

WORK SESSION: TUESDAY, MARCH 17, 2020, 10:00 A.M.:

Location: Commissioners Meeting Room, Basement, New Addition.

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster (by phone), Chief Clerk Hemminger and Solicitor Karn.

Others Present: Jim Hudack (Social Services), Jennifer Sleppy and Sarah Chuff (Finance), David Snyder (Tyrone Borough), Sarah Seymour (Elections), Paul Shaffer and Rocky Greenland (Public Works), Kay Stephens (Altoona Mirror), A. C. Stickel (Controller), Janice Meadows and Nicole Smith (Court Administration), Dale Crum (Assessment Office), James Ott (Sheriff), DeAnna Heichel (Assessment) and Anita Terchanik (Register Wills/Recorder Deeds) and Melissa Harpster (Commissioners Office).

CALL TO ORDER:

Commissioner Erb called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Erb called for a moment of silent reflection.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Commissioner Erb requested that those present stand and recite the Pledge of Allegiance to the Flag.

PUBLIC COMMENT:

Commissioner Erb called for public comment.

Kay Stephens asked Commissioner Webster who was attending the meeting by telephone if she was ill. Chief Clerk Hemminger stated that she felt Ms. Stephens question was a matter falling under HIPAA, and asked Commissioner Webster if she wished to provide any comment to Ms. Stephens's question. Commissioner Webster responded stating that she is recovering from pneumonia and at home under the advice of her physician, and is not quarantined due to the coronavirus.

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Webster Turned time over to Sarah Seymour, Director of Elections and Voter's Registration. Mrs. Seymour stated that she has worked with the Purchasing department to obtain hand sanitizer and disinfectant wipes for Election Day to make the polling places safer from the COVID-19 virus. She is encouraging voters to bring their own blue or black ballpoint pen and vote by absentee ballot if the voter is going to be out of town or has any health concerns. There is still time to apply for a mail in ballot either online or by printing and mailing the application to the Election office.

Commissioner Burke stated that while the Altoona Library building is closed to visitors during the COVID-19 pandemic, which houses Career Link, there are still ways to communicate online for career services by visiting gocareerlink.org.

Blair Senior Services is also closed to the public during the pandemic, however meals are still being provided and essential transportation services such as to the grocery store, pharmacy or medical appoints are still running.

Commissioner Erb stated that Jim Brown of the Salvation Army is anticipating a temporary increase in families seeking help with emergency food. The Salvation Army has a good supply of food to help in the current economic downturn.

CONSENT AGENDA:

Resolution 123-2020:

- a. Payment of three (3) Warrant Lists dated 03/17/2020, in the amounts of \$378,442.13 #200317CY; \$446,844.92 #200317MW; and \$94,573.03 #200317SS, which include payment of the following invoices:
 - UPMC Altoona, in the total amount of \$16,109.67.
- b. Ratification of one (1) Warrant List dated 03/13/2020, in the amount of \$11,631.00 #200313HR; one (1) Warrant List dated 03/11/2020, in the amount of \$4,539.85 #200311MW; and one (1) Warrant List dated 03/02/2020, in the amount of \$11,675.00 #200302WC.
- c. Ratification of Total Payroll for the Check Dated March 12, 2020, in the total amount of \$772,737.26.
- d. **2020 Budget Transfers:** Legal fees from McNees Wallace for January 2020.

