

**AGENDA  
WORK SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
PARTICIPATION BY TELEPHONE CONFERENCE ONLY  
TUESDAY, AUGUST 11, 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. **APPROVAL OF MINUTES – Tuesday, July 28, 2020**
6. **SPECIAL ANNOUNCEMENT**
7. **EXECUTIVE SESSION ANNOUNCEMENT**
8. **PUBLIC COMMENT**
9. **COMMISSIONERS COMMENTS**
10. **CONSENT AGENDA**

**Resolution #319-2020**

**a. Payment of four-4 Warrant Lists as follows:**

<u>Date</u>	<u>Reference</u>	<u>Amount</u>
08/11/2020	200811CO	\$ 6,210.14
08/11/2020	200811SS	\$467,554.94
08/11/2020	200811MW	\$198,559.85
08/11/2020	200811TC	\$629,525.23

**b. Ratification of ten-10 Warrant Lists as follows:**

<u>Date</u>	<u>Reference</u>	<u>Amount</u>
08/03/2020	200803HI	\$521,295.94
08/03/2020	200803RF	\$ 4,410.16
08/04/2020	200804FS	\$ 2,502.26
08/05/2020	200805ML	\$ 31,050.49
08/06/2020	200804MW	\$ 85,857.01
08/06/2020	200804CY	\$133,032.33
08/06/2020	200804SS	\$366,041.31
08/06/2020	200804CO	\$ 7,623.61
08/07/2020	200807FC	\$290,866.69
08/07/2020	200807HR	\$ 24,981.40

- c. Ratification of Total Payroll for the Check Dated July 30, 2020, in the total amount of \$1,111,013.89
- d. Ratification of an Invoice for payment to Always a Party Rental, to install risers to provide for additional juror seating in Courtroom 1 to allow for proper social distancing measures under the COVID-19 Declaration of Emergency Disaster Resolution 122-2020. Cost of installation in the total amount of \$1,260.00 will be paid from the Court CARES General Operating Account #02160718-45010.
- e. **2020 Budget Transfer:** An insurance deductible.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44960-General County Operations	\$80.50	01209PO-44960-Prison

- f. **2020 Budget Transfer:** Charges received from McNeese Wallace for the month of June 2020.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$1909.50	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$3021.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$883.50	013201-44080 CYF
01101GCO-44080 General County Operations	\$256.50	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$370.50	01103HW-44080 Highway
01101GCO-44080 General County Operations	\$2023.50	013201-44080 CYF

- g. **2020 Budget Transfer:** Charges received from Justifacts for the month of July 2020.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-42000 General County Operations	\$267.70	762012-42000 APO
01101GCO-42000 General County Operations	\$116.85	01107-42000 Assessment
01101GCO-42000 General County Operations	\$126.85	013201-42000 CYF
01101GCO-42000 General County Operations	\$125.35	01101-42000 Commissioners
01101GCO-42000 General County Operations	\$128.85	01112-42000 Controller
01101GCO-42000 General County Operations	\$122.85	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$116.85	01160CO-42000 Custody Office
01101GCO-42000 General County Operations	\$322.95	08607-42000 Fort Roberdeau
01101GCO-42000 General County Operations	\$116.85	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$122.85	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$1145.25	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$390.55	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$122.85	01157-42000 Public Defender
01101GCO-42000 General County Operations	\$126.85	75504-42000 Social Services

- h. **2020 Budget Transfer:** Charges received from HealthForce for the months of May and June 2020.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-42000 General County Operations	\$100.00	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$50.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$100.00	02157718-42000 Public Defender
01101GCO-42000 General County Operations	\$50.00	02109718-42000 Treasurer
01101GCO-42000 General County Operations	\$50.00	02121718-42000 Office Services

01101GCO-42000 General County Operations	\$50.00	01161FM-42000 MDJ Miller
01101GCO-42000 General County Operations	\$500.00	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$50.00	02504718-42000 Social Services
01101GCO-42000 General County Operations	\$100.00	75504-42000 Social Services
01101GCO-42000 General County Operations	\$50.00	02160718-42000 Judge Doyle
01101GCO-42000 General County Operations	\$100.00	01160ED-42000 Judge Doyle
01101GCO-42000 General County Operations	\$50.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$50.00	01160TS-42000 Judge Sullivan
01101GCO-42000 General County Operations	\$50.00	02118718-42000 Purchasing
01101GCO-42000 General County Operations	\$100.00	02155718-42000 Costs and Fines
01101GCO-42000 General County Operations	\$50.00	35101-42000 Parks and Rec
01101GCO-42000 General County Operations	\$75.00	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$350.00	02107718-42000 Assessment
01101GCO-42000 General County Operations	\$50.00	02136718-42000 Finance
01101GCO-42000 General County Operations	\$50.00	02160718-42000 Judge Bernard
01101GCO-42000 General County Operations	\$50.00	01160JB-42000 Judge Bernard
01101GCO-42000 General County Operations	\$50.00	02160718-42000 Law Library
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01101GCO-42000 General County Operations	\$100.00	02201718-42000 APO
01101GCO-42000 General County Operations	\$100.00	02201718-42000 APO
01101GCO-42000 General County Operations	\$100.00	012011-42000 APO
01101GCO-42000 General County Operations	\$50.00	02113718-42000 GIS
01101GCO-42000 General County Operations	\$200.00	02153718-42000 Prothonotary
01101GCO-42000 General County Operations	\$200.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$100.00	40164-42000 Victim Witness
01101GCO-42000 General County Operations	\$300.00	02201718-42000 APO
01101GCO-42000 General County Operations	\$100.00	02158718-42000 District Attorney
01101GCO-42000 General County Operations	\$150.00	01158-42000 District Attorney
01101GCO-42000 General County Operations	\$100.00	08607-42000 Fort Roberdeau
01101GCO-42000 General County Operations	\$100.00	02607718-42000 Fort Roberdeau
01101GCO-42000 General County Operations	\$250.00	02160718-42000 Court Administration
01101GCO-42000 General County Operations	\$50.00	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$100.00	01160CO-42000 Custody Office
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01101GCO-42000 General County Operations	\$100.00	011191-42000 Records Management
01101GCO-42000 General County Operations	\$50.00	02603718-42000 Veterans' Affairs
01101GCO-42000 General County Operations	\$50.00	01603-42000 Veterans' Affairs

