

COMMISSIONERS' MEETING: TUESDAY, JULY 23, 2024, 1:00 P.M.

Location: Commissioners Meeting Room, Basement.

**Public meetings are being held both in-person and by Zoom. To participate in the meeting, please dial 1-309-205-3325 or 1-646-876-9923, enter meeting number 988 9066 9264, and enter the meeting passcode 423423.*

CALL TO ORDER:

Commissioner Kessling called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Kessling called for a moment of silent prayer for our nation.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Commissioner Kessling requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

OLL CALL:

Commissioner Kessling stated that the virtual attendance option was started during COVID as a means for people to participate in the meeting. After today, it will no longer be available.

MEMBERS PRESENT:

Commissioner Kessling and Commissioner Burke.

OTHERS PRESENT:

Lori Guyer (Commissioners), Lindsay Dempse and Brandon Meck (Finance), Sue St. Martin (Tax Claim), Tricia Johnson (Social Services), Nichole Smith (District Attorney), Sam Dunkle (Court Administration), Becky Robinson (Purchasing), Mark Taylor (Public Safety-EMA/911), Angela Wagner (Controller), Sherry Socie (Blair Planning Commission), Mindy Hostler (CYF), Devin Saylor (Assessment), Kay Stephens (Altoona Mirror), and Nate Taylor (Public Access Channel).

EXECUTIVE SESSION ANNOUNCEMENT:

Commissioner Kessling confirmed there were no Executive Sessions held since the last Board of Commissioners meeting on July 16, 2024.

APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES – 7/16

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to accept the minutes as prepared.

PUBLIC COMMENT:

Commissioner Kessling called for public comment.

Kay Stevens asked why the Zoom meeting option was being discontinued.

Commissioner Kessling responded that it was an option that was started during COVID and that no one is signing in to it anymore since people are able to come in and make their comment in person.

Commissioner Burke added that technical difficulties made it difficult to hear and respond. The YouTube recording is clearer, and there are a variety of other methods to contact the commissioners.

COMMISSIONER COMMENT:

Commissioner Kessling called for commissioner comment.

Commissioner Burke reminded everyone that the African American Festival is being held Saturday and Sunday from 12:00 to 8:00 p.m. in downtown Altoona.

Resolution 344-2024:

a. Payment of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
07/23/2024	240723WW	3,625,590.19
07/23/2024	240723TC	19,736.32
07/23/2024	240723SS	516,595.55
07/23/2024	240723CY	228,906.05

b. Ratification of the following three-3 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
07/18/2024	240718HR	8,108.74
07/16/2024	240715TC	550,959.46
07/15/2024	240715FS	1,850.24

c. **2024 Budget Transfer:** To cover the maintenance fees on county vehicles:

From	\$	To
01103HW-44730 Highway	\$320.06	01209PO-44730 Prison
01103HW-44730 Highway	\$786.46	01151-44730 Sheriff
01103HW-44730 Highway	\$1,175.51	113201-44730 CYF
<u>2024 Budget Transfer:</u> To cover June legal fees from McNeess Wallace:		
From	\$	To
01101GCO-44080 General County Operations	\$1,211.00	01101-44080 Commissioners

e. **Terminations:** White, Zhaad N., FT, Temporary Department Assistant, Public Works – Highway, \$12.50/hr., effective 07/16/24.

f. **Resignations:** Schroeder, Brittany L., FT, Caseworker I, CYF, \$20.00/hr., effective 07/12/24. Fleck, Jasmine N., FT, Custodian, Public Works-Facilities, \$16.81/hr., effective 07/15/24. Gonzalez, Nathan L., FT, Corrections Officer, Prison, \$21.53/hr., effective 07/19/24. Gurganus, Rachel A., FT, Deputy, Sheriff, \$16.31/hr., effective 07/26/24. Zuluga, Tami R., PT, Department Clerk, Records Management, \$11.58/hr., effective 07/26/24.

g. **Employments:** Newcomer, Shelby L., Temp. PT, Caseworker II, CYF, \$20.50/hr., effective 07/22/24. Bucher, Emily J., FT, Department Clerk I, Domestic Relations, \$11.03/hr., effective 07/22/24.

Commissioner Kessling asked that Warrant Number 240723WW be held over until the July 30, 2024 Board of Commissioners Meeting, when Commissioner Webster will be available to vote, since Commissioner Burke has abstentions on this warrant.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 344-2024 with the exception of warrant 240723WW as noted.

