

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, FEBRUARY 13, 2024, 1:00PM.**

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-309-205-3325 or-1-646-876-9923, enter meeting number 975 2311 2159, and enter the meeting passcode 339014.*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **EXECUTIVE SESSION ANNOUNCEMENT**
6. **APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES – 2/6 AND 2/8**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **PROCLAMATION – 2024 Respected Citizen, Rocco Alianiello**
10. **CONSENT AGENDA**

Resolution 76 – 2024:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/13/2024	240213CY	\$37,720.92
02/13/2024	240213SS	\$748,144.58
02/13/2024	240213WW	\$470,048.38

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/10/2024	240210FP	\$257,530.10
02/08/2024	240208RA	\$10.00
02/06/2024	240206RA	\$543.10
02/02/2024	240202RA	\$4,400.00

- c. **2024 Budget Transfer:** To cover fees from Justifacts for January 2024.

From	\$	To
01101GCO-42000 General County Operations	\$158.19	012012-42000 APO Satellite
01101GCO-42000 General County Operations	\$173.19	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$66.19	01160CO-42000 Custody
01101GCO-42000 General County Operations	\$320.38	013201-42000 CYF
01101GCO-42000 General County Operations	\$513.64	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$180.25	01160DC-42000 Judge Consiglio
01101GCO-42000 General County Operations	\$1429.90	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$267.90	01151-42000 Sheriff

- d. **2024 Budget Transfer:** To cover County’s half of a grievance arbitrator’s legal fees.

From	\$	To
01101GCO-44080 General County Operations	\$997.50	01209PO-44080 Prison

- e. **2024 Budget Transfer:** To cover a finance charge from a late November 2023 Justifacts invoice incurred January 2024.

From	\$	To
01101GCO-42250 General County Operations	\$23.52	01105-42250 Human Resources

- f. **2024 Budget Transfer:** To cover expenses from HealthForce from January 2024.

From	\$	To
01101GCO-42000 General County Operations	\$55.00	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$55.00	113201-42000 CYF
01101GCO-42000 General County Operations	\$55.00	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$55.00	01160DC-42000 Judge Consiglio

- g. **2024 Budget Transfer:** To cover the cost of a new prison transport van.

From	\$	To
36101-46060 Capital Reserve	\$32,768.89	01209PO-46060 Prison

- h. **2024 Budget Transfer:** To cover maintenance on county vehicles.

From	\$	To
01103HW-44730 Highway	\$738.55	01151-44730 Sheriff

- i. **2023 Budget Transfer:** To cover fees from HealthForce for November and December 2023.

From	\$	To
01101GCO-42000 General County Operations	\$165.00	012012-42000 APO Satellite
01101GCO-42000 General County Operations	\$55.00	762012-42000 APO
01101GCO-42000 General County Operations	\$220.00	01107-42000 Assessment
01101GCO-42000 General County Operations	\$110.00	01112-42000 Controller

01101GCO-42000 General County Operations	\$55.00	01152-42000 Coroner
01101GCO-42000 General County Operations	\$55.00	01155-42000 Costs and Fines
01101GCO-42000 General County Operations	\$385.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$165.00	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$55.00	01202-42000 JPO
01101GCO-42000 General County Operations	\$55.00	01160FM-42000 Judge Miller
01101GCO-42000 General County Operations	\$965.00	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$165.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$55.00	01157-42000 Public Defender
01101GCO-42000 General County Operations	\$55.00	44122-42000 911
01101GCO-42000 General County Operations	\$55.00	01602-42000 EMA
01101GCO-42000 General County Operations	\$55.00	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$55.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$120.00	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$55.00	011192-42000 Records Management
01101GCO-42000 General County Operations	\$285.00	01151-42000 Sheriff

j. **2023 Budget Transfer:** To cover charges from Boyer Refrigeration.

<u>From</u>	<u>\$</u>	<u>To</u>
01103BM-42110 Building Maintenance	\$529.66	762012-44740 APO
01103BM-42220 Building Maintenance	\$1,370.00	762012-44740 APO
01103BM-44030 Building Maintenance	\$1,500.00	762012-44740 APO

k. **Bridge #70/County Road 101 over South Poplar Run Replacement Project:**

Requesting approval of an ECMS submission, Estimate 13, in the total amount of \$47,994.28 received from Francis J. Palo, Inc. Expenses are partially reimbursable through the Road Map Fund.

l. **Ratification of payroll:** For check dated 2/9/2024 in the total amount of \$820,208.52.

m. **Resignations:** Howard, Hobart, FT, Deputy, Sheriff, , \$15.52/hr., effective 1/12/24; Altemara, Michele, FT, Department Clerk II, Domestic Relations, \$11.58/hr., effective 2/5/24; McGear, Lori, FT, Telecommunicator Trainee, Public Safety, \$13.88/hr., effective 2/6/24; Lasure, Brandon, FT, Deputy, Sheriff, \$16.71/hr., effective 2/8/24; Gorbar, Brennen, FT, Deputy, Sheriff, \$16.40/hr., effective 2/16/24; and Yohn, Bonita, FT, Receptionist/Clerk, Prothonotary, \$11.31/hr., effective 2/16/24.

n. **Employments:** Burkett, Ronald, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; Delozier, Kelly, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; Ginter, Michael, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; Hampton, Casey, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; Ross, Sarah, FT, Caseworker I, CYF, \$20.00/hr., effective 2/12/24, Ruffley, Patrick, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; Shuman, Steven, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; Smith, Patrick, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/12/24; and Zuluaga, Tami, PT, Department Clerk, Records Management, \$11.58/hr., effective 2/12/24.

o. **Status Changes:** Patkalitsky, Nicole, PT, Temporary Nonunion, Caseworker I, CYF, \$20.00/hr., to Caseworker II, CYF, \$20.50/hr., effective 1/4/24.

11. STAFF REPORTS & SPECIAL BUSINESS

A. **Social Services:**

Requesting approval to submit the Blair County Early Intervention Program Report to the Commonwealth of Pennsylvania Department of Human Service for FY 2021-2022.

B. **Prison:**

Requesting approval to accept the bids receive February 12 for food and non-food items for the Blair County Prison for review and award or rejection according to County Code thereafter.

C. **Department of Emergency Services:**

Requesting approval of the Commercial Alarm Article of Agreement between the County of Blair, Department of Emergency Services/911E and the various agencies, companies, and residential alarm monitoring customers, in the annual amount of \$300.00, for the period of 07/01/24 through 06/30/25.

D. **Human Resources:**

- i. Requesting approval of a contract between County of Blair and MetLife Legal Plans, Inc. to offer optional legal plan coverage to enrolled employees at the rate of \$18.00 per employee per month for the period of April 1, 2024 through March 31, 2027 at no cost to the County.
- ii. Requesting approval of the revisions made to the existing Emergency Closure policy effective February 15, 2024.

E. Blair County Bridges 87, 88, 89, 92/Box Culvert Projects:

Requesting approval of Change Order #3 received from Francis J. Palo, Inc. for additional work to Bridges 87, 88, 89, and 92 for the Box Culvert project in the total increased amount of \$20,258.11.

F. Fort Roberdeau:

- i. Requesting approval of the 2024 Fort Special Events schedule and a 50th Anniversary logo, celebrating Fort Roberdeau’s registration as a National Historic Site, to be included in the Fort Roberdeau brochure.
- ii. Requesting approval of a contract between the County of Blair, on behalf of Fort Roberdeau and Barash Media for a ¼ page, 4-color advertisement, in the Blair County Chamber 2024 Membership Directory and Buyers’ Guide, at the negotiated rate of \$695.00.

G. Records Management:

Requesting approval of the Master Services Agreement and Statement of Work between the County of Blair and Momentum ECM, LLC for implementation of a new records management system, Laserfiche, and migration of legacy content from current system, OnBase, in the total amount of \$139,040.00. Payment will be made after each phase is complete per the breakdown below:

Phase	Payment
Pre-phase Software Costs*	\$40,290.00
Phase 1 – Kickoff	\$6,450.00
Phase 2 – Implementation	\$27,690
Phase 3 – Development	\$20,191
Phase 4 – Testing	\$16,152
Phase 5 – Production	\$16,152
Phase 6 – Acceptance	\$12,115

Total Project cost is \$139,040, of which \$40,290 are software costs (PA Co-stars Contract #000-E22-221).

*All pre-phase software costs are to be paid upon signing of this contract

H. Commissioners:

- i. Requesting approval for the acceptance of the 2023-2024 PCoRP Loss Prevention Grant award in the total amount of \$22,596.00.
- ii. Requesting approval of a proposal received from Empire Communications for upgrading a new access control system for the Adult Probation satellite office, in the total amount of \$16,326.00.
- iii. Requesting approval of a proposal received from Empire Communications for adding a new access control system for the District Attorney’s office, in the total amount of \$6,270.00.

12. OLD BUSINESS

A. Department of Emergency Services:

Resolution 67-2024: Approving the request to reinstate the Blair County 911 Steering Committee through the adoption of the Standard Operating Procedures and approving the list of committee members.

B. Commissioners:

- i. Requesting approval to rescind Resolution 40-2024, dated January 25, 2024.
- ii. Requesting approval of the 2024 Training Membership Program Contract between the County of Blair, on behalf of the Department of Emergency Services, and Bucks County Community College Department of Public Safety, for the “Bronze Membership”, in the total annual membership fee of \$1,300.00 per calendar year, paid by the Hazardous Material Response Fund (HMRF) grant.

13. ADJOURN

The next Board of Commissioners’ Meeting will be held on Thursday, February 15 at 1:00 p.m. in the Commissioners’ Public Meeting Room