<u>FROM</u>	<u>\$</u>	<u>TO</u>
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01101GCO-44080 General County Operations	\$49.00	01112-44080 Controller
01101GCO-44080 General County Operations	\$5667.50	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$350.75	013201-44080 CYF
01101GCO-44080 General County Operations	\$269.50	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$1183.75	01602-44080 EMA
01101GCO-44080 General County Operations	\$404.25	44122-44080 911 Center
01101GCO-44080 General County Operations	\$256.50	01160ED-44080 Judge Doyle
01101GCO-44080 General County Operations	\$208.25	01158-44080 District Attorney
01101GCO-44080 General County Operations	\$208.25	01603-44080 Veterans' Affairs
01101GCO-44080 General County Operations	\$399.75	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$293.50	01160ED-44080 Judge Doyle
01101GCO-44080 General County Operations	\$563.50	01153-44080 Prothonotary
01101GCO-44080 General County Operations	\$122.50	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$171.50	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$122.50	44122-44080 911 Center
01101GCO-44080 General County Operations	\$12,483.75	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$61.25	01103HW-44080 Highway
01101GCO-44080 General County Operations	\$2785.50	013201-44080 CYF
01101GCO-44080 General County Operations	\$73.50	013201-44080 CYF
01101GCO-44080 General County Operations	\$98.00	01158-44080 District Attorney
01101GCO-44080 General County Operations	\$98.00	01157-44080 Public Defender
01101GCO-44080 General County Operations	\$207.78	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$49.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$73.50	013201-44080 CYF

- e. **Internship Request:** Requesting approval for South Hills Business School Intern, Kaylee Weatherwalk, to complete a 330-hour internship within the Victim/Witness Office beginning March 23, 2020. Internship is for credit only and at no cost to the county.
- f. **Employment** Deborah J. Barbella, FT, Clerk Typist I, CYF, \$19,500.00/yr., effective 03/16/2020; and Atle T. Walter, FT, Victim Witness Director, DA's Office, \$50,000.08/yr., effective 03/16/2020.
- g. **Resignations:** Devin W. Dively, PT, Fill-In, Corrections Officer, Prison, \$15.46/hr., effective 03/07/2020; Holly A. Bradshaw, FT, Clerk Typist II, Fiscal Aide, CYF, \$19,938.88/yr., effective 03/18/2020; Ashley M. Gehrdes, FT, Administrator, CYF, \$61,485.32/yr., effective 03/20/2020; and Latecia A. McCaulley, FT, Caseworker II, CYF, \$32,558.50/yr., effective 03/20/2020.

Chief Clerk Hemminger stated that the Resolution number shown on the agenda should read 123-2020. She stated that the Coronavirus Emergency Declaration Resolution adopted on Sunday, March 15 was assigned Resolution 122-2020.

Commissioner Erb noted his abstention due to a conflict of interest on the payment of an invoice to UPMC Altoona in the total amount of \$16,109.67.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 123-2020 with abstention and change as noted.

STAFF REPORTS & SPECIAL BUSINESS:

Social Services:

- a. Jim Hudack requested approval of an Affordable Housing Trust Fund Program Disbursement, in the amount of \$3,991.17, for plumbing and downspout repairs to a property located at 728 Ski Gap Road, Claysburg, PA, leveraging at least an additional \$7,886.17 to conduct weatherization activities on the property.

Mr. Hudack stated that in order for weatherization projects to be completed on the property, necessary plumbing and downspout work needs to be completed in the total amount of \$3,991.17. He stated that once the plumbing and downspout work is completed, Blair County Community Action Agency would be able to leverage additional funds in the amount of \$7,886.17 to conduct weatherization activities to the property.

Discussion followed.

- b. Jim Hudack requested approval of an Affordable Housing Trust Fund Program Disbursement, in an amount not to exceed \$10,000.00 to be equally matched (not exceeding \$10,000.00) by TEAM Effort, for the renovation of low and moderate-income housing within Blair County.

Mr. Hudack stated that TEAM Effort is a non-denominational church based mission for youth and youth groups to put their faith into action through mission projects such as repairing and renovating homes for families in need, building mission and ministry facilities, working in homeless shelters and responding to natural disasters. He stated that TEAM Effort has been providing services to Blair County for the past ten-10 years.

Mr. Hudack stated that TEAM Effort would be housed at Blue Knob for 6 to 8 weeks and plan on making renovations to approximately twenty-20 Blair County homes this summer. He stated that TEAM Effort supplies all of the tools, material, site-leadership, meals, housing, programs, etc., associated with these projects.

Mr. Hudack requested a disbursement of Affordable Housing Trust Funds in an amount not to exceed \$10,000.00 to be used as an equal match to TEAM Effort for the renovation of low and moderate-income homes within Blair County.

Discussion followed.

Juvenile Probation:

Chief Clerk Hemminger requested approval of a Student Assistant Program and Juvenile Probation Office Agreement between the Blair County Juvenile Probation Office and the Altoona Area School District to ensure the participation of a Juvenile Probation Officer on the school district's Student Assistance and Intervention Team (SAP), for the period of February 18, 2020 through June 30, 2020.

Mrs. Hemminger stated that this agreement is the same agreement recently approved with the Hollidaysburg Area School District. She stated that there is no cost associated with the agreement.

Discussion followed.

Human Resources:

Chief Clerk Hemminger requested approval of the Base Plan (#4487) Contract Renewal between the County of Blair and Vision Benefits of America, Inc. (VBA) with the monthly renewal administrative fee remaining the same at actual claims incurred plus an administrative fee amount equal to .75 cents per employee per month, for the period of April 1, 2020 through March 31, 2022.

Mrs. Hemminger stated that the renewal contract is for the county's base vision plan for eligible employees covered under the county's health plan. She stated that the rate is guaranteed for the two-2 full years of the contract.

Discussion followed.

Highway Department:

Rocky Greenland requested approval of the purchase of one (1) used John Deere 310SL Backhoe/Loader with two (2) hours of use, in the total amount of \$93,455.90; and the trade-in of one (1) Case 580SM Backhoe/Loader with BH BKT with 1645 hours of use, in the total trade-in allowance amount of \$20,000.00, for a total balance due of \$73,455.90 for said purchase.

Mr. Greenland stated that the cost will be paid from liquid fuels. Chief Clerk Hemminger stated that the purchase does come under CoStar's for the purchase of the Backhoe/Loader from John Deere. The Agreement before the Commissioners today is the agreement with the Authorized Sales facility Foster Wineland for the purchase and trade-in of the County's used equipment.

Discussion followed.

Register of Wills/Recorder of Deeds:

Anita Terchanik requested approval of a Software Support Maintenance Renewal Agreement between the County of Blair and Optical Storage Solutions, Inc., for twenty-one (21) full Landex Licenses for the Register of Wills/Recorder of Deeds Office, two (2) licenses for the Assessment Office; and one (1) Hot Site Hosting and Record Alert System, in the total amount of \$25,865.00, for the period of May 1, 2020 through April 30, 2021.

Mrs. Terchanik stated this is an annual request and that the cost of the agreement is included in both the Register of Wills/Recorder of Deeds and Assessment Office budgets. She stated that in 2019 the Register of Wills/Recorder of Deeds Office collected \$29,673.02 in remote online access fees. The cost of the agreement does reflect a \$2,000.00 price increase from 2019.

Discussion followed.

Elections/Voter Registration:

- a. Sarah Seymour requested approval of a copier/lease agreement between the County of Blair, Blair County Elections/Voter Registration Office and Doing Better Business, for the lease of one (1) Ricoh IM 550 Black and White MFP Copy/Print/Scan/Fax Machine, 57 pages per minute, two (2) 550-sheet paper trays (up to 8.5" x 14"), in the total monthly amount of \$98.00 for a term of sixty (60) months, which includes 3,000 pages monthly, plus \$0.008 per excess page. Lease will fall under the Master Lease Agreement dated March 16, 2027.

Mrs. Seymour stated that the total cost of \$5,880.00 would be paid in sixty-60 monthly installments of \$98.00 and is included in her budget.

Discussion followed.

- b. Sarah Seymour requested approval of two (2) quotes received and an agreement for professional services/under-bidding requirements between the County of Blair, on behalf of the Board of Elections and Election Systems and Software, LLC a Delaware Limited Liability Company for Coding (\$25,912.00) of the 2020 General Primary Ballot and On-Site Support Services (\$16,575.00), in the total amount of \$42,487.00.

Mrs. Seymour stated that the quotes received from ES&S are for ballot coding, including media burn, in the total amount of \$25,912.00; and for Election Day site support and project management support days, in the total amount of \$16,575.00 for the 2020 General Primary Election.

