. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – color ink tri-folded - \$1,732.90
- e. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – black ink - \$621.40
- f. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – color ink - \$673.40
- g. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 – black ink - \$722.15
- h. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 –color ink - \$774.15

Additional print and insertion items (quantity 40,000):

- a. 8.5" x 11" 24# white printed 1/0 – black ink tri-folded - \$1,430.00
- b. 8.5" x 11" 24# white printed 1/0 –color ink tri-folded - \$1,480.96
- c. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – black ink tri-folded - \$1,649.96
- d. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – color ink tri-folded - \$1,700.92
- e. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – black ink - \$563.16
- f. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – color ink - \$614.12
- g. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 – black ink - \$647.92
- h. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 –color ink - \$698.36

Postage costs will be borne by the County of Blair for the mailing.

Ms. Heichel stated that this is an annual request. She stated that she solicited quotes from four (4) vendors; however, Spring Hill Laser Services Group was the only vendor to provide a quote.

Discussion followed.

Blair County Children, Youth and Families:

Amy Wertz requested approval for the submission of a FY 18/19 Act 148 Budget Amendment to the Commonwealth of Pennsylvania transferring allocated funds in the total amount of \$580,696.00 from the In-Home, Community Based and Administration Category to the Institutional/Residential Category due to unanticipated residential out-of-home placements being a higher per diem rate than foster care placements.

Ms. Wertz stated that the requested amendment is moving allocated funds from one category to another and does not change the overall allocation. She stated that the amendment is due to children in unanticipated residential out-of-home placements that are traditionally a higher per diem rate than foster care placements.

Discussion followed.

Southern Allegheny Service Management Group:

Kelly Popich requested approval of a FY 19/20 Early Intervention Contract between the County of Blair and Alyssa Neil for an independent initial evaluator to determine a child's eligibility for Early Intervention Services for the period of November 1, 2019 through June 30, 2020,

Ms. Popich stated that the contract is new for FY 19/20. She stated that the expense for the contract is included within the current budget and is part of the state allocation to the Blair County Early Intervention Program.

Discussion followed.

Fort Roberdeau:

Glenn Nelson requested approval of a quote received from Pannier for two (2) fiberglass embedded interpretive panels to complete the Cyrus Simmons Eagle Scout Project, in the total amount of \$667.00, including freight and delivery, to be paid by the Fort Roberdeau Association.

Commissioner Webster stated that the funds were deposited into the Fort Roberdeau Association account as a result of the fundraising efforts of Cyrus Simmons.

Discussion followed.

Blair County District Attorney's Office:

Pete Weeks requested approval of a renewal Maintenance and Service Agreement between the County of Blair and the PA District Attorney's Institute for the PA SAVIN Program within the Victim/Witness Office, in the amount of zero dollars, for the period of January 1, 2020 through December 31, 2020.

Mr. Weeks stated that the PA SAVIN Program has been used within the Victim/Witness Office for the past ten (10) years. He stated that there is no cost to the county associated with this renewal agreement.

Discussion followed.

PennDOT Authorizations:

County Administrator Hemminger requested approval for authorization for either Commissioner Bruce R. Erb Chairman, Commissioner Amy E. Webster Secretary, or County Administrator Nicole M. Hemminger to execute all reimbursement and engineering agreements and documents between the County of Blair, Board of Commissioners and the Commonwealth of Pennsylvania, Pennsylvania Department of Transportation (PENNDOT) associated with the following projects:

MPMS# 21918
SR 7205-378
T-378 West Loop Road Bridge
Frankstown Township
L00368 and R18090007

MPMS# 111768
SR 7203-JRB
Frankstown Br. Juniata River Bridge
Blair Township
L00343 and R18090005

MPMS# 88171
7207-SPR
South Poplar Run Bridge
Greenfield Township
L00343 and R18090006

MPMS# 21908
SR 7207-310
T-310 Friesville Bridge
Greenfield Township
L00239 and R16090007

County of Blair NBIS Inspection
L00201 and R16090006

MPMS# 102538
SR 7202-492
Bells Gap Run Bridge
Antis Township
R16090003

Mrs. Hemminger stated that due to the appointment of a new Secretary to the Board of Commissioners and the retirement of County Administrator Schmitt, PennDOT is requiring that a new agreement be authorizing these individuals to execute all such agreements and documents associated with the projects stated above.

Discussion followed.

Resolution 21-2020: A resolution approving authorization for either Commissioner Bruce R. Erb Chairman, Commissioner Amy E. Webster Secretary, or County Administrator Nicole M. Hemminger to execute all reimbursement and engineering agreements and documents between the County of Blair, Board of Commissioners and the Commonwealth of Pennsylvania, Pennsylvania Department of Transportation (PENNDOT).

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 21-2020.

Prothonotary Office:

Robin Patton requested approval of an Independent Contractor Agreement between the County of Blair and Carol Newman for Criminal Jury Selection and related duties to be performed approximately nine (9) times per year at the rate of \$25.00 per hour to be paid through the Prothonotary General Fund Budget, working the duration of Criminal Jury Selection an estimate of eight (8) to ten (10) hours per session at the discretion of the Contractor and as agreed upon by the Prothonotary.

Discussion followed.

OLD BUSINESS:

Resolution 10-2020: Adopting a resolution designating the bank(s) as listed below to be used as depositories for County Funds:

First National Bank of PA:
Act 89
Act 89 VR Fee
Affordable Housing Act 137
Blair County General Fund
Blair County Retirement Fund
Capital Reserve Fund
Children Youth and Families
Children Youth and Families Escrow
Clean and Green Escrow
Clerk of Courts Automation Fund
Community Development Block Grant
Coroner Vital Statistics Improvement
Co. of Blair 911
Co. of Blair Act 44 Bridge Fund
Co. of Blair Alternative Clean Energy Program (Airport)
Co. of Blair Central Booking Fees
Co. of Blair Ft. Roberdeau Growing Greener Fund
Co. of Blair Juvenile Supervision Fee Fund
Co. of Blair MH/MR/D&A
Co. of Blair Tax Collector's Fund
Co. of Blair-Hazardous Protection
Coroner Vital Statistic Improvement
County of Blair Hotel Tax
County of Blair Records Funds
Drug Court
DUI Specialty Court
Employee Wellness Assoc.
Farmland Protection
Hotel Tourism Tax Reserve
IV-D Account
Juvenile Probation
Juvenile Probation Grant
Juvenile Probation Title IV – E
Liquid Fuels Tax Fund
Marcellus Shale Fund
OTC Payment Account
Offender Supervision Fund
PA License Fee
Payroll Account
PHARE Grant
Prison – Inmate Trust
Prothonotary
Prothonotary Automation Fund
Recorder of Deeds-RIF
Recreation Fund
Reserve for Unemployment Compensation
Sheriff's K-9
Tax Claim Bureau
Technology Fund
Victim Witness ARD
Wireless E911 Funding
Workers' Compensation Fund
Workers' Compensation Trust Fund
Workers' Compensation Trust Fund MM

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 10-2020.

Resolution 22 – 2020: Adopting a resolution authorizing (a) borrowing(s) in anticipation of current taxes and current revenues and the issuance of (a) tax and revenue anticipation note(s); providing for the form of the note(s); awarding the note(s) at a negotiated sale to First National Bank; providing security for the note(s); authorizing the execution and delivery of a certificate of authorized officers and the note(s), and the filing required by law and other necessary actions; designating the note(s) as (a) non-bank qualified tax-exempt obligation(s); and repealing inconsistent resolutions.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 22-2020.

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, County Administrator