- i. **Blair HealthChoices:** Requesting approval for the reappointments of Commissioner Bruce R. Erb and Mr. Paul Querry, to the Blair HealthChoices Board of Directors for the period of July 1, 2020 through June 30, 2023.
  - j. **Blair County Sheriff's Office:** Requesting approval of one-1 Penn State Altoona Student Intern, Cameron M. Banjak-Corle, for the period of August 24, 2020 through November 16, 2020 (288 hours). Internship is for credit only and is at no cost to the county.
  - k. **Employment:** Angela R. Brandt, PT, Office Assistant, Public Defender's Office, \$10.25/hr., effective 08/03/2020; Tracy L. Fox, FT, Accounts Payable Specialist, Controller's Office, \$20,0052.94/yr., effective 08/03/2020; Megan J. Nixon, FT, Administrative Clerk, District Attorney's Office, \$18,655.00/yr., effective 08/03/2020; Kara R. Snyder, FT, Assessor I, Assessment Office, \$20,905.54/yr., effective 08/03/2020; Angie M. Best, FT, Casework Supervisor, CYF, \$35,568.00/yr., effective 08/10/2020; and Gary F. Sicola, PT, Probation Officer Support, APO, \$10.56/hr., effective 08/10/2020.
  - l. **Termination:** Robert J. Furio, FT, Corrections Officer, Prison, \$20.58/hr., effective 08/03/2020.
  - m. **Resignations:** Sadie F. Nowoczynski, FT, Administrative Clerk, District Attorney's Office, \$18,888.22/yr., effective 07/30/2020; Conor M. O'Donnell, PT, Tipstaff, Court Administration, \$10.25/hr., effective 08/07/2020; and Gerald D. Lowe, PT, Sheriff Deputy, Sheriff's Office, \$13.21/hr., effective 08/11/2020.
  - n. **Retirements:** Lou L. Kensinger, PT, Tipstaff, Court Administration, \$10.29/hr., effective 07/31/2020.
11. **STAFF REPORTS & SPECIAL BUSINESS**
- A. **Blair County Sheriff's Office/City of Altoona:**  
Requesting approval of a Memorandum of Understanding (MOU) between the County of Blair and the City of Altoona, acknowledging and supporting the submission of a 2020 Justice Assistance Grant (JAG) Application by the City of Altoona and the Blair County Sheriff's Office, in the total amount of \$13,287.00 (City of Altoona \$10,000.00 and the County of Blair, Blair County Sheriff's Office \$3,287.00).
  - B. **Ag Land Preservation:**  
Requesting approval of an Agreement for the Sale and Purchase of an Agricultural Conservation Easement between the Commonwealth of Pennsylvania and the County of Blair, Jointly in Perpetuity and Linda M. Longenecker (3141 Piney Creek Road, Williamsburg, PA Huston Township) in the total purchase price of \$400,876.50 (\$320,876.50 Commonwealth and \$80,000.00 County of Blair)

C. **Blair County Department of Emergency Services:**

Requesting approval of an Amendment to the Agreement dated April 22, 2013 between the County of Blair and Pictometry International Corp., (EagleView) extending the County's Pictometry Connect Service for up to fifty-50 concurrent authorized users for an additional one-1 year period from September 19, 2020 through September 19, 2021, in the total amount of \$2,200.00.

D. **Department of Social Services:**

a. Requesting approval of a County of Blair Affordable Housing Trust Fund Program Disbursement, in the total amount of \$5,925.00 as follows:

- Removal and replacement of a roof at 2195 Kettle Road, Altoona, PA, in the total amount of \$2,800.00
- Repair of a furnace and oil tank at 293 Sunset Drive, Hollidaysburg, PA, in the total amount of \$3,125.00

b. Requesting approval for the submission of a FY 2019 Emergency Solutions Grant (ESG) Contract (C000072744) Budget Revision #2 to the Commonwealth of Pennsylvania, Department of Community and Economic Development as follows;

**Blair County Community Action Agency**

1. Decrease existing activity for Financial Assistance from \$11,573.00 to \$6573.00 for a total net decrease of -\$5000 .00.
2. Increase existing activity for Rental Assistance from \$32,312.00 to \$37,312.00 for a total net increase of \$5000.00.

