

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, JANUARY 12, 2021, 10:00 A.M.**

**Public meetings are being held by conference call due to the COVID-19 Pandemic. 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**
6. **APPROVAL OF MINUTES – 12/29/2020 and 12/30/2020**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **CONSENT AGENDA**

Resolution #006-2021:

- a. Payment of the four-4 Warrant Lists listed below which include a payment for \$1,550.00 to Thomas and Chandra Jandora.

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
01/12/2021	210112CY	\$378,811.36
01/12/2021	210112SS	\$142,954.48
01/12/2021	210112WW	\$526,766.14
01/12/2021	210112TC	\$143,484.52

- b. Ratification of the following five-5 Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
01/08/2021	210108FP	\$301,716.43
01/08/2021	210108HR	\$ 15,925.38
01/05/2021	210105WC	\$ 6,693.39
01/05/2021	210105FS	\$ 1,639.39
01/04/2021	210101HI	\$588,493.68

- c. **2020 Budget Transfer:**

From: 01101GCO-41999- Contingency **To:** 36101-46050- Capital Reserve \$66,350.00
To reserve for the purchase of Karpel in the PD office.

- d. **2021 Budget Transfers:**

From: 36101-46030- Capital Reserve **To:** 01103HW-46030- Highway Maintenance \$17,203.48
For renovations to the highway carpenter's shop.

From: 01101GCO-41999-Contingency **To:** 01101GCO-44030 Professional Services \$50,000.00
For deep cleaning associated with COVID 19.

- a. **Blair County Bridge #10/Friesville:** Requesting approval for payment of **ECMS submission, Estimate #007**, received from WenBrooke Construction, in the total amount of \$9,471.21. All expenses are 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- b. **Bridge #82/Monastery Road:** Requesting approval for payment of **ECMS, Invoice #14, Part 1, Preliminary Design Services**, received from Keller Engineers, in the total amount of \$2,989.21 Expenses are 100% reimbursable through the Road Map.
- c. **Blair County Conservation District Board:** Requesting approval for the appointment of Cindy Bigelow (farmer member) to the Board for the period of January 1, 2021 through December 31, 2024.
- d. **Employment:** Cortney B. Claar, FT, Correctional Case Manager, Prison, \$20,010.12/yr., effective 01/11/2021; Ashley M. Coleman, PT, Courtroom Clerk, Prothonotary, \$10.51/hr., effective 01/11/2021; Brenda F. Whitman, FT, Administrative Staff/District Court Specialist, MDJ, \$19,121.47/yr., effective 01/11/2021; and Karen K. Morrow, From, FT, Historic Site Assistant, Fort Roberdeau, \$11.71/hr., To, PT, Historic Site Assistant, \$11.71/hr., effective 01/02/2021.
- e. **Resignations:** Joseph P. Bequeath, Temporary, Custodian, Public Works, (assignment ended), \$14.42/hr., effective 12/30/2020; Richard E. Garner, Temporary, Laborer/Highway, Public Works, (assignment ended), \$14.42/hr., effective 12/30/2020; Debra J. Conner, FT, Receptionist, Court Administration, \$18,655.00/yr., effective 01/08/2021; and Rachel M. Steinbugl, FT, Caseworker II, CYF, \$34,922.68/yr., effective 01/08/2021.
- f. **Retirements:** Nancy Weichel, FT, Corrections Officer, Prison, \$20.96/hr., effective 01/08/2021.

10. **STAFF REPORTS & SPECIAL BUSINESS**
Weekly COVID-19 Update

A. Department of Social Services:

- i. Requesting approval for the submission of a FY 2016 (Non-Entitlement Program) Community Development Block Grant Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), Contract #C000066602 as follows:
 - Reduce activity for substantial rehabilitation of 424-426 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$131,509.00.
 - Create activity for demolition/clearance of 424 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$56,360.00.
- ii. Requesting approval to amend a previously approved Sub-Recipient Agreement (Resolution 456-2019) between the County of Blair and Family Services, Inc., under the county’s Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program, amending the contract effective dates as follows:
 - Extending the contract expiration date from December 31, 2020 to January 31, 2021.
 - All terms and conditions of the contract are not changed or modified by this amendment and shall remain in full force and effect.

