AGENDA WORK SESSION BLAIR COUNTY BOARD OF COMMISSIONERS COMMISSIONERS MEETING ROOM, BASEMENT TUESDAY, SEPTEMBER 28, 2021, 10:00 A.M.

*Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#

- 1. CALL TO ORDER
- 2. MOMENT OF SILENT REFLECTION
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG
- 4. **ROLL CALL**
- 5. UPCOMING MEETINGS
 - Wednesday, September 29, 2021 Thursday, September 30, 2021

10:00 a.m.

10:00 a.m.

*Commissioners Business Session (Commissioners Meeting Room)

Friday, October 1, 2021 Monday, October 4, 2021 Tuesday, October 5, 2021

*Commissioners Work Session (Commissioners Meeting Room)

6. **PUBLIC COMMENT**

- 7. COMMISSIONERS COMMENTS
- 8. PROCLAMATION 2021 KIWANIS RESPECTED CITIZEN AWARD
- 9. PROCLAMATION FRANCIS LARRY KULP

10. CONSENT AGENDA

Resolution #398-2021:

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

8		
WARRANT NUMBER	AMOUNT	
210928WW	\$875,322.03	
210928DX	\$84,624.00	
210928SS	\$310,379.08	
210928CY	\$72,293.78	
	210928WW 210928DX 210928SS	

Which include payment of the following invoices:

- UPMC Altoona, in the total amount of \$4,445.66.
- b. Ratification of the following two-2 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
09/21/21	210921FS	\$3,242.12
09/24/21	210924HR	\$24,708.98

- c. Ratification of Total Payroll for the Check Dated September 23, 2021, in the total amount of \$805,378.61.
- d. <u>2021 Budget Transfer</u>: The charges are from an invoice received from East Coast Risk Management for the month of August 2021.

5		
From	\$	То
01101GCO-44080 General County Operations	\$ 28.00	01158-44080 District Attorney
01101GCO-44080 General County Operations	\$966.00	01105-44080 Human Resources

e. **2021 Budget Transfer:** The charge is from an invoice received from Campbell Durrant for the month of August 2021.

	From	\$	То
	01101GCO-44080 General County Operations	\$2,671.60	01209PO-44080 Prison
f.	2021 Budget Transfer: PC Order.		
	From	\$	То
	36101-46060 Capital Reserve	\$89,200.00	01117-46060 IT

- g. Employment: Teagan D. Kidwell, From, FT, Caseworker I, CYF, \$16.37/hr., To, FT, Caseworker I Family Treatment Court, CYF, \$16.37/hr., effective 09/04/21; Theresa A. Rupert, FT, Deputy Register of Wills/Recorder of Deeds, Register/Recorders Office, \$10.51/hr., effective 09/20/21; Maria C. Boyd, Stephen E. Jacobs; Jordan D. Potter, and Robin L. Reilly, Per Diem, Fill-In, Corrections Officer, Prison, \$15.08/hr., effective 09/27/21; Tracy D. Little, FT, Administrative Support, District Court MDJ Blattenberger, \$10.51/hr., effective 09/27/21; Wendy Jo Myers, PT, Probation Officer Support, APO, \$10.82/hr., effective 09/27/21; Thomas R. Loechner, Temporary, FT, Department Assistant, Elections, \$10.00/hr., effective 09/27/21; and Susan D. St. Martin, From, FT, Accountant, Controller's Office, \$36,290.80/yr., To, FT, Director, Tax Claim, \$54,574.30/yr., effective 09/27/21.
- h. <u>Resignations</u>: Deborah J. Barbella, FT, Clerk Typist I-Clerical Stats, CYF, \$20,865.00/yr., effective 10/01/21; and Annie E. Sinisi, FT, Juvenile Clerk of Courts, Prothonotary, \$21,509.28/yr., effective 10/01/21.

11. STAFF REPORTS & SPECIAL BUSINESS

A. Finance:

Discussion concerning contract options, pricing and recommendations for the county's Gas and Electric Suppliers.

B. Audit 2020 Presentation:

C. The Emergency Food Assistance Program (TEFAP) Agreement – Salvation Army:

Requesting approval of a five-year agreement between the County of Blair and the Commonwealth of Pennsylvania, Department of Agriculture, effective October 1, 2021 through September 30, 2026, for the distribution of commodity and program funds received by the Commonwealth of Pennsylvania from the United States Department of Agriculture as provided for under provisions of Public Law 98-9, as amended, and all applicable regulations.

D. Fort Roberdeau:

- i. Requesting approval for award of bid to the lowest responsible bidder meeting specifications for the Fort Roberdeau Site Improvement Project.
- Requesting approval of a Security Services Agreement between the County of Blair and Keystone Investigation and Security Specialists, LLC to provide three-3 security guards at the Fort Roberdeau Halloween Adventure, from 5:30 pm to 9:30 pm, Saturday, October 9, 2021 at the rate of \$21.00 per hour/per guard for a total of \$252.00, to be paid by the Fort Roberdeau Association.

E. Coroner's Office:

Requesting approval of an Autopsy Services Agreement between the County of Blair, on behalf of the Blair County Coroner and ForensicDX for the professional component of each Autopy, the diener cost, the facility fee, a qualitative toxicology screen (where indicated), and (except in the case of exhumation) one-1 standard resolution image, at the base fee rate of \$2,575.00, plus at the county's request the provision of any additional autopsy-related services as listed in Exhibit A and Exhibit B (consultation fee schedule) beginning on the date of agreement signing and continuing for a period of one-1 year.

F. Court Administration:

i. Requesting approval of an Interpreter Fee Schedule for Spanish interpreter services received from the Law Office of Stephen C. Fleming at the hourly rate of \$40.00 as follows:

•	Charged in increments of 15 minutes:	1 hour	\$40.00
		$\frac{1}{4}$ hour – 15 minutes (.25)	\$10.00
		$\frac{1}{2}$ hour – 30 minutes (.50)	\$20.00
		$\frac{3}{4}$ hour – 45 minutes (.75)	\$30.00

 Requesting approval for the issuance of a Purchase Order under the Master Lease Agreement between the County of Blair and Doing Better Business for the lease of one-1 Ricoh MP2555 B/W MFP, copy, print, scan, fax machine, for District Court 24-3-02 (MDJ Dunio), in the monthly amount of \$92.00, plus \$0.0049 per excess page, for a period of sixty-60 months.

G. Children, Youth and Families:

- i. Requesting approval of Addendum #2 to the Statement of Work dated January 4, 2021, attaching to the County of Blair Terms and Conditions attached to the aforesaid Agreement as Appendix A, adding sixty-60 hours of professional consultancy services. The current Statement of Work allows up to 280 hours for programmatic consultancy services totaling \$28,000.00. Said Addendum only changes increasing hours; no other changes are made to the Statement of Work dated January 4, 2021, Terms and Conditions or Appendices A and B thereto, and to the Addendum dated May 5, 2021.
- ii. Requesting approval of a Purchase of Service Agreement between the County of Blair, on behalf of Children, Youth and Families and Evey Black Attorneys LLC to provide legal representation, both consultative and court appearances for the period of July 1, 2021 through June 30, 2021, at the following rates:

- \$120.00 per hour for provision of services
- Copy cost at \$0.25 per page
- Reimbursements for tolls, parking fees, and mileage for travel
- Mileage reimbursement at the current year rate of \$0.46 per mile
- Reimbursement for filing fees

H. Juvenile Probation:

- i. Requesting approval of a Juvenile Probation Services Grant Agreement (Contract #4100090176) between the County of Blair, Juvenile Probation Office and the Commonwealth of Pennsylvania, through the Juvenile Court Judges' Commission of the Office of General Counsel, in the grant award amount of \$146,839.00, effective the date of Agreement signing through June 30, 2022.
- Requesting approval of the FY 20/21 Financial Statement for funds expended under the Juvenile Probation Services Grant for the budget period of July 1, 2020 through June 30, 2021, in the total expended amount of \$146,839.00.
- iii. Requesting approval of the FY 20/21 Equitable Compensation Letter to the Juvenile Court Judges' Commission.