**Family Services**

1. Increase existing activity for the Financial Assistance from \$14,400.00 to \$18,222.00 for a total net increase of \$3822.00.
2. Decrease existing activity for Rental Assistance from \$53,484.00 to \$49,142.00 for a total net decrease of \$-4342.00.
3. Increase existing activity for Services from \$1,000.00 to \$1,520.00 for a total net increase of \$520.00.

c. Discussion concerning the selection of projects to be included in the Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CDBG-CV) Application to the Pennsylvania Department of Community and Economic Development (DCED) on behalf of six-6 non-entitlement boroughs and ten-10 non-entitlement townships.

E. **Juvenile Probation:**

- a. Requesting approval of two-2 Student Assistance Program and Juvenile Probation Office Agreements between the County of Blair, Juvenile Probation Office and 1) the Hollidaysburg Area School District, for the period of July 15, 2020 through June 30, 2021, and 2) the Altoona Area School District, for the period of September 1, 2020 through June 30, 2021.
- b. Requesting approval for the submission of a Pennsylvania Commission on Crime and Delinquency (PCCD) Victims of Juvenile Offenders (VOJO) Grant Application, in the amount of \$70,610.00, for the operation of the Victim/Witness Program within the Juvenile Program Office, for the period of January 1, 2021 through December 31, 2022.

F. **Court Administration:**

- a. Requesting approval for the acceptance of a Pennsylvania Commission on Crime and Delinquency (PCCD) Coronavirus Emergency Relief Grant (#33335), in the total amount of \$90,345.00, to be used by the courts for personnel protective equipment, professional barriers to conduct hearings and computers to conduct hearings remotely, for the period of January 20, 2020 through January 19, 2022.
- b. Requesting authorization to advertise for bids for cleaning services for various County of Blair Office Buildings, Magisterial District Judge Offices, 911E Center, and the Adult Parole Satellite Office.

G. **Blair County Prison:**

Requesting approval of a Service Agreement between the County of Blair, and the County of Lehigh, by and through the Department of Corrections, to house youthful offenders for the Blair County Prison, in the amount of \$150.00 per day per inmate, effective upon execution of said agreement by both parties and remaining in effect indefinitely until terminated in writing by either party.

H. **Children, Youth and Families:**

Requesting approval for submission of the Blair County Children, Youth and Families' Narrative Signature Page for the proposed FY 20/21 Implementation Plan and the FY 21/22 Needs Based Plan and Budget.

I. **Park and Recreation Advisory Board:**

- a. Requesting approval for the acceptance of the following three-3 quotes received for the cutting, and removal of four-4 trees and the grinding out of seven-7 stumps at Valley View Park with award of lowest quote received to Maier's Tree Service and Landscaping, LLC, in the total amount of \$3,500.00, pending receipt of the appropriate Certificate of Liability Insurance:

Shauf's Tree Service Tyrone, PA 16686	\$5,650.00	Fully Insured. Certificate not provided with quote.
Gene's Tree Service LLC Huntingdon, PA	\$3,600.00	Fully Insured. Certificate not provided with quote.
Maier's Tree Service LLC Hollidaysburg, PA 16648	\$3,500.00	Fully Insured. Certificate not provided with quote.

- b. Requesting approval for the payment of an invoice received from the Central Blair Recreation and Park Commission, in the total amount of \$3,750.00, for the Summer Playground Program held at Valley View Park July 6, 2020 through July 31, 2020.

J. **Blair County IT:**

Requesting approval to add additional terms and bandwidth to the Master Service Agreement between the County of Blair and Atlantic Broadband (Penn) LLC dated January 8, 2017, increasing fiber internet services, effective upon signing of agreement through February 27, 2020, in the monthly amount of \$1,515.00 (an overall increase of \$200.00 per month.)

K. **Blair County Retirement Board:**

Requesting approval of a proposal received from CBIZ Retirement Plan Services, to perform an Experience Study of the Employees' Retirement System and Trust Plan, in the total amount of \$11,500.00. Estimated study completion time is 8-10 weeks following approval and receipt of requested data.

12. **OLD BUSINESS**

None

**WORK SESSION: TUESDAY, AUGUST 11, 2020, 10:00 A.M.:**

Location: Participation Is 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 that 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 Assistant Solicitor Muriceak.

Members Absent: Solicitor Karn.

Others Present: Jenn Sleppy and Sarah Chuff (Finance), Melissa Harpster (Commissioners Office), AC Stickel (Controller), Jim Ott (Sheriff), Janice Freeling (Altoona Police Department), Rich Huether (Conservation District), Missy Gillin and Trina Illig (Social Services), Kelly Novak and Sue Ammerman (911E Center), Jon Frank, Molly Wink and Clark Sheehe (JPO), Janice Meadows and Scott Schultz (Court Administration), Abbie Tate (Prison), Don Weakland (IT), Kay Stephens (Altoona Mirror), Helen Schmitt (Public), and Amanda Moore (APO).

**Approval of Minutes – Tuesday, July 28, 2020:**

Commissioner Erb called for changes or corrections to the minutes of Tuesday, July 28, 2020. There were no changes or corrections noted.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to accept the minutes as prepared.

**Special Announcement:**

Commissioner Erb announced that today's meeting would not adjourn but recess and reconvene on Friday, August 14, 2020 beginning at 12 noon to approve new items on a consent agenda and to take care of any unfinished business from today's meeting. He stated that there will be no Commissioner's Meeting on Tuesday, August 18, 2020 due to the commissioners attending a virtual CCAP Conference.

**Executive Session Announcement:**

Chief Clerk Hemminger announced that she, the Commissioners, HR Director Katherine Swigart, HR Manager Robin Gindlesperger, and Labor Council Representative John Baker met in Executive Session beginning at 9:30 a.m. on Thursday, July 30, 2020, to discuss the SEIU bargaining status, the PSSU bargaining status, two-2 grievances, a potential litigation matter and one-1 individual employee.

**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 Erb and Burke have begun conducting individual budget meetings with their assigned elected officials and department heads. She stated that the effects of the COVID-19 Pandemic on our current economy are unknown and she is concerned for Blair County Taxpayers who may be facing losing their jobs, homes, property and businesses.

Commissioner Webster stated that economic analysts are predicting an 8% to 15% tax revenue decrease and presently, we do not know where Blair County will fall into this analysis. She stated that as the budgeting process moves forward, it is going to be extremely important for all to look at all costs, services, and try to reduce them significantly.

Commissioner Burke stated that the deadline to file an assessment appeal was last week and that two-hundred-fifty-two (252) appeals were received. She stated that the Board of Assessment Appeals would begin scheduling and hearing appeals during the month of September. She reminded everyone that assessments can be appealed annually.

Commissioner Erb echoed both Commissioner Webster and Burke's comments.

**Consent Agenda:**  
**Resolution #319-2020:**

a. Payment of four-4 Warrant Lists as follows:

Date	Reference	Amount
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- i. **Blair HealthChoices:** Requesting approval for the reappointments of Commissioner Bruce R. Erb and Mr. Paul Querry, to the Blair HealthChoices Board of Directors for the period of July 1, 2020 through June 30, 2023.
- j. **Blair County Sheriff's Office:** Requesting approval of one-1 Penn State Altoona Student Intern, Cameron M. Banjak-Corle, for the period of August 24, 2020 through November 16, 2020 (288 hours). Internship is for credit only and is at no cost to the county.
- k. **Employment:** Angela R. Brandt, PT, Office Assistant, Public Defender's Office, \$10.25/hr., effective 08/03/2020; Tracy L. Fox, FT, Accounts Payable Specialist, Controller's Office, \$20,0052.94/yr., effective 08/03/2020; Megan J. Nixon, FT, Administrative Clerk, District Attorney's Office, \$18,655.00/yr., effective 08/03/2020; Kara R. Snyder, FT, Assessor I, Assessment Office, \$20,905.54/yr., effective 08/03/2020; Angie M. Best, FT, Casework Supervisor, CYF, \$35,568.00/yr., effective 08/10/2020; and Gary F. Sicola, PT, Probation Officer Support, APO, \$10.56/hr., effective 08/10/2020.
- l. **Termination:** Robert J. Furio, FT, Corrections Officer, Prison, \$20.58/hr., effective 08/03/2020.
- m. **Resignations:** Sadie F. Nowoczynski, FT, Administrative Clerk, District Attorney's Office, \$18,888.22/yr., effective 07/30/2020; Conor M. O'Donnell, PT, Tipstaff, Court Administration, \$10.25/hr., effective 08/07/2020; and Gerald D. Lowe, PT, Sheriff Deputy, Sheriff's Office, \$13.21/hr., effective 08/11/2020.
- n. **Retirements:** Lou L. Kensinger, PT, Tipstaff, Court Administration, \$10.29/hr., effective 07/31/2020.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 319-2020.

**Staff Reports & Special Business:**

**Blair County Sheriff's Office/City of Altoona:**

Sheriff Ott and Chief Freeling requested approval of a Memorandum of Understanding (MOU) between the County of Blair and the City of Altoona, acknowledging and supporting the submission of a 2020 Justice Assistance Grant (JAG) Application by the City of Altoona and the Blair County Sheriff's Office, in the total amount of \$13,287.00 (City of Altoona \$10,000.00 and the County of Blair, Blair County Sheriff's Office \$3,287.00).

Sheriff Ott stated that the MOU and submission of the JAG grant application are annual requests. He stated that Solicitor Karn reviewed the MOU.

Sheriff Ott stated that the total allocation amount would be \$13,287.00; with the city receiving \$10,000.00, and the county receiving \$3,287.00. He stated that the allocation amounts would be used for non-budgeted police and sheriff items such as training equipment, supplies, technology as well as the required 3% for NIBRS training.

Chief Freeling stated that the application is due no later than Wednesday, August 19, 2020. She requested that the board consider taking action at the reconvened meeting on Friday, August 14, 2020.

Discussion followed.

**Ag Land Preservation:**

Rich Huether requested approval of an Agreement for the Sale and Purchase of an Agricultural Conservation Easement between the Commonwealth of Pennsylvania and the County of Blair, Jointly in Perpetuity and Linda M. Longenecker (3141 Piney Creek Road, Williamsburg, PA Huston Township) in the total purchase price of \$400,876.50 (\$320,876.50 Commonwealth and \$80,000.00 County of Blair)

Mr. Huether stated that the purchase of the Linda M. Longenecker property would be the fifty-sixth (56) easement for the county. He stated that the property is located in Huston Township and consists of 258.63 acres.

Mr. Huether stated that funds for the purchase are available in the Farmland Preservation Account. He stated that a portion of the funds will be from the county allocation and the Commonwealth of Pennsylvania will pay a portion at the time of settlement.

Discussion followed.

**Blair County Department of Emergency Services:**

Sue Ammerman requested approval of an Amendment to the Agreement dated April 22, 2013 between the County of Blair and Pictometry International Corp., (EagleView) extending the County's Pictometry Connect Service for up to fifty-50 concurrent authorized users for an additional one-1 year period from September 19, 2020 through September 19, 2021, in the total amount of \$2,200.00.

Ms. Ammerman stated that the amount remains the same as last year and that Solicitor Karn has reviewed the agreement.

Discussion followed.

**Department of Social Services:**

- a. Missy Gillin requested approval of a County of Blair Affordable Housing Trust Fund Program Disbursement, in the total amount of \$5,925.00 as follows:
  1. Removal and replacement of a roof at 2195 Kettle Road, Altoona, PA, in the total amount of \$2,800.00.
  2. Repair of a furnace and oil tank at 293 Sunset Drive, Hollidaysburg, PA, in the total amount of \$3,125.00.

Ms. Gillin stated that once the replacement of the roof and the repair of the furnace and oil tank are completed, Blair County Community Action Agency would be able to leverage at least an additional \$7,831.15 to conduct weatherization activities on these properties. She stated that both disbursements fall within the guidelines of the Affordable Housing Trust Fund Program.

Discussion followed.

- b. Trina Illig requested approval for the submission of a FY 2019 Emergency Solutions Grant (ESG) Contract (C000072744) Budget Revision #2 to the Commonwealth of Pennsylvania, Department of Community and Economic Development as follows:

**Blair County Community Action Agency**

1. Decrease existing activity for Financial Assistance from \$11,573.00 to \$6573.00 for a total net decrease of -\$5,000 .00.
2. Increase existing activity for Rental Assistance from \$32,312.00 to \$37,312.00 for a total net increase of \$5,000.00.

**Family Services**

1. Increase existing activity for the Financial Assistance from \$14,400.00 to \$18,222.00 for a total net increase of \$3,822.00.
2. Decrease existing activity for Rental Assistance from \$53,484.00 to \$49,142.00 for a total net decrease of -\$4,342.00.
3. Increase existing activity for Services from \$1,000.00 to \$1,520.00 for a total net increase of \$520.00.

Mrs. Illig stated that Blair County Community Action Agency is requesting to remove \$5,000.00 within the FY 2019 ESG Contract from Financial Assistance into Rental Assistance in order to be able to continue to pay the rents for those individuals currently enrolled in the program.

Mrs. Illig stated that Family Services is requesting to have monies transferred within the FY 2019 ESG Contract by increasing existing activity for Financial Assistance, decreasing existing activity for Rental Assistance and increasing existing activity for services with no change to the existing Homeless Management Information System (HMIS) activity. She stated that these changes are being requested to revise the existing budget to actual projected expenses to complete the contract.

Discussion followed.

- c. Trina Illig presented discussion concerning the selection of projects to be included in the Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CDBG-CV) Application to the Pennsylvania Department of Community and Economic Development (DCED) on behalf of six-6 non-entitlement boroughs and ten-10 non-entitlement townships.

Mrs. Illig stated that the county generally receives one-1 CDBG allocation; however, this year we have received two-2. The second is the Coronavirus Aid, Relief and Economic Security Act (CDBG-CV) Funding Allocation in the total anticipated amount of \$166,152.00.

Mrs. Illig stated that the total allocation of funds available for projects would be \$136,245.00. Minimum of 70% to benefit low-to-moderate persons in the amount of \$95,372.00; maximum of 100% to benefit Public Service Projects in the amount of \$136,245.00; maximum of 30% to benefit Urgent Needs in the amount of \$40,873.00; and Administrative Costs of 18% of the total grant in the amount of \$29,907.00.

Mrs. Illig stated that all sixteen-16 non-entitlement boroughs and townships have been solicited with only two-2 project requests received. She stated that one-1 of the projects was for demolition and is not eligible under the CARES Act Block Grant for funding and the second project is from the Roaring Spring Library to move the existing Food Bank into the basement. She stated that she feels this could be a qualifying project; however there are ADA improvements that would need to be made first in order to make the project happen, and additional waivers would need to be received.



Mrs. Illig stated that public meetings were advertised in newspapers, thru radio ads, and virtual telephone conferences were held. She stated applications are due to DCED by Monday, August 31, 2020; however, since there are currently no projects to submit, she will be requesting up to a sixty-60 day extension for submission of the application. If the extension request is not granted, she recommends placing 100% of the grant into Public Service Projects.

Discussion followed.

**Juvenile Probation:**

- a. Jon Frank requested approval of two-2 Student Assistance Program and Juvenile Probation Office Agreements between the County of Blair, Juvenile Probation Office and 1) the Hollidaysburg Area School District, for the period of July 15, 2020 through June 30, 2021, and 2) the Altoona Area School District, for the period of September 1, 2020 through June 30, 2021.