STAFF REPORTS & SPECIAL BUSINESS:

Blair Drug and Alcohol:

Commissioner Kessling, on behalf of Judy Rosser, requested approval of the Agreement dated July 23, 2024, between the County of Blair and Blair County Drug and Alcohol Programs, Inc. for the management of drug and alcohol services for the County of Blair.

Resolution 345-2024: Approving the Agreement dated July 23, 2024 between the County of Blair and Blair County Drug and Alcohol Programs, Inc. for the management of drug and alcohol services for the County of Blair.

Motioned by Commissioner Kessling, seconded by Burke, and approved to adopt Resolution 345-2024.

Court Administration:

Sam Dunkle requested approval to submit an application to the Administrative Office of Pennsylvania Courts (AOPC) Security Grant program to be used towards installing duress alarm systems from SecureTech Systems Inc. at the Magisterial District Judges office locations in the total amount of \$25,000.00.

Mr. Dunkle added that this would tie all the court facilities onto the same alarm system.

Commissioner Burke asked where the remaining balance of the costs would come from.

Discussion necessitated holding this item until the next agenda when the funding of the balance of the costs is determined.

Coroner:

Commissioner Burke, on behalf of Coroner Ray Benton, requested approval to submit a Work Statement agreeing that the Coroner's Office shall provide case-level data reports to the Commonwealth of Pennsylvania, Department of Health.

Resolution 346-2024: Approving the submission of a Work Statement agreeing that the Coroner's Office shall provide case-level data reports to the Commonwealth of Pennsylvania, Department of Health.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 346-2024.

Children, Youth and Families:

i. Mindy Hostler requested approval of the FY 24/25 Renewal Purchase of Service Agreement between the County of Blair, Blair County Children, Youth and Families, and Families United Network, Inc.

Resolution 347-2024: Approving the FY 24/25 Renewal Purchase of Service Agreement between the County of Blair, Blair County Children, Youth and Families, and Families United Network, Inc.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 347-2024.

ii. Mindy Hostler requested approval of the FY 24/25 Interagency Agreement between the County of Blair, Blair County Children, Youth and Families, and Blair County Infant/Toddler and Early Intervention Program.

Resolution 348-2024: Approving the FY 24/25 Interagency Agreement between the County of Blair, Blair County Children, Youth and Families, and Blair County Infant/Toddler and Early Intervention Program.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 348-2024.

District Attorney:

Nicole Smith requested approval of the Renewal Agreement between the County of Blair and Karpel Solutions for the use of the software program PROSECUTORbyKarpel® hosted through HOSTEDbyKarpel® for the period of July 1, 2024 through June 30, 2025, in the amount of \$26,000.00, as outlined below:

Description	Quantity	Price	Total Cost
PROSECUTORbyKarpel license maintenance	20	\$450.00	\$9,000.00
PBK Annual Hosting	20	\$150.00	\$3,000.00
PBK Annual eDiscovery service	1	\$2,000.00	\$2,000.00
PBK Annual Interface Maintenance: CPCMS-Court	1	\$2,000.00	\$2,000.00
Hosting Additional Storage	20	\$500.00	\$10,000.00
Total			\$26,000.00

Resolution 349-2024: Approving the Renewal Agreement between the County of Blair and Karpel Solutions for the use of the software program PROSECUTORbyKarpel® hosted through HOSTEDbyKarpel® for the period of July 1, 2024 through June 30, 2025, in the amount of \$26,000.00, as outlined below:

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PROSECUTORbyKarpel license maintenance	20	\$450.00	\$9,000.00
PBK Annual Hosting	20	\$150.00	\$3,000.00
PBK Annual eDiscovery service	1	\$2,000.00	\$2,000.00
PBK Annual Interface Maintenance:CP-CMS-Court	1	\$2,000.00	\$2,000.00
Hosting Additional Storage	20	\$500.00	\$10,000.00
Total			\$26,000.00

024. Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 349-

Social Services:

i. Tricia Johnson requested approval of the Agreement between the County of Blair, on behalf of the Blair County Department of Social Services, and Jeffrey R. Kranch to provide specialized accounting services for software programs in the Blair County Social Services Department for the period of July 1, 2024 through June 30, 2025, at the rate of \$120.00/hr. in an amount not to exceed \$48,000.00.

Ms. Johnson added that this would be the last year Mr. Kranch's services would be utilized since he is retiring.

Resolution 350-2024: Approving the Agreement between the County of Blair, on behalf of the Blair County Department of Social Services, and Jeffrey R. Kranch to provide specialized accounting services for software programs in the Blair County Social Services Department, for the period of July 1, 2024 through June 30, 2025, at the rate of \$120.00/hr. in an amount not to exceed \$48,000.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 350-2024.

ii. Tricia Johnson requested approval to submit the FY 22/23 Human Services Block Grant Income and Expense Report revision #3 to the Commonwealth of Pennsylvania Department of Human Services (DHS).

Resolution 351-2024: Approving the submission of the FY 22/23 Human Services Block Grant Income and Expense Report revision #3 to the Commonwealth of Pennsylvania Department of Human Services (DHS).

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 351-2024.

iii. Trina Illig requested approval to ratify the signatures on the CDBG Discretionary Contract# C000089714 between the County of Blair, on behalf of the Blair County Social Services Department, and the Commonwealth of Pennsylvania, to provide funding for the proposed municipal sewer extension along Reservoir Road (Contract Area 2) in the Township of Blair from June 26, 2024 through June 25, 2028, in the total amount of \$3,805,316.00.

Ms. Illig added that this is a larger award of discretionary funds since there is a massive geographical area involved. Commissioner Kessling thanked Social Services and GIS for their work in securing this grant.

Resolution 352-2024: Approving the ratification of the signatures on the CDBG Discretionary Contract# C000089714 between the County of Blair, on behalf of the Blair County Social Services Department, and the Commonwealth of Pennsylvania, to provide funding for the proposed municipal sewer extension along Reservoir Road (Contract Area 2) in the Township of Blair from June 26, 2024 through June 25, 2028, in the total amount of \$3,805,316.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 352-2024.

Public Safety:

Mark Taylor requested approval of the Agreement between the County of Blair, on behalf of Blair County Department of Emergency Services, and ComPros, Inc., to provide laptop equipment in the total amount of \$161,616.00.

Mr. Taylor explained that tablets were originally approved in the grant, but the police departments determined they needed laptops for their software. PCCD approved the request for the laptops.

Resolution 353-2024: Approving the Agreement between the County of Blair, on behalf of Blair County Department of Emergency Services, and ComPros, Inc., to provide laptop equipment in the total amount of \$161,616.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 353-

Tax Claim:

i. Sue St. Martin requested approval of an Agreement between the County of Blair and RBA Professional Data Systems, Inc. for the purchase of a three-3 year subscription for e-Delinquent Management Software with services outlined in Exhibit A with an estimated initial cost of \$102,950.00 as outlined on Schedule B per Attachment 1 and Schedule C beginning July 23, 2024, and renewing annually thereafter in the amount of \$20,000.00, subject to a percentage increase equal to the CPI for the previous year.

Ms. St. Martin stated that the initial costs would be paid with the ARPA funds. She added that the new software would allow electronic and credit card payments, satisfy Clean and Green, and calculate transfer tax.

Commissioner Kessling asked how old the current software is.

Ms. St. Martin stated the current software is from 1976.

Resolution 354-2024: Approving the Agreement between the County of Blair and RBA Professional Data Systems, Inc. for the purchase of a three-3 year subscription for e-Delinquent Management Software with services outlined in Exhibit A with an estimated initial cost of \$102,950.00 as outlined on Schedule B per Attachment 1 and Schedule C beginning July 23, 2024, and renewing annually thereafter in the amount of \$20,000.00, subject to a percentage increase equal to the CPI for the previous year.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 354-2024.

ii. Sue St. Martin requested approval of a quote received from CDW-G for the purchase of two server licenses in the total amount of \$5,700.00.

Ms. St. Martin stated the purchase would be funded with ARPA funds.

Resolution 355-2024: Approving the quote received from CDW-G for the purchase of two server licenses in the total amount of \$5,700.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 355-2024.

Commissioners:

Commissioner Kessling requested approval of the Agreement dated July 11, 2024, between the County of Blair and EADS Architects, Inc./The EADS Group, Inc. for Blair County Architectural Retainer Services.

Commissioner Burke stated that the historical properties need a historical architect to help move the roofing, courtyard, and patio projects forward.

Resolution 356-2024: Approving the Agreement dated July 11, 2024 between the County of Blair and EADS Architects, Inc./The EADS Group, Inc. for Blair County Architectural Retainer Services.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adopt Resolution 356-2024.

OLD BUSINESS:

None.

Adjourn:

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and approved to adjourn today's meeting.


Lindsay Dempstie, Chief Clerk