I. **Prison:**

- i. Requesting approval of a proposal received from McCarl's Preferred Services (MPS) for Boiler Piping Replacement at the Blair County Prison, in the total amount of \$6,357.00, with 50% of the total amount due upon acceptance.
- Requesting approval of a proposal received from McCarl's Preferred Services (MPS) for Boiler Circulator Pump Replacement at the Blair County Prison Laundry, in the total amount of \$1,896.00, with 50% of the total amount due upon acceptance.
- iii. Requesting approval of an agreement between the County of Blair, Blair County Prison and McCarl's Preferred Services (MPS) for service work needing immediate attention at the prison at the time and material rates listed in said agreement, in an amount not-to exceed \$10,000.00.

J. Facility Maintenance:

Requesting approval of a proposal received from Stiffler McGraw for architectural and engineering services associated with the partial re-roof project of the 1876 section of the Blair County Courthouse, for the lump sum fee of \$7,500.00.

K. Human Resources:

Requesting approval of a Workers' Compensation Trust Fund Bond between the County of Blair and Travelers Casualty and Surety Company of America for the period of August 1, 2021 through August 1, 2022, for the schedule of benefits listed below:

Crime		
Insuring Agreement	Single Loss Limit of Insurance	Single Loss Retention
A. Fidelity	\$250,000	\$10,000
1. Employee Theft	Not Covered	
2. ERISA Fidelity	Not Covered	
3. Employee Theft of Client Property	Not Covered	
B. Forgery or Alteration	Not Covered	
C. On Premises	Not Covered	
D. In Transit	Not Covered	
E. Money Orders and Counterfeit Money	Not Covered	
F. Computer Crime		
1. Computer Fraud	Not Covered	
2. Computer Program and Electronic	Not Covered	
Data Restoration Expense		
G. Funds Transfer Fraud	Not Covered	
H. Personal Accounts Protection		
1. Personal Accounts Forgery or	Not Covered	
Alteration		
2. Identity Fraud Expense		
Reimbursement	Not Covered	
I. Claim Expense	\$5,000	\$0

K. Purchasing:

Requesting approval for the issuance of a Purchase Order under the Master Lease Agreement between the County of Blair and Doing Better Business for the lease of one-1 Ricoh IM C400 Color Desktop MFP, copy, print, scan, fax machine, 45 pages per minute, one-1 paper tray, and bypass tray, for the Purchasing Department, in the monthly amount of \$82.50, plus \$0.01 per black/white excess page and \$0.07 per color excess page, for a period of sixty-60 months.

L. Bridge #83/Allegheny Street over Beaverdam Branch Juniata River:

Requesting approval of a Commonwealth of Pennsylvania Fish and Boat Commission In-Stream Waiver Request Application Form for a stream restriction extension extending the deadline for PennDOT to complete the substructure repairs to the underside of the arch from September 30, 2021 to October 31, 2021.

12. **OLD BUSINESS**

Human Resources:

a. <u>**Resolution 362-2021:**</u> A resolution approving a fee agreement between the County of Blair and McNees Wallace and Nurick LLC for legal services effective December 1, 2020 through any subsequent adjustment:

Attorneys	\$235.00/hour to \$520.00/hour, depending on individuals' expertise, area of practice, and experience.
Dedicated County Labor Counsel	\$340.00/hour
Paralegals and Specialists	\$185.00/hour to \$355.00/hour, depending on individuals' expertise, area of practice, and experience.

b. Requesting approval of a fee agreement between the County of Blair and McNees Wallace and Nurick LLC for legal services effective June 1, 2021 at the following rates:

Attorneys	\$235.00/hour to \$520.00/hour, depending on individuals' expertise, area of practice, and experience.
Dedicated County Labor Counsel	\$300.00/hour
Paralegals and Specialists	\$185.00/hour to \$355.00/hour, depending on individuals' expertise, area of practice, and experience.

13. ADJOURN