Mr. Frank stated that Solicitor Karn has reviewed the annual renewal agreements. He stated that there is no cost to the county associated with either of the two-2 agreements.

Discussion followed.

- b. Molly Wink requested approval for the submission of a Pennsylvania Commission on Crime and Delinquency (PCCD) Victims of Juvenile Offenders (VOJO) Grant Application, in the amount of \$70,610.00, for the operation of the Victim/Witness Program within the Juvenile Program Office, for the period of January 1, 2021 through December 31, 2022.

Ms. Wink stated that the grant provides funding for personnel, employee benefits and supplies and operating expenses associated with the operation of the Juvenile Probation Office's Victim/Witness Program.

Discussion followed.

**Court Administration:**

- a. Scott Schultz requested approval for the acceptance of a Pennsylvania Commission on Crime and Delinquency (PCCD) Coronavirus Emergency Relief Grant (#33335), in the total amount of \$90,345.00, to be used by the courts for personnel protective equipment, professional barriers to conduct hearings and computers to conduct hearings remotely, for the period of January 20, 2020 through January 19, 2022.

Mr. Schultz stated that the county has been awarded a PCCD Coronavirus Emergency Relief Grant for the period of January 20, 2020 through January 19, 2022, in the total amount of \$90,345.00. He stated that funds would be used by the courts for such items as personnel protective equipment, professional barriers in order to conduct hearings and for computers to conduct hearings remotely.

Discussion followed.

- b. Janice Meadows requested authorization to advertise for bids for cleaning services for various County of Blair Office Buildings, Magisterial District Judge Offices, 911E Center, and the Adult Parole Satellite Office.

Mrs. Meadows stated that the current cleaning contract for the six-6 Magisterial District Justice Offices, the 911E Center and the Adult Parole Satellite Center is due to expire on October 1, 2020. She requested approval to advertise for bids for a new cleaning services contract for those offices.

Discussion followed.

**Blair County Prison:**

Abbie Tate requested approval of a Service Agreement between the County of Blair, and the County of Lehigh, by and through the Department of Corrections, to house youthful offenders for the Blair County Prison, in the amount of \$150.00 per day per inmate, effective upon execution of said agreement by both parties and remaining in effect indefinitely until terminated in writing by either party.

Warden Tate stated that in order for the county to be in compliance under the Prison Rape Elimination Act (PREA) she stated that youthful inmates cannot be placed in a housing unit in which the youthful inmate will have sight, sound or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters. She stated that the county has five-5 youthful inmates of which four-4 have been placed at the Pine Grove State Correctional Institution with one-1 still needing to be placed.

Warden Tate stated that the Service Agreement between the County of Blair and the County of Lehigh would enable the one-1 remaining youthful inmate to be placed in Lehigh County at the rate of \$150.00 per day per inmate.

Discussion followed.

**Resolution 320-2020:** A resolution approving a Service Agreement between the County of Blair, and the County of Lehigh, by and through the Department of Corrections, to house youthful offenders for the Blair County Prison, in the amount of \$150.00 per day per inmate, effective upon execution of said agreement by both parties and remaining in effect indefinitely until terminated in writing by either party.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 320-2020.

**Children, Youth and Families:**

Requesting approval for submission of the Blair County Children, Youth and Families' Narrative Signature Page for the proposed FY 20/21 Implementation Plan and the FY 21/22 Needs Based Plan and Budget.

Commissioner Burke stated that this item is being placed on the August 25, 2020 agenda for discussion, as CYF staff did not receive the necessary documents from the consultant until late yesterday afternoon.

**Park and Recreation Advisory Board:**

- a. Melissa Harpster requested approval for the acceptance of the following three-3 quotes received for the cutting, and removal of four-4 trees and the grinding out of seven-7 stumps at Valley View Park with award of lowest quote received to Maier's Tree Service and Landscaping, LLC, in the total amount of \$3,500.00, pending receipt of the appropriate Certificate of Liability Insurance:

Shauf's Tree Service Tyrone, PA 16686	\$5,650.00	Fully Insured. Certificate not provided with quote.
Gene's Tree Service LLC Huntingdon, PA	\$3,600.00	Fully Insured. Certificate not provided with quote.
Maier's Tree Service LLC Hollidaysburg, PA 16648	\$3,500.00	Fully Insured. Certificate not provided with quote.

Mrs. Harpster stated that three-3 quotes were obtained for the removal of four-4 trees and the grinding out of seven-7 stumps at Valley View Park. She stated that the Park and Recreation Advisory Board reviewed the quotes received and have unanimously approved to recommend that the board consider accepting the three-quotes received and to award to Maier's Tree Service LLC, the lowest quote received, pending receipt of the appropriate Certificate of Liability Insurance.

Discussion followed.

- b. Melissa Harpster requested approval for the payment of an invoice received from the Central Blair Recreation and Park Commission, in the total amount of \$3,750.00, for the Summer Playground Program held at Valley View Park July 6, 2020 through July 31, 2020.

Mrs. Harpster stated that through an annual allocation of Blair County Park and Recreation Reserve Account Funds, Central Blair Recreation and Park Commission conducts a Summer Playground Program at Valley View Park. She stated that in prior years the program saw as high as seventy-five or more participants, however, this year due to the COVID-19 Pandemic the number of participants was much lower at only thirty-two (32).

Mrs. Harpster stated that the Park and Recreation Advisory Board voted and unanimously approved a recommendation to the board for payment of the invoice received from the Blair County Park and Recreation Commission in the total amount of \$3,750.00.

**Blair County IT:**

Chief Clerk Hemminger requested approval to add additional terms and bandwidth to the Master Service Agreement between the County of Blair and Atlantic Broadband (Penn) LLC dated January 8, 2017, increasing fiber internet services, effective upon signing of agreement through February 27, 2022, in the monthly amount of \$1,515.00 (an overall increase of \$200.00 per month.)

Mrs. Hemminger stated that the county presently has a Master Service Agreement with Atlantic Broadband for 50Mbps of bandwidth in a monthly amount of \$1,315.00. However, the county needs to increase the amount of bandwidth from 50Mbps to 100Mbps to better our wireless connection in the courthouse. This increases the monthly amount due from \$1,315.00 to \$1,515.00 (an overall increase of \$200.00 per month) for a period effective with agreement signing through February 27, 2022.

Discussion followed.

**Blair County Retirement Board:**

AC Stickel requested approval of a proposal received from CBIZ Retirement Plan Services, to perform an Experience Study of the Employees' Retirement System and Trust Plan, in the total amount of \$11,500.00. Estimated study completion time is 8-10 weeks following approval and receipt of requested data.

Mr. Stickel stated that CBIZ will analyze the Plan's census data over the past 5 to 10 years and will compare the Plan's experience to the actuarial assumptions; recommend changes to individual assumptions as necessary; determine the impact to the Plan's liability of any assumption changes; and will prepare and submit a report on the results of the study to the county's Retirement Board.

Mr. Stickel stated that the estimated completion time for the study is 8-10 weeks following proposal approval and receipt of requested data by CBIZ.

Discussion followed.

**Old Business:**

None

**Recess:**

Commissioner Erb recessed the meeting. He stated that the meeting would reconvene on Friday, August 14, 2020 beginning at 12 noon with participation by telephone conference.

**MEETING RECONVENED: FRIDAY, AUGUST 14, 2020, 12 NOON**

Location: Participation by telephone conference only.

*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#*

**Reconvened Meeting Called To Order:**

Commissioner Erb called the reconvened meeting to order.

**Roll Call:**

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster, and Chief Clerk Hemminger.

Members Absent: Solicitor Karn and Assistant Solicitor Muriceak.

Others Present: Melissa Harpster (Commissioners Office), Jenn Sleppy and Sarah Chuff (Finance), Kay Stephens (Altoona Mirror), Helen Schmitt (Public), Scott Schultz (Court Administration), Trina Illig (Social Services) and Jon Frank (JPO).

**Public Comment:**

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

**Consent Agenda:**

**Resolution 321-2020:**

- a. Payment of two-2 Warrant Lists as listed below, which include a payment to UPMC Altoona in the total amount of \$188,194.44.

DATE	REFERENCE	AMOUNT
08/18/2020	200818MW	\$315,000.73
08/18/2020	200818SS	\$218,505.83

- b. Ratification of one-1 Warrant List as listed below.

DATE	REFERENCE	AMOUNT
08/12/2020	200812RF	\$1,100.29

- c. Ratification of Total Payroll for the Check Dated August 13, 2020, in the total amount of \$789,512.38.

- d. **2020 Budget Transfer:** Charges received from HealthForce for August 2020.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-42000 General County Operation's	\$400.00	01209PO-42000 Prison
01101GCO-42000 General County Operation's	\$425.00	01103HW-42000 Highway
01101GCO-42000 General County Operation's	\$ 50.00	02103718-42000 Custodial Services
01101GCO-42000 General County Operation's	\$100.00	02160718-42000 Court Admin.
01101GCO-42000 General County Operation's	\$ 50.00	01151-42000 Sheriff
01101GCO-42000 General County Operation's	\$100.00	08607-42000 Fort Roberdeau
01101GCO-42000 General County Operation's	\$ 50.00	01161MD-42000 MDJ Dunio
01101GCO-42000 General County Operation's	\$ 50.00	01107-42000 Assessment

- e. **County of Blair Redevelopment & Housing Authorities:** Requesting approval for the reappointment of Gregg Harris to the Authorities for the period of July 24, 2020 through July 23, 2025.

- f. **Retirements:** Deanne E. Paul, FT, Assistant District Attorney, District Attorney's Office, \$60,213.66/yr., effective 08/14/2020; and Roberta G. Pucciarella, FT, Administrative Clerk, District Attorney's Office, \$35,202.18/yr., effective 8/14/2020.

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

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 321-2020.

**Unfinished Business:**

**Adoption of Resolutions:**

**Resolution 322-2020:** A resolution approving a Memorandum of Understanding (MOU) between the County of Blair and the City of Altoona, acknowledging and supporting the submission of a 2020 Justice Assistance Grant (JAG) Application by the City of Altoona and the Blair County Sheriff's Office, in the total amount of \$13,287.00 (City of Altoona \$10,000.00 and the County of Blair, Blair County Sheriff's Office \$3,287.00).

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 322-2020.

**Resolution 323-2020:** A resolution approving an Agreement for the Sale and Purchase of an Agricultural Conservation Easement between the Commonwealth of Pennsylvania and the County of Blair, Jointly in Perpetuity and Linda M. Longenecker (3141 Piney Creek Road, Williamsburg, PA Huston Township) in the total purchase price of \$400,876.50 (\$320,876.50 Commonwealth and \$80,000.00 County of Blair)

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 323-2020.

**Resolution 324-2020:** A resolution approving an Amendment to the Agreement dated April 22, 2013 between the County of Blair and Pictometry International Corp., (EagleView) extending the County's Pictometry Connect Service for up to fifty-50 concurrent authorized users for an additional one-1 year period from September 19, 2020 through September 19, 2021, in the total amount of \$2,200.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 324-2020.

**Resolution 325-2020:** A resolution approving a County of Blair Affordable Housing Trust Fund Program Disbursement, in the total amount of \$5,925.00 as follows:

1. Removal and replacement of a roof at 2195 Kettle Road, Altoona, PA, in the total amount of \$2,800.00
2. Repair of a furnace and oil tank at 293 Sunset Drive, Hollidaysburg, PA, in the total amount of \$3,125.00

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 325-2020.

**Resolution 326-2020:** A resolution approving the submission of a FY 2019 Emergency Solutions Grant (ESG) Contract (C000072744) Budget Revision #2 to the Commonwealth of Pennsylvania, Department of Community and Economic Development as follows;

**Blair County Community Action Agency**

1. Decrease existing activity for Financial Assistance from \$11,573.00 to \$6573.00 for a total net decrease of -\$5000 .00.
2. Increase existing activity for Rental Assistance from \$32,312.00 to \$37,312.00 for a total net increase of \$5000.00.

**Family Services**

1. Increase existing activity for the Financial Assistance from \$14,400.00 to \$18,222.00 for a total net increase of \$3822.00.
2. Decrease existing activity for Rental Assistance from \$53,484.00 to \$49,142.00 for a total net decrease of \$-4342.00.
3. Increase existing activity for Services from \$1,000.00 to \$1,520.00 for a total net increase of \$520.00.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 326-2020.

**Resolution 327-2020:** A resolution approving the selection of projects to be included in the Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CDBG-CV) Application to the Pennsylvania Department of Community and Economic Development (DCED) on behalf of six-6 non-entitlement boroughs and ten-10 non-entitlement townships.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to Table Resolution 327-2020.

**Resolution 328-2020:** A resolution approving two-2 Student Assistance Program and Juvenile Probation Office Agreements between the County of Blair, Juvenile Probation Office and 1) the Hollidaysburg Area School District, for the period of July 15, 2020 through June 30, 2021, and 2) the Altoona Area School District, for the period of September 1, 2020 through June 30, 2021.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 328-2020.

**Resolution 329-2020:** A resolution approving the submission of a Pennsylvania Commission on Crime and Delinquency (PCCD) Victims of Juvenile Offenders (VOJO) Grant Application, in the amount of \$70,610.00, for the operation of the Victim/Witness Program within the Juvenile Program Office, for the period of January 1, 2021 through December 31, 2022.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 329-2020.

**Resolution 330-2020:** A resolution approving the acceptance of a Pennsylvania Commission on Crime and Delinquency (PCCD) Coronavirus Emergency Relief Grant (#33335), in the total amount of \$90,345.00, to be used by the courts for personnel protective equipment, professional barriers to conduct hearings and computers to conduct hearings remotely, for the period of January 20, 2020 through January 19, 2022.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 330-2020.

**Resolution 331-2020:** A resolution approving authorization to advertise for bids for cleaning services for various County of Blair Office Buildings, Magisterial District Judge Offices, 911E Center, and the Adult Parole Satellite Office.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 331-2020.

**Resolution 332-2020:** A resolution approving the acceptance of the following three-3 quotes received for the cutting, and removal of four-4 trees and the grinding out of seven-7 stumps at Valley View Park; and approving the award of the lowest quote received to Maier's Tree Service and Landscaping, LLC, in the total amount of \$3,500.00, pending receipt of the appropriate Certificate of Liability Insurance:

Shauf's Tree Service Tyrone, PA 16686	\$5,650.00	Fully Insured. Certificate not provided with quote.
Gene's Tree Service LLC Huntingdon, PA	\$3,600.00	Fully Insured. Certificate not provided with quote.
Maier's Tree Service LLC Hollidaysburg, PA 16648	\$3,500.00	Fully Insured. Certificate not provided with quote.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 332-2020.

**Resolution 333-2020:** A resolution approving the payment of an invoice received from the Central Blair Recreation and Park Commission, in the total amount of \$3,750.00, for the Summer Playground Program held at Valley View Park July 6, 2020 through July 31, 2020.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 333-2020.

**Resolution 334-2020:** A resolution approving the additional terms and bandwidth to the Master Service Agreement between the County of Blair and Atlantic Broadband (Penn) LLC dated January 8, 2017, increasing fiber internet services, effective upon signing of agreement through February 27, 2020, in the monthly amount of \$1,515.00 (an overall increase of \$200.00 per month.)

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 334-2020.

**Resolution 335-2020:** A resolution approving a proposal received from CBIZ Retirement Plan Services, to perform an Experience Study of the Employees' Retirement System and Trust Plan, in the total amount of \$11,500.00. Estimated study completion time is 8-10 weeks following approval and receipt of requested data.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 335-2020.

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk