

WORK SESSION: TUESDAY, APRIL 16, 2019, 10:00 A.M.:

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

Members Present: Commissioner Erb, Commissioner Tomassetti, Commissioner Beam, Assistant County Administrator Hemminger and Assistant Solicitor Muriceak.

Members Absent: County Administrator Schmitt and Solicitor Karn.

Others Present: Joseph A. Zolna (Public), Jennifer Sleppy (Finance), Melissa Gillin (Social Services), Jon Frank (JPO), Glenn Nelson (Fort Roberdeau), Melissa Gale Imler, Vanessa Toth, Michelle Powley, Holly Dodson, Tammy Leatherman, Lisa Kirkpatrick, Martin Sekerak and Susan Reighard (Domestic Relations), Rocky Greenland (Public Works), Robin Gindlesperger (Human Resources), Brian Wiser (Keller Engineers), Katrina Pope (IRC), Harry Lorenzi and Mary Wilt (Court Administration), A.C. Stickel (Controller), Jim Carothers (Treasurer), Melissa Harpster (Commissioners Office) and Kay Stephens (Altoona Mirror).

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, APRIL 9, 2019:

Commissioner Erb called for corrections or changes to the minutes of Tuesday, April 9, 2019. **There were no corrections or changes noted.**

Motion by Commissioner Beam, seconded by Commissioner Tomassetti to adopt the minutes as prepared.

PUBLIC COMMENT:

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

COMMISSIONER COMMENTS:

Commissioner Erb called for commissioner comments.

Commissioner Beam announced that according to today's article in the Altoona Mirror Blair County Ambulances have the 2nd best response time in Pennsylvania according to 2018 State Department of Health statistics. He extended congratulations to not only AMED Ambulance Service, which handles 80% of the calls dispatched, but to the staff at the 911 Center for their quick dispatch response.

Commissioner Tomassetti announced that the staff attorney's in both the Public Defender's Office and the District Attorney's Office have elected to unionize with SEIU Professionals. He stated that in a conversation with CCAP he was advised that they were not aware of any other county where staff attorneys have unionized.

Commissioner Tomassetti also announced that the county's bond rating has been downgraded by Moody's Investor Services from A1 to A2. He stated that this information was announced in a press release by Moody's in late March 2019.

Commissioner Tomassetti stated that their reasoning for the rating downgrade reflects the county's weakened financial position following a protracted period of structurally imbalanced operations, the result of constraints on its ability to raise local property taxes prior a reassessment of its tax base. And, additionally the rating incorporates the county's moderately-sized tax base which saw significant growth following the recent reassessment, an average debt burden and pension liabilities which are elevated following years of underfunding.

Commissioner Tomassetti stated that the county's failure to reassess to fund the pension properly and to pay a fair wage to some groups of employees have been long term failures on the part of county government leadership and are prime examples of the need to study whether Blair County Government can operate more professionally, efficiently and with more accountability to the county's citizens and that the time has come to have a home rule government study commission approved by the citizens.

Commissioner Erb noted that the change to Blair County's rating was made using data from the 2017 audit and did not include any of the financial information for 2018 in which the county did have an improved financial position.

ANNOUNCEMENT:

Flag Raising Ceremony –Child Abuse Prevention Month

Commissioner Erb announced that a Flag Raising Ceremony will be held on Wednesday, April 17th beginning at 12 noon in front of the Courthouse in recognition of Child Abuse Prevention Month. He invited all to attend.

CERTIFICATE OF RETIREMENT AND APPRECIATION – SUSAN REIGHARD:

Commissioner Tomassetti read a Certificate of Retirement and Appreciation in recognition of Susan Reighard's 41 years of dedicated service to the County of Blair and the Domestic Relations Office and presented the certificate to Ms. Reighard.

Commissioner Tomassetti as well as fellow Commissioner's Erb and Beam extended their sincere thanks and appreciation to Ms. Reighard and wished her well in her next journey in life.

Ms. Reighard shared a few brief words and thanked the commissioner's for the recognition.

CLASSIFICATION AND PAY STUDY UPDATE – ROBIN GINDLESBERGER:

Mrs. Gindlesperger stated that she received an update from Felice and Associates last week and that things are going well with the classification and pay study. She stated that new job descriptions are currently being drafted, department by department, by the vendor from the questionnaires that were completed by each county employee. As a department's draft job descriptions are complete they will be sent to the county. Department Heads and Elected Officials will have a chance to comment on the documents. Once those reviews are completed the job descriptions will be returned to the vendor for wage band creation.

Commissioner Tomassetti asked Mrs. Gindlesperger what the county's turnaround time was for review of the draft job descriptions. She stated that they did not indicate a turnaround time and that is something that needs to be addressed with the vendor.

BANK RECONCILIATION UPDATE – JIM CAROTHERS:

Treasurer Jim Carothers stated that the bank reconciliation for 2018 was completed on Friday, April 12, 2019 and that his office is in the process of providing the backup and supporting documentation to the auditor's.

Commissioner Erb asked Treasurer Carothers if the reconciliations for 2019 are being completed on a monthly basis. The Treasurer stated that he believes most of the accounts have been reconciled for January and February with exception of the General Fund Account. He did not believe it had been reconciled for the month of February.

CONSENT AGENDA:

Resolution 152-2019:

a. Payment of two-2 Warrant Lists dated April 12, 2019, in the amounts of \$365,263.46 and \$284,133.40 which includes payment of the following invoices:

- o **Invoices #1, #2, #3**, received from Keller Engineers, Inc., in the total amount of \$32,775.61.
- o **UPMC Altoona**, in the total amount of \$7,315.01.
- o **2017 Project Fund/Bond/The HVAC Improvement and Interior Alterations Project**: An Invoice received from Marc Service, Inc., in the total amount of \$20,345.94.

b. Ratification of Payroll for the Check Date of April 11, 2019 in the amount of \$794,984.75.

c. **2019 Budget Transfer**: The following transfer is for the reimbursable portion of the new election equipment.

<u>FROM</u>	<u>\$</u>	<u>TO</u>
01101GCO-41999-Contingency	\$126,035.69	011061-46060-Elections

d. **2019 Budget Transfer**: The following transfer is for the payment of insurance deductible associated with a PCorP Claim.

<u>FROM</u>	<u>\$</u>	<u>TO</u>
01101GCO-41999 Contingency	\$1,618.60	01151-44960-Sheriff

e. **Blair County Bridge #10/Friesville**: Requesting approval of ECMS submission for payment of **Invoice #6 (Part 2, Final Design)** received from Keller Engineers, Inc., in the amount of \$12,072.34. Expense is 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.

- f. **Park and Recreation Advisory Board:** Requesting approval for the reappointments of Joe Keller and Vinny Johnson to the Park and Recreation Advisory Board for the period of May 1, 2019 through April 30, 2022; and approval of the resignation of Derek Forshey from the Advisory Board effective May 1, 2019.
- g. **Employment:** David A. Link, PT-Fill-In, Corrections Officer, Prison, \$15.08/hr., effective 04/15/19; Jessica A. Well, FT, Assistant District Attorney, District Attorney's Office, \$35,000.16/yr., effective 04/15/19; Edward M. Drzewiecki and Anita B. Michelow, PT, APO Officer Support, APO, \$10.30/hr., effective 04/15/19; and Nicholas D. Cooper, PT, Deputy Sheriff, Sheriff's Office, \$12.89/hr., effective 04/15/19.
- h. **Termination:** Katrina M. Pratchard, FT, Treasurer's Staff Assistant, Treasurer's Office, \$18,291.00/yr., effective 04/11/19.

Commissioner Tomassetti noted his abstention due a conflict of interest on the payments of invoices received from Keller Engineers, Inc. and submission of the ECMS invoice from 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 152-2019 with abstentions as noted.

OLD BUSINESS:

1906 Exterior Window Restoration:

Discussion concerning amending the contract to include mansard roof repair work and the protection of the stained glass windows.

No discussion was presented.

Blair County Road 105 (Convention Center Boulevard) Drainage Repairs Project:

Discussion concerning award or rejection of bid received from Clearwater Construction, Inc., in the amount of \$273,000.00.

Commissioner Beam stated that the bid received from Clearwater Construction, Inc., came in at \$273,000.00, which is \$123,000.00 more than the estimated amount of \$150,000.00. He stated that this project is a shared project between the County and the Convention Center with the County paying 64% of the project cost and the Convention Center paying 36%.

Commissioner Beam stated that the Convention Center is in favor of rebidding the project. He stated that he supports the Convention Center's suggestion.

Discussion followed.

STAFF REPORTS & SPECIAL BUSINESS:

Costs and Fines:

Sally Adams requested approval of a Copier Lease Agreement between the County of Blair and Doing Better Business, for one-1 Ricoh MP 4055sp Mono MFP, copy, print, scan, fax machine, 40 pages per minute, 2 paper trays and 1 bypass tray, cabinet and document feeder, in the monthly amount of \$102.18 for 60 months, which includes 4,500 pages monthly. Lease will be under the Master Lease Agreement dated March 16, 2017.

Mrs. Adams stated that she discussed department her department's needs with the county IT Department, who recommended the requested copier lease.

Discussion followed.

Resolution 153-2019: A resolution approving a Copier Lease Agreement between the County of Blair and Doing Better Business, for one-1 Ricoh MP 4055sp Mono MFP, copy, print, scan, fax machine, 40 pages per minute, 2 paper trays and 1 bypass tray, cabinet and document feeder, in the monthly amount of \$102.18 for 60 months, which includes 4,500 pages monthly. Lease will be under the Master Lease Agreement dated March 16, 2017.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 153-2019.

Intermunicipal Relations Committee (IRC):

Katrina Pope requested approval for the submission of a Department of Environmental Protection (DEP) Act 101, Section 903 Recycling Grant on behalf of the County of Blair as part of the County of Blair/IRC Agreement. The total grant amount pending DEP approval will be approximately \$38,000.00 to \$48,000.00.

Ms. Pope stated that this is an annual grant submission to DEP by the IRC on behalf of the County. The grant provides a 50% reimbursement of the Recycling Coordinator's wages, benefits and expenses. She stated that the grant submission deadline is April 30, 2019 and that she should have the grant finalized by next week's commissioners meeting. She anticipates the submission to increase this year and the total to be over \$40,000.00.

Discussion followed.

Fort Roberdeau Association:

Glenn Nelson requested approval of a Letter of Engagement between the County of Blair, Fort Roberdeau Association and Young, Oakes, Brown & Company, PC, for audit of financial statements for year ended December 31, 2018, in the estimated amount range of \$2,500.00 to \$3,500.00.

Mr. Nelson stated that the Letter of Engagement has been reviewed by Solicitor Karn and approved for recommendation to the commissioners by the Fort Roberdeau Association. He stated that the amount range remains the same as last year.

Discussion followed.

Resolution 154-2019: A resolution approving a Letter of Engagement between the County of Blair, Fort Roberdeau Association and Young, Oakes, Brown & Company, PC, for audit of financial statements for year ended December 31, 2018, in the estimated amount range of \$2,500.00 to \$3,500.00.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 154-2019.

Blair County Juvenile Probation Office:

Jon Frank requested approval of a Letter of Referral Agreement between the County of Blair on behalf of the Juvenile Probation Office (JPO) and Outside In School Experiential Education, Inc. for JPO client referrals to Pathway to Recovery Inpatient and Outpatient Clinics in order to guarantee the most appropriate continuum of care for a client subject to probation.

Mr. Frank stated that the agreement has been reviewed by Solicitor Karn.

Discussion followed.

Resolution 155-2019: A resolution approving a Letter of Referral Agreement between the County of Blair on behalf of the Juvenile Probation Office (JPO) and Outside In School Experiential Education, Inc. for JPO client referrals to Pathway to Recovery Inpatient and Outpatient Clinics in order to guarantee the most appropriate continuum of care for a client subject to probation.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 155-2019.

Blair County Prothonotary Office:

Robin Patton requested approval to renew a Service Agreement between the County of Blair, Blair County Prothonotary Office and MBS Service, for two-2 Lektrievers and seven-7 Kompact Movable Shelving System, in the amount of \$2,331.00, to be paid from the Prothonotary's Automation Fund for the period of January 1, 2019 through January 1, 2020.

Prothonotary Patton stated that the agreement has been reviewed by Assistant Solicitor Muriceak and the amount remains the same as last year.

Discussion followed.

Resolution 156-2019: A resolution approving a renewal Service Agreement between the County of Blair, Blair County Prothonotary Office and MBS Service, for two-2 Lektrievers and seven-7 Kompact Movable Shelving System, in the amount of \$2,331.00 to be paid from the Prothonotary's Automation Fund for the period of January 1, 2019 through January 1, 2020.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 156-2019.

Blair County Department of Social Services:

Melissa Gillin requested approval of a disbursement of Affordable Housing Trust Funds for the First Time Home Buyers Program, in the amount of \$3,000.00, for the purchase of property at 514 North 6th Avenue, Altoona, PA by Charles and Veronica Seabolt.

Mrs. Gillin stated that Mr. and Mrs. Seabolt have completed all of the requirements of the First Time Home Buyers Program and are now eligible for the \$3,000.00 of Affordable Housing Trust Funds to be used towards their down payment for the purchase of property located at 514 North 6th Avenue, Altoona, PA.

Discussion followed.

Resolution 157-2019: A resolution approving a disbursement of Affordable Housing Trust Funds for the First Time Home Buyers Program, in the amount of \$3,000.00 for the purchase of property at 514 North 6th Avenue, Altoona, PA by Charles and Veronica Seabolt.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 157-2019.

Meeting adjourned,

Nicole Hemming, Asst. Chief Clerk