B. Children, Youth and Families:

Requesting approval of an Independent Contractor Agreement and Statement of Work between the County of Blair, on behalf of Blair County Children, Youth and Families and Computer Aid, Inc., for Professional Consultancy Service’s to support the development and submission of the county’s Need’s Based Plan and Budget and to support development of a strategic plan and leadership transition support for CYF, at the rate of \$100.00/per hour for a total of 280 hours, in the amount of \$28,000.00, for the period of January 1, 2021 through December 31, 2021.

C. Human Resources:

Requesting approval of an Agreement between the County of Blair and East Coast Risk Management for the services and rates associated with ongoing work associated with the completed classification and salary study as listed below:

- 1. Review and/or creation of job descriptions.
 - 2. Establishing a value of each job title.
 - 3. Allocation of positions to pay grades.
- } At the flat rate fee per job of \$450.00.
- 4. Pay scale updates.
 - At the hourly rate fee of \$140.00.

Term effective upon date of execution and will end when either party gives the other written notice of cancellation.

D. Elections/Voter Registration:

- i. Requesting approval of a Professional Services Agreement and Exhibit A - Statement of Work between the County of Blair, on behalf of the Board of Elections, and NPC Inc. for managing data, printing, mailing and/or other related digital solutions and services for the 2021 Municipal Primary and Municipal Election as follows:

	Price
Mail-In/Absentee Ballot Package with <u>Windowed</u> Outer Envelope (Includes ballot up to 1 sheet, double sided - 8 1/2" x 14"; outer, return and secrecy envelope; and instruction sheet)	\$1.49/mail package
Annual Mail-In Ballot Application Mailing	\$0.19/mail package
Flat Program Management & Set-up Fee per Election	\$7,500

If required, additional ballots will be charged at \$0.50 each (ex. test deck or samples). The pricing is exclusive of postage.

- ii. Requesting approval to move the location of the Election Office to 279A Loop Road, Hollidaysburg, PA 16648, with such location serving as both the mailing address and the public access location for all election matters.

11. **OLD BUSINESS**

12. **ADJOURN**

WORK SESSION: TUESDAY, JANUARY 12, 2021, 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 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, Chief Clerk Hemminger and Solicitor Karn.

Others Present:

Scott Simmons and Melissa Harpster (Commissioners Office), Jenn Sleppy and Sarah Chuff (Finance), Mark Taylor (911/E) Jim Hudack, Trina Illig and Chris Stacy (Social Services), Katherine Swigart (HR), Sarah Seymour (Elections/Voter Registration), Rocky Greenland and Paul Shaffer (Public Works), AC Stickel (Controller), Helen Schmitt (Public) and Kay Stephens (Altoona Mirror).

Approval of Minutes:

Commissioner Erb called for corrections or changes to the minutes of 12/29/2020 and 12/30/2020. There were no corrections or changes noted.

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

Public Comment:

Commissioner Erb called for public comment.

Kay Stephens asked for an explanation as to why there is ongoing work need associated with the completed salary study and for projected costs associated with the ongoing work.

Commissioners Comments:

Commissioner Erb called for commissioner comments.

Commissioner Webster encouraged residents to visit the county’s website at www.blairco.org for information posted on the home page pertaining to COVID-19 vaccines. She stated that residents should check the website periodically for updates.

Commissioners Burke and Erb had no comments to present.

Consent Agenda:

Resolution #006-2021:

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- e. **Blair County Bridge #10/Friesville:** Requesting approval for payment of **ECMS submission, Estimate #007,** received from WenBrooke Construction, in the total amount of \$9,471.21. All expenses are 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.

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- g. **Blair County Conservation District Board:** Requesting approval for the appointment of Cindy Bigelow (farmer member) to the Board for the period of January 1, 2021 through December 31, 2024.
- h. **Employment:** Cortney B. Claar, FT, Correctional Case Manager, Prison, \$20,010.12/yr., effective 01/11/2021; Ashley M. Coleman, PT, Courtroom Clerk, Prothonotary, \$10.51/hr., effective 01/11/2021; Brenda F. Whitman, FT, Administrative Staff/District Court Specialist, MDJ, \$19,121.47/yr., effective 01/11/2021; and Karen K. Morrow, From, FT, Historic Site Assistant, Fort Roberdeau, \$11.71/hr., To, PT, Historic Site Assistant, \$11.71/hr., effective 01/02/2021.
- i. **Resignations:** Joseph P. Bequeath, Temporary, Custodian, Public Works, (assignment ended), \$14.42/hr., effective 12/30/2020; Richard E. Garner, Temporary, Laborer/Highway, Public Works, (assignment ended), \$14.42/hr., effective 12/30/2020; Debra J. Conner, FT, Receptionist, Court Administration, \$18,655.00/yr., effective 01/08/2021; and Rachel M. Steinbugl, FT, Caseworker II, CYF, \$34,922.68/yr., effective 01/08/2021.
- j. **Retirements:** Nancy Weichel, FT, Corrections Officer, Prison, \$20.96/hr., effective 01/08/2021.

Commissioner Burke noted her abstention on the payment to Thomas and Chandra Jandora due to a conflict of interest.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #006-2021 with abstention as noted.

Staff Reports & Special Business:

Weekly COVID-19 Update.

Mr. Taylor stated that since his update last Tuesday, January 5 the county gained 149 new cases of COVID-19 and the positivity rate increased to 13%. He stated that the number of hospitalizations continues to remain low and the total number of deaths since the beginning of the pandemic is now 193.

Mr. Taylor stated residents need to keep their guard on in order to prevent further spikes in the number of cases. AMI will once again be conducting COVID-19 testing at the Convention Center February 5 through February 9. To date over 3,000 people have received the vaccine; the majority of hospital staff have been vaccinated with some hospitals completed; CVS continues to administer vaccines in nursing homes; and vaccines are being offered to EMS personnel.

Mr. Taylor stated that he has been receiving calls concerning unused vaccines being thrown away and wasted. He stated that he is not aware of that happening in Blair County and that area hospitals are diligent about making sure any opened vaccine is available for use.

Mr. Taylor encouraged residents to visit the county's website www.blairco.org for a recent press release regarding the vaccine and to continue to visit the site for periodically for updates.

Department of Social Services:

- a. Trina Illig requested approval for the submission of a FY 2016 (Non-Entitlement Program) Community Development Block Grant Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), Contract #C000066602 as follows:

- Reduce activity for substantial rehabilitation of 424-426 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$131,509.00.
- Create activity for demolition/clearance of 424 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$56,360.00.

Mrs. Illig stated that the county has an ongoing project at an existing duplex identified as 424-426 W First Street located in Williamsburg Borough, Blair County. She stated that the county currently has \$187,869.00 allocated under the FY 2016 CDBG Program for this project to complete rehabilitation on half of the duplex at 426 and partial demolition of the vacant 424 unit due to its excessive blighted condition.

DCED has instructed the county to separate these two activities. She stated that she has prepared the required program documents and has begun the citizen participation requirements by encouraging public comments upon the proposed program modification.

Discussion followed.

- b. Trina Illig requested approval to amend a previously approved Sub-Recipient Agreement (Resolution 456-2019) between the County of Blair and Family Services, Inc., under the county's Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program, amending the contract effective dates as follows:
 - Extending the contract expiration date from December 31, 2020 to January 31, 2021.
 - All terms and conditions of the contract are not changed or modified by this amendment and shall remain in full force and effect.

Mrs. Illig stated that Family Services, Inc. has requested an extension to their existing PHARE Sub-recipient Agreement in order to allow additional time to expend remaining funds. She stated that the request is to extend the contract expiration date from 12/31/2020 to 01/03/2021. The remaining funds total \$446.77.

Mrs. Illig stated that approval of the extension will not affect the county's administrative responsibilities to expend funds in a timely manner and still will fall within the required expenditure timeline within the county's contract with Pennsylvania Housing Finance Agency (PHFA).

Discussion followed.

Children, Youth and Families:

Jim Hudack requested approval of an Independent Contractor Agreement and Statement of Work between the County of Blair, on behalf of Blair County Children, Youth and Families and Computer Aid, Inc., