**AGENDA**

**WORK SESSION**

**BLAIR COUNTY BOARD OF COMMISSIONERS**

**PARTICIPATION BY TELEPHONE CONFERENCE ONLY**

**TUESDAY, OCTOBER 20, 2020, 10:00 A.M.**

*\*Public meetings are being held by conference call while the county is under the Governor’s Green Phase of reopening. 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, October 21, 2020 1:30 p.m. \*Commissioners Business Session

2:00 p.m. \*Public Budget Meeting

Thursday, October 22, 2020 10:30 a.m. \*Salary Board

Friday, October 23, 2020 2:00 p.m. \*Public Budget Meeting

Monday, October 26, 2020 8:30 a.m. \*Public Budget Meeting

Tuesday, October, 27, 2020 10:00 a.m. \*Commissioners Work Session

1:00 p.m. \*Public Budget Meeting

1. **APPROVAL OF MINUTES –** October 6 and 7, 2020
2. **PUBLIC COMMENT**
3. **COMMISSIONERS COMMENTS**
4. **PROCLAMATION –** October 25-31 as National Lead Poisoning Prevention Week in Blair County.
5. **CONSENT AGENDA**

**Resolution #426-2020:**

* 1. Payment of the following two-2 Warrant Lists:

|  |  |  |
| --- | --- | --- |
| **EFFECTIVE DATE** | **WARRANT NUMBER** | **AMOUNT** |
| 10/20/2020 | 201020MW | $347,420.99 |
| 10/20/2020 | 201020SS | $138,432.03 |

Which include payment of the following invoices:

* UPMC Altoona, in the total amount of $1,820.21.
* UPMC Behavioral Health, in the total amount of $48,705.63.
* **2017 Project Fund/Bond:** East Coast Risk Management, in the total amount of $1,112.50, for contracted services rendered.
* **2017 Project Fund/Bond:** Keller Engineers, in the total amount of $2,635.00, for the courthouse 1999 addition rehabilitation project.
  1. Ratification of the following **five-5** Warrant Lists:

|  |  |  |
| --- | --- | --- |
| **EFFECTIVE DATE** | **WARRANT NUMBER** | **AMOUNT** |
| 10/13/2020 | 201013FS | $2,454.84 |
| 10/14/2020 | 201014MW | $1,836.00 |
| 10/14/2020 | 201014FC | $2,160.00 |
| 10/16/2020 | 201016HR | $22,065.15 |
| 10/16/2020 | 201016RF | $5,201.15 |

* 1. **Sheriff’s Office:** Requesting approval of an Affiliation Agreement between the County of Blair and Chatham University for the purpose of student internships.
  2. **Employment:** Alexa R. Corman, FT, APO Officer, APO, $25,116.39/yr., effective 10/19/2020; Theresa M. Lingle, FT, Correctional Case Manager, Prison, $19,522.08/yr., effective 10/19/2020; and Tracy A. Mosel-Miller, FT, Administrative Assistant, Controller’s Office, $23,205.00/yr., effective 10/19/2020.
  3. **Resignations:** Sara J. Rosazza, PT, Telecommunicator, 911/E Center, $14.72/hr., effective 09/01/2020; Julie M. Maysonet, FT, Kitchen Manager, Prison, $37,500.06/yr., effective 10/16/2020; Tara M. Musselman, FT, APO Aide 1, APO, $18,655.00/yr., effective 10/13/2020; and Quinn A. Hunter, FT, Sheriff’s Deputy, Sheriff’s Office, $15.01/hr., effective 10/16/2020.

1. **STAFF REPORTS & SPECIAL BUSINESS**
2. **Department of Social Services:**
3. Requesting approval of a FY 20/21 Contract Amendment between the County of Blair and Big Brothers/Big Sisters of Blair County, increasing the maximum amount to $20,000.00, for the period of July 1, 2020 through June 30, 2021.
4. Requesting approval of a FY 20/21 Contract Amendment between the County of Blair and Family Services, Inc., increasing the maximum amount to $150,000.00, for the period of July 1, 2020 through June 30, 2021.
5. Requesting approval to enter into Sub-recipient Agreements between the County of Blair and the Blair County Redevelopment Authority under the FY 2019 Community Development Block Grant (CDBG) Contract #C000073790 to provide professional services regarding the following invoices:
   * + - To complete housing rehabilitation activities on behalf of Blair Township $78,097.00.
       - To complete housing rehabilitation activities on behalf of Greenfield Township $75,448.00.
       - To complete housing rehabilitation activities on behalf of Hollidaysburg Borough $88,804.00.
       - To complete housing rehabilitation activities on behalf of Tyrone Borough $86,212.00.
6. Requesting approval of two-2 FY 20/21 Mental Health Student Assistance Program (MH SAP) Letters of Agreement between the County of Blair, Department of Social Services, UPMC Western Behavioral **Health** of the Alleghenies (BHA) and the school districts listed below for the period of July 2, 2020 through June 30, 2021:

* Bishop Guilfoyle High School
* Williamsburg School District

1. **Juvenile Probation:**
2. Requesting approval of a FY 20/21 Juvenile Probation Services Grant Agreement 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 amount of $52,370.43, for the period of July 1, 2020 through June 30, 2021.
3. Requesting approval of the FY 19/20 Grant-in-Aid Financial Statement, in the amount of $146,839.00, for the period of July 1, 2019 through June 30, 2020.
4. Requesting approval for the submission of the Equitable Compensation Letter to the Commonwealth of Pennsylvania Juvenile Court Judges’ Commission.
5. **GIS:**

Requesting approval of a Commonwealth of Pennsylvania Multi-Party Geospatial Data Sharing Agreement by and between the County of Blair and the entities executing Attachment 1 to said agreement as part of the statewide initiative to increase data sharing between geospatial data authors, requiring the data to be shared free of charge.

1. **Human Resources:**

Requesting approval of a renewal agreement between the County of Blair and Workable for Recruitment/Applicant Management Services, in the amount of $3,080.00, for the period of 10/25/20 to 10/25/21.

1. **Maintenance:**

Requesting approval of two-2 proposals received from Otis Elevator Company for the purchase and installation of Cab Air Purifier Systems to the elevators located within the Blair County Courthouse and the Blair County Prison as follows:

* Courthouse (four elevators), in the total amount of $9,330.00.
* Prison (one elevator), in the total amount of $3,110.00.

1. **Court Administration:**

Requesting approval of a proposal received from Empire for the purchase and installation of a Rapco Horizon LTIBLOX Laptop Interface Device, in Courtroom 6 from the PC to the Mixer, in the total amount of $508.60, to be paid with CARES Act Funding.

1. **Blair County IT:**

Requesting approval of a Memorandum of Understanding (MOU) between the County of Blair and the Pennsylvania Department of State (DOS) for use of the Commonwealth’s MS-ALBERT security hardware at no cost to the county.

1. **Coronavirus Relief Fund Recipient Grant Agreement – Amendment:**

Requesting approval of an amendment to the Broadband Grant Coronavirus Relief Fund Recipient Agreement between the County of Blair and Crowsnest Broadband LLC changing the prevailing wage determination from strictly Pennsylvania Prevailing Wage to “The higher of the Pennsylvania Prevailing Wage or federal Davis-Bacon Wage Rates”.

1. **OLD BUSINESS**

**Award of Contract:**

Burgmeier’s Hauling

**Social Services:**

Requesting approval of the selection of projects to be included in the FY 2020 Blair County Community Development Block Grant Application (CDBG) on behalf of the sixteen-16 non-entitlement communities as follows:

* Available for projects $204,597.00
* 18% Administration $ 44,911.00
* Total $249,508.00

**Court Administration:**

Requesting approval of a quote received from McCartney’s for the purchase and installation of metal risers in Courtroom 1, replacing the wooden risers currently under rental from Always a Party Rental, in the total amount of $4,640.00, to be paid from the court’s CARES general operating account.

1. **ADJOURN**

**WORK SESSION: TUESDAY, OCTOBER 20, 2020, 10:00 A.M.:**

Location: Participation by telephone conference only.

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**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 those participating in the meeting stand and recite the Pledge of Allegiance to the Flag.

**Roll Call:**

**Members Present:**

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger, and Solicitor Karn.

**Others Present:**

Scott Simmons and Melissa Harpster (Commissioners Office), Jennifer Sleppy and Sarah Chuff (Finance), Kay Stephens (Altoona Mirror), Missy Gillen, Theresa Rudy and Trina Illig (Social Services), Jon Frank and Molly Wink (Juvenile Probation), Rocky Greenland (Public Works), Janice Meadows (Court Administration), Katherine Swigart (Human Resources), Don Weakland (IT), Michaela Dempsie (GIS), and Helen Schmitt (Public).

**Upcoming Meetings:**

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2:00 p.m. \*Public Budget Meeting

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**Approval of Minutes - October 6 and 7, 2020:**

Commissioner Erb called for corrections or changes to the meeting minutes of October 6 and 7, 2020. **There were no corrections or changes noted.**

Motion by Commissioner Webster, 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 Webster stated that she and fellow commissioners have been meeting individually with department heads and elected officials to review their 2021 budgets. She stated that she commends the departments that she works with on their budgeting efforts while they also acknowledge that additional budget cuts will need to be taken.

Commissioner Webster also voiced her concern regarding an anticipated decline in tax revenue ranging from 8% to 15%.

Commissioner Webster stated that the next several years are going to be difficult for the county and its taxpayers as the county will see the need to delay projects, reduce services, layoff county work force and eliminate positions.

Commissioner Webster asked the commissioners, department heads and elected officials to further look at revenue generated and look at ways to make reductions now to avoid significant financial impact on the county and its taxpayers in the years to come.

Commissioner Burke and Commissioner Erb had no comments to present.

**Proclamation – October 25-31 National Lead Poisoning Prevention Week in Blair County.**

Commissioner Erb read the following proclamation:

**PROCLAMATION**

**LEAD POISONING PREVENTION WEEK**

**OCTOBER 25-31, 2020**

**WHEREAS**, lead is a naturally occurring element found in the environment, but exposure to it may result in long-term neurological damages, especially if it occurs during the critical stages of brain development in early childhood; and

**WHEREAS**, according to the 2017 American Community Survey estimate, Pennsylvania ranks fifth in the nation for the percentage of housing units identified as having been built before 1950, when lead was most prevalent; and

**WHEREAS**, each year, the National Lead Poisoning Prevention Week is a call to bring together individuals, organizations, industry, state, tribal and local governments to increase lead poisoning prevention awareness in an effort to reduce childhood exposure to lead. The National Lead Poisoning Prevention Week highlights the many ways parents can reduce children’s exposure to lead in their environment and prevent its serious health effects. The U.S. Department of Housing and Urban Development (HUD), the U.S. Environmental Protection Agency (EPA), and the Centers for Disease Control and Prevention (CDC), and local partners such as Blair County are working diligently to heighten awareness of lead poisoning, provide resources and encourage preventive actions during and beyond National Lead Poisoning Prevention Week; and

**WHEREAS**, we must continue to work together to maximize federal, state, and local resources to best tackle this public health concern and improve the quality of life in Blair County for generations to come.

**NOW THEREFORE**, the Blair County Board of Commissioners, do hereby proclaim October 25-31, 2020, as ***LEAD POISONING PREVENTION WEEK*** and encourages all Blair County residents to ***Get the Facts, Get Your Home Tested, and Get Your Child Tested*.**

**BLAIR COUNTY BOARD OF COMMISSIONERS:**

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Bruce R. Erb, President

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Laura O. Burke, Vice President

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Nicole M. Hemminger, Chief Clerk

Signed and sealed this 20TH day of October 2020.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt the Proclamation.

**Consent Agenda:**

**Resolution #426-2020:**

* 1. Payment of the following two-2 Warrant Lists:

|  |  |  |
| --- | --- | --- |
| **EFFECTIVE DATE** | **WARRANT NUMBER** | **AMOUNT** |
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* 1. **Sheriff’s Office:** Requesting approval of an Affiliation Agreement between the County of Blair and Chatham University for the purpose of student internships.
  2. **Employment:** Alexa R. Corman, FT, APO Officer, APO, $25,116.39/yr., effective 10/19/2020; Theresa M. Lingle, FT, Correctional Case Manager, Prison, $19,522.08/yr., effective 10/19/2020; and Tracy A. Mosel-Miller, FT, Administrative Assistant, Controller’s Office, $23,205.00/yr., effective 10/19/2020.
  3. **Resignations:** Sara J. Rosazza, PT, Telecommunicator, 911/E Center, $14.72/hr., effective 09/01/2020; Julie M. Maysonet, FT, Kitchen Manager, Prison, $37,500.06/yr., effective 10/16/2020; Tara M. Musselman, FT, APO Aide 1, APO, $18,655.00/yr., effective 10/13/2020; and Quinn A. Hunter, FT, Sheriff’s Deputy, Sheriff’s Office, $15.01/hr., effective 10/16/2020.

Commissioner Erb noted his abstention due to a conflict of interest on the payment of invoices to UPMC Altoona and UPMC Behavioral Health.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 426-2020 with abstentions as noted.