Mrs. Seymour stated that Solicitor Karn has reviewed the quotes.

Discussion followed.

- c. Sarah Seymour requested approval of the Polling Place Lease Agreements between the County of Blair and the Property Owners for the 2020 Primary Election and the 2020 General Election.

Discussion followed.

Court Administration:

- a. Chief Clerk Hemminger requested approval for the submission of a Senior Judge Grant Reimbursement Application to the Administrative Office of Pennsylvania Courts (AOPC), in the total amount of \$12,980.00 for costs incurred for Senior Judge Chambers and Support Staff Services for fiscal calendar year 2019.

Mrs. Hemminger stated that under PA Rule of Judicial Administration the county is able to seek reimbursement for staff support and facilities for Senior Judges. She stated that the reimbursable amount for 2019 is in the total amount of \$12,980.00.

Discussion followed.

- b. Chief Clerk Hemminger requested approval for the submission of a Language Access Grant Reimbursement Application to the Administrative Office of Pennsylvania Courts (AOPC), in the total amount of \$6,348.07 for costs incurred for Court Interpreter Services for fiscal calendar year 2019.

Mrs. Hemminger stated that under Act 1-A, the county can seek reimbursement for interpreter expenditures for services provided to deaf and limited English proficient court users. She stated that the reimbursable amount for 2019 is in the total amount of \$6,348.07.

Discussion followed.

Children, Youth and Families:

Chief Clerk Hemminger requested approval of a FY 19/20 Purchase of Service Renewal Agreement between the County of Blair, Blair County Children, Youth and Families (CYF) and Evolution Counseling Services, LLC.

Mrs. Hemminger stated that the renewal agreement for FY 19/20 reflects no rate change and that the total cost varies based upon the number of children served and the number of days they are at the facility.

Discussion followed.

Blair County Park and Recreation:

- a. Melissa Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds #035 in the amount of \$50,000.00 per year over a three-3 year period to be used as a match of grant funds for the Valley View Park Amphitheater Rehabilitation Project.

Mrs. Harpster stated that the Park and Recreation Advisory Board approved a recommendation to the Board of Commissioners of a \$50,000.00 per year allocation of Park and Recreation Reserve Account Funds over a three-3 year period. She stated that this allocation of funds would be used as matching funds to the grant being completed for submission to the

Department of Conservation and Natural Resources (DCNR) for the Valley View Park Amphitheater Rehabilitation Project.

Mrs. Harpster stated that the total estimated project is in the amount of \$350,000.00 to \$400,000.00 and requires a 50% match of funds, which will be made up of the requested allocation of Park and Recreation Reserve Account Funds, solicited sponsorships and in-kind services.

Discussion followed.

- b. Melissa Harpster requested approval of a three-3 year pledge form to accompany the previously approved Sponsorship Letter seeking sponsorship funds for the Valley View Park Amphitheater Rehabilitation Project.

Mrs. Harpster stated that Joe Keller, Interim President of the Park and Recreation Advisory Board, prepared a three-3 year pledge form for the Board of Commissioners approval consideration. She stated that the Advisory Board has reviewed and approved the form. The pledge form would accompany the Sponsorship Letter to be sent seeking sponsorship funds for the Valley View Park Amphitheater Rehabilitation Project.

Commissioner Erb and Commissioner Burke expressed that although the letter and form are both ok as prepared, they feel that due to the nature of the request, there needs to be some type of a marketing piece prepared to include with the letter and the form. Mrs. Harpster stated that she would communicate the Commissioner's request to Mr. Keller and the Advisory Board.

Discussion followed.

- c. Mrs. Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds #035 in an amount not to exceed \$500.00 for the purchase of various gardening tools for use in Community Service Projects by the Juvenile Probation Office and its clients at Valley View Park and other areas throughout Blair County.

Mrs. Harpster stated that approximately every five-5 years or so, the Juvenile Probation Office requests an allocation of Park and Recreation Reserve Account Funds to purchase various gardening tools for use in Community Service Projects completed by the Juvenile Probation Office and its clients. She stated that projects are completed not only at Valley View Park but also at Fort Roberdeau and other areas throughout Blair County.

Discussion followed.

- d. Mrs. Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds #035, to the Central Blair Recreation and Park Commission, in an amount not to exceed \$7,250.00, for the following activities and programs planned for the summer of 2020 at Valley View Park:

Playground Program	(50 participants, 2 leaders)	\$3,750.00
Extra Leader Playground Program	(75 maximum participants)	\$ 750.00
Summer Concert Series		\$2,750.00

Mrs. Harpster stated that this is an annual allocation request. She stated that for 2020 the events are contingent on being held and/or rescheduled due to the coronavirus pandemic and mandated quarantine measures, school closings, etc. She stated that the Advisory Board approved the allocation for recommendation to the Board of Commissioners.

Discussion followed.

- e. Mrs. Harpster requested approval of the AYSO Region #452 Valley View Park Soccer Field Usage Schedule for Calendar Year 2020 per the Lease Agreement between the County of Blair and AYSO Region #452 for the period April 1, 2020 through October 31, 2020 as follows:

Monday through Friday	5 pm to park close
Saturday and Sunday	All day (8 am to park close)

Mrs. Harpster stated that this is an annual request per the Lease Agreement between the County and AYSO Region #452. She stated that both the US Soccer and AYSO organizations have suspended all practices and play until further notice due to the coronavirus pandemic and mandated quarantine measures, school closings, etc. Once the pandemic and mandated measures subside, AYSO will determine if the soccer program will be conducted in 2020.

Discussion followed.

- f. Mrs. Harpster requested approval for the Altoona Area Junior High School to use the Valley View Park Soccer Fields, and to rent soccer equipment from AYSO #452, in the amount of \$300.00 for the period of 3 pm to 5 pm, Monday through Friday, August 10, 2020 through October 31, 2020.

Mrs. Harpster stated that this is an annual request per the Lease Agreement between the County and AYSO Region #452. She stated that this is contingent due to the coronavirus pandemic and mandated quarantine measures, school closings, etc.

Discussion followed.

- g. Mrs. Harpster requested approval for the payment of Application #3, (Final) received from Stelco, Inc., in the total amount of \$2,449.22, for the Valley View Park Electrical Upgrade to the two (2) new pavilions.

Discussion followed.

OLD BUSINESS:

Children, Youth and Families:

Chief Clerk Hemminger requested approval of a Payment for Legal Services Agreement between the County of Blair, Blair County Children, Youth and Families and Gerald Nelson, Esq., Blair County Court Appointed Additional Counsel, appointed through the Court Administration Office, in the amount of \$65.00/hourly based on hours of delivered services, for the period of July 1, 2019 through June 30, 2020.

Mrs. Hemminger stated that the signed agreement was received and requested that the board consider taking action.

Discussion followed.

Resolution 125-2020: A resolution approving a Payment for Legal Services Agreement between the County of Blair, Blair County Children, Youth and Families and Gerald Nelson, Esq., Blair County Court Appointed Additional Counsel, appointed through the Court Administration Office, in the amount of \$65.00/hourly based on hours of delivered services, for the period of July 1, 2019 through June 30, 2020.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 125-2020.

Social Services:

Jim Hudack requested approval of an Affordable Housing Trust Fund Program Disbursement, in the amount of \$5,800.00, for the removal and replacement of a roof to a property located at 206 Sickles Corner, Tyrone, PA.

Mr. Hudack stated that three-3 quotes were obtained for the removal and replacement of a roof at a property located at 206 Sickles Corner, Tyrone, PA. Those quotes are as follows:

- For removal and replacement with 25 year shingles \$7,200.00
- For removal and replacement with 30 year shingles \$7,700.00
- For removal and replacement with metal roofing \$5,800.00

Discussion followed.

Resolution 126-2020: A resolution approving an Affordable Housing Trust Fund Program Disbursement, in the amount of \$5,800.00, for the removal and replacement of a roof to a property located at 206 Sickles Corner, Tyrone, PA.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 126-2020.

ADJOURN:

Meeting Adjourned,