

**WORK SESSION: TUESDAY, OCTOBER 24, 2023, 10:00 A.M.**

Location: Commissioners Meeting Room, Basement.

*\*Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-301-715-8592 or-1-646-876-9923, enter meeting number 966 3545 3323, and enter the meeting passcode 423423.*

**Call to Order:**

Commission 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 please stand and recite the Pledge of Allegiance to the Flag.

**Roll Call:**

**Members Present:**

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

**Members Absent:**

Solicitor Karn and Assistant Solicitor Muriceak.

**Others Present:**

Kay Stephens (Altoona Mirror), Nate Taylor (Public Access Channel), Ray Benton (Coroner’s Office), AC Stickel and Angela Wagner (Controller’s Office), Jay Whitesel (Prison), Rebecca Robinson (Purchasing), Brandon Meck and Lindsay Dempsie (Finance), Tiffany Treese and Allison Morgan (CYF), Allison Senkevich and Melissa Harpster (Commissioners Office), Carol Taylor and Helen Schmitt (Public).

**Upcoming Meetings:**

Tuesday, October 24, 2023	2:00 p.m.	*Public Budget Meeting (Commissioners Meeting Room)
Wednesday, October 25, 2023	3:00 p.m.	Blair HealthChoices (At Blair HealthChoices)
Thursday, October 26, 2023	8:30 a.m.	Blair County Planning Commission (At the Altoona Water Authority)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, October 27, 2023	2:00 p.m.	*Public Budget Meeting (Commissioners Meeting Room)
Monday, October 30, 2023		
Tuesday, October 31, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)
	2:00 p.m.	*Public Budget Meeting (Commissioners Meeting Room)

Commissioner Erb stated that the Public Budget Meeting previously scheduled for 2:00 p.m. this afternoon is cancelled.

**Approval of Meeting Minutes:** 10/17/23 and 10/19/23

Meeting Minutes approval held until the Business Meeting of Thursday, October 26, 2023. **No action taken.**

**Public Comment:**

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

**Commissioner Comments:**

Commissioner Erb called for commissioner comments.

Commissioner Webster announced that a Veterans Day Tribute honoring all veterans would be held on Saturday, October 28, 2023 from 10:30 a.m. to 1:00 p.m. at Fort Roberdeau’s White Oak Hall. She stated that there would be a recognition program, guest speaker and a lunch provided by DelGrosso Foods. Admission is free and veterans and their caregivers are invited to attend.

Commissioner Burke had no comments for today.

Commissioner Erb announced next Tuesday, October 31, 2023 is the last day to apply for a mail-in or civilian absentee ballot. He stated that as of October 24 7,023 ballots were mailed out and 3,642 ballots were received.

**Consent Agenda:**

**Resolution 502-2023:**

a. Payment of the following three-3 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
10/24/2023	231024WW	\$764,914.84
10/24/2023	231024SS	\$632,509.69
10/24/2023	231024CY	\$292,669.74

Which include payment of the following invoices:

- Blair County Community Action, in the total amount of \$17,788.77.
- Blair Senior Services, in the total amounts of \$2,182.00 and \$492,791.00.

b. Ratification of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
10/19/2023	231019HR	\$ 24,263.98
10/13/2023	231013RF	\$ 1,658.49

10/16/2023	231013FS	\$ 1,940.09
10/17/2023	231017RA	\$492,791.00

- c. Ratification of Total Payroll for the Check Dated October 20, 2023 in the total amount of \$851,588.36.
- d. **2023 Budget Transfer:** To cover shredding charges received from Burgmeier's.

From	\$	To
01101GCO-42840 General County Operations	\$2,662.00	01161DD-42840 MDJ DeAntonio
- e. **2023 Budget Transfer:** To cover the cost of Jury Summons Cards.

From	\$	To
01160-44030 Court Administration	\$1,200.00	01160185-44070 Jury System
- f. **2023 Budget Transfer:** Legal fees from McNees Wallace for September 2023.

From	\$	To
01101GCO-44080 General County Operations	\$330.00	01158-44080 District Attorney
01101GCO-44080 General County Operations	\$240.00	01160-44080 Court Administration
01101GCO-44080 General County Operations	\$1307.50	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$990.00	75504-44080 Social Services
01101GCO-44080 General County Operations	\$3030.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$450.00	01105-44080 Human Resources
- g. **Blair County Bridges 87, 88, 89 and 92/Box Culvert Project:** Requesting approval of Payment Application #14, received from Francis J. Palo, in the total amount of \$27,040.79.
- h. **Blair County Bridge 70/County Road 101 over South Poplar Run Replacement Project:** Requesting approval for payment of ECMS submission, Estimate 006, in the total amount of \$22,624.05, received from Francis J. Palo, Inc. Expenses are partially reimbursable through the Road Map Fund.
- i. **Employment Status Changes:** Julie A. Hultberg, FT, Supervisor-Casework, CYF, From \$45,004.96/yr., To \$45,905.08/yr., effective 09/11/23; Olivia P. Williams, From, PT, Caseworker I, CYF, \$17.63/hr., To, PT, Caseworker II, CYF, \$17.63/hr., effective 10/04/23; and Morgan J. Green, From, FT, Certified Legal Intern, DA, \$22.87/hr., To, FT, Assistant District Attorney, DA, \$45,000.02/yr., effective 10/16/23.
- j. **Terminations:** Brian P. Reidy, Samantha J. Adams, and Travis D. Mills, Per Diem, Deputy Coroner, Coroner's Office, \$80.00/per 8 hour shift, effective 10/12/23.
- k. **Resignations:** Sara R. Bilthuis, PT, Caseworker 1, CYF, \$17.42/hr., effective 10/26/23.

Commissioner Burke noted her abstention on the payments of invoices to Blair Senior Services due to a conflict of interest.

Commissioner Erb noted his abstention on the payment of invoices to Blair County Community Action due to a conflict of interest.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 502-2023 with the abstentions as noted.

**Staff Reports & Special Business:**

**Coroner's Office:**

Ray Benton requested approval of a quote received from Pittsburgh Public Safety Supply, in the total amount of \$2,325.74, for the items listed below:

10 – Circle and 7 Point Star Badge	\$1,279.90
01 – Circle and 7 Point Star Badge	\$ 163.99
01 – Circle and 7 Point Star Badge	\$ 175.99
01 – Circle and 7 Point Star Badge	\$ 175.99
13 – Dress Leather Double ID Case w/flip out badge section recessed.	\$ 519.87
Shipping	\$ 10.00
Total	\$2,325.74

Mr. Benton stated that, as a division of law enforcement, the Coroner's staff use badges for identification purposes on death scenes. He stated that the office currently has four badges (coroner, deputy coroner and two-2 spare) that need replaced.

Commissioner Webster asked Mr. Benton what funding source would be used for the purchase. Mr. Benton stated that general account funds would be transferred from the janitorial services line item, that is no longer being used, to the staff uniform line item, and that there is no additional funding source needed for the purchase that would change the 2023 budget amount.

Commissioner Webster asked for clarification on past practices for badges, since the request asks for thirteen-13 badges. Mr. Benton stated that he is unaware of how many badges there had been previously and what happened to them, but knows that there are currently four-4.

Commissioner Webster asked if the coroner's office staff have county-issued photo ID name badges, and if so, couldn't they be used for coroner staff ID purposes? She stated that she would hate using a general fund budget transfer for such an expense since there is also a county ID badge system in place.

Commissioner Erb stated that he feels this purchase request is "premature," and does not feel it is necessary to request to purchase a badge for a first deputy when that position does not exist. He stated that, he too, would rather not transfer money from the general fund budget for such an expense, especially since the coroner's office is over budget in several areas.

Discussion followed.

**Children, Youth and Families:**

Allison Morgan requested approval of a County of Blair Agreement for Purchases under Bidding Threshold between the County of Blair and Dutch's Hauling, for roll-off container service as listed below:

10-yard container (first 4,000 lbs. free) up to 2 weeks:	\$325.00
15-yard container (first 6,000 lbs. free) up to 2 weeks:	\$375.00
The cost per ton over the free allotment listed above is:	\$ 78.00

She stated that this is a new contract for services that would be paid with housing grant funds. She stated roll-off container services would be utilized to clean-up a child and/or children's home with a report of deplorable home conditions in order to keep the child/children in their home and out of placement and the COVA system.

Discussion followed.

**Prison:**

Jay Whitesel requested approval for the payment of one-1 outstanding invoice received from Roto-Rooter Plumbing and Drain for services provided to the Blair County Prison made outside of the county's purchasing policy, in the total amount of \$324.00.

Mr. Whitesel stated that on June 28, 2023, a backed up drain caused flooding to the Prison. He stated that the county's building maintenance staff were unsuccessful in their attempt at clearing the drain, and the Building Maintenance/Facilities Manager retained the services of Roto-Rooter Plumbing and Drain to clear the drain without following the county's purchasing policy and having a service contract in place.

Discussion followed.

**Commissioners Office:**

- i. Allison Senkevich requested approval of the revised County of Blair Right to Know Law Policy, pursuant to the Right to Know Law (Act 3 of 2008; 65 P.S. §67.101 *et seq.*)

Mrs. Senkevich stated that the County's Right to Know Law Policy was rearranged for a better flow of information. She stated that the only change to the existing policy was that the request for access to records must be by written request utilizing the Standard Right-To-Know Request Form. The Standard Right-To-Know Request Form can be found on the county's website under the Right to Know Section (see 65 P.S. §67.702), which was added to Section I (B) Posting and Section II Requests.

Discussion followed.

- ii. Allison Senkevich requested approval to amend Resolution 239-2023, dated May 11, 2023, approving a Proposal of Service Contract between the County of Blair and Keller Engineers, Inc., for design and construction services for the rehabilitation of County Road 105 (Convention Center Boulevard) through Allegheny Township, in the total lump sum, plus estimated of \$299,996.00, to include the appropriate funding source as American Rescue Plan Act (ARPA).

Mrs. Senkevich stated that this request is to amend the resolution to include the ARPA designation.

Chief Clerk added that making this distinction would also assist with future reporting of the funds.

Discussion followed.

**Old Business:**

None

**Adjourn:**

Meeting Adjourned,

---

Nicole M. Hemminger, Chief Clerk