**Staff Reports & Special Business:**

**Department of Social Services:**

1. Missy Gillin requested approval of a FY 20/21 Contract Amendment between the County of Blair and Big Brothers/Big Sisters of Blair County, increasing the maximum amount to $20,000.00, for the period of July 1, 2020 through June 30, 2021.

Ms. Gillin stated that the current FY 20/21 contract maximum rate is $15,000.00 and the contract amendment would increase the maximum rate to $20,000.00. She stated that Solicitor Karn has reviewed the contract amendment.

Ms. Gillin stated that the increase is a reallocation of FY 19/20 Human Services Block Grant Funds.

1. Missy Gillin requested approval of a FY 20/21 Contract Amendment between the County of Blair and Family Services, Inc., increasing the maximum amount to $150,000.00, for the period of July 1, 2020 through June 30, 2021.

Ms. Gillin stated that the current FY 20/21 contract maximum rate is $100,000.00 and the contract amendment would increase the maximum rate to $150,000.00.00. She stated that Solicitor Karn has reviewed the contract amendment.

Ms. Gillin stated that the increase is a reallocation of FY 19/20 Human Services Block Grant Funds.

1. Trina Illig requested approval to enter into Sub-recipient Agreements between the County of Blair and the Blair County Redevelopment Authority under the FY 2019 Community Development Block Grant (CDBG) Contract #C000073790 to provide professional services regarding the following invoices:

* To complete housing rehabilitation activities on behalf of Blair Township $78,097.00.
* To complete housing rehabilitation activities on behalf of Greenfield Township $75,448.00.
* To complete housing rehabilitation activities on behalf of Hollidaysburg Borough $88,804.00.
* To complete housing rehabilitation activities on behalf of Tyrone Borough $86,212.00.

Discussion followed.

1. Theresa Rudy requested approval of two-2 FY 20/21 Mental Health Student Assistance Program (MH SAP) Letters of Agreement between the County of Blair, Department of Social Services, UPMC Western Behavioral Health of the Alleghenies (BHA) and the school districts listed below for the period of July 2, 2020 through June 30, 2021:

* Bishop Guilfoyle High School
* Williamsburg School District

Mrs. Rudy stated that the MH SAP Letters of Agreement describe UPMC Western Behavioral Health of the Alleghenies responsibilities, the school districts responsibilities, and the conflict resolution process for the SAP for the SAP Mental Health Liaison. She stated that the Letters of Agreement are renewed each fiscal year/school year.

Discussion followed.

**Juvenile Probation:**

1. Jon Frank requested approval of a FY 20/21 Juvenile Probation Services Grant Agreement 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 amount of $52,370.43, for the period of July 1, 2020 through June 30, 2021.
2. Jon Frank requested approval of the FY 19/20 Grant-in-Aid Financial Statement, in the amount of $146,839.00, for the period of July 1, 2019 through June 30, 2020.
3. Jon Frank requested approval for the submission of the Equitable Compensation Letter to the Commonwealth of Pennsylvania Juvenile Court Judges’ Commission.

Mr. Frank stated that the request is for an annual grant agreement. He stated that the amount for FY 20/21 of $52,370.43 is lower than previous years due to the passage of a five-5 month state budget. He stated that he and the Office of the General Counsel are hopeful that the county will receive the remainder of the full budget amount of $146,839.00 after the state budget is passed.

Mr. Frank stated that the grant funds are for the operation of juvenile probation by reimbursing salaries and services. He stated that approval of these three documents will enable the process to release the grant funds to the county. He stated that Solicitor Karn has reviewed all three-3 documents.

Discussion followed.

**GIS:**

Michaela Dempsie requested approval of a Commonwealth of Pennsylvania Multi-Party Geospatial Data Sharing Agreement by and between the County of Blair and the entities executing Attachment 1 to said agreement as part of the statewide initiative to increase data sharing between geospatial data authors, requiring the data to be shared free of charge.

Ms. Dempsie stated that the GIS Department is requesting that the Board of Commissioners consider approving the Commonwealth of Pennsylvania Multi-party Geospatial Data-Sharing Agreement. She stated that the agreement is part of a statewide initiative to increase data sharing between geospatial data authors, by requiring the data be shared free of charge.

Ms. Dempsie stated that the purpose is to provide a common data picture across the State, and to drive the creation of a base map of Pennsylvania that is maintained by the periodic submission of data from the authoritative entities. She stated that the agreement is recommended by CCAP and as of October 9, 2020 52 of Pennsylvania’s 67 counties have approved the agreement.

Ms. Dempsie stated that the agreement does not prevent the county from selling data to non-participating entities and will not have an impact on our annual data sales, because our current fee schedule allows for the free data transfer to other governing bodies.

Discussion followed.

**Human Resources:**

Katherine Swigart requested approval of a renewal agreement between the County of Blair and Workable for Recruitment/Applicant Management Services, in the amount of $3,080.00, for the period of 10/25/20 to 10/25/21.

Miss Swigart stated that this is an annual renewal agreement for the applicant tracking system for the period of October 25, 2020 to October 25, 2021. She stated that there has been a rate increase of $90.00 for the year and that the total amount now due is $3,080.00.

Miss Swigart stated that the vendor, the vendor’s legal counsel, PCoRP and the county’s solicitor have all reviewed the agreement.

Discussion followed.

**Maintenance:**

Rocky Greenland requested approval of two-2 proposals received from Otis Elevator Company for the purchase and installation of Cab Air Purifier Systems to the elevators located within the Blair County Courthouse and the Blair County Prison as follows:

* Courthouse (four elevators), in the total amount of $9,330.00.
* Prison (one elevator), in the total amount of $3,110.00.

Mr. Greenland stated that the air purifier systems will aid against the coronavirus and the cost of the systems will be paid with CARES Act Funding.

Commissioner Webster asked Mr. Greenland if there would be any ongoing maintenance costs associated with the purchase and installation of the systems. Mr. Greenland stated that it would be a one-time expense only with no ongoing associated costs.

Discussion followed.

**Court Administration:**

Janice Meadows requested approval of a proposal received from Empire for the purchase and installation of a Rapco Horizon LTIBLOX Laptop Interface Device, in Courtroom 6 from the PC to the Mixer, in the total amount of $508.60, to be paid with CARES Act Funding.

Mrs. Meadows stated that the laptop interface device would be used during advanced communication technology so that court conversations with remote participants can be fed into both the amplification and recording systems. She stated that the expense was not anticipated in the 2020 budget and would not be necessary in the absence of the COVID-19 Pandemic, as computers would not be used for remote participation, as the litigants would be present in the courtroom.

Mrs. Meadows stated that the cost of the equipment would be paid using CARES Act Funding.

Don Weakland stated that he has no IT issues or concerns with the equipment and stated that the device works and serves the purpose very well.

Chief Clerk Hemminger asked Mrs. Meadows to forward a completed IT requisition form to her attention for commissioner’s signature once approval action has been taken.

Discussion followed.

**Blair County IT:**

Don Weakland requested approval of a Memorandum of Understanding (MOU) between the County of Blair and the Pennsylvania Department of State (DOS) for use of the Commonwealth’s MS-ALBERT security hardware at no cost to the county.

Mr. Weakland stated that PCoRP recommends Pennsylvania Counties’ use the Commonwealth’s MS-Albert security monitoring service to aid in election security. He stated that the MOU outlines all involved parties responsibilities for use of the service.

Discussion followed.

**Coronavirus Relief Fund Recipient Grant Agreement – Amendment:**

Chief Clerk Hemminger requested approval of an amendment to the Broadband Grant Coronavirus Relief Fund Recipient Agreement between the County of Blair and Crowsnest Broadband LLC changing the prevailing wage determination from strictly Pennsylvania Prevailing Wage to “The higher of the Pennsylvania Prevailing Wage or federal Davis-Bacon Wage Rates”.

Mrs. Hemminger stated that the amendment to the agreement is to meet prevailing wage requirements only and that all other terms and conditions set forth in the agreement remain unchanged.

Discussion followed.

**Old Business:**

**Award of Contract:**

Burgmeier’s Hauling.

No action taken.

**Social Services:**

Requesting approval of the selection of projects to be included in the FY 2020 Blair County Community Development Block Grant Application (CDBG) on behalf of the sixteen-16 non-entitlement communities as follows:

* Available for projects $204,597.00
* 18% Administration $ 44,911.00
* Total $249,508.00

No action taken.

**Court Administration:**

Janice Meadows requested approval of a quote received from McCartney’s for the purchase and installation of metal risers in Courtroom 1, replacing the wooden risers currently under rental from Always a Party Rental, in the total amount of $4,640.00, to be paid from the court’s CARES general operating account.

Mrs. Meadows stated that at the request of Commissioner Erb she has contacted McCartney’s regarding the use of protective padding, rubberized leg caps, and the need for added safety measures on the moving and installation of the risers within the courtroom due to concerns of damage to the recently completed room renovations.

Discussion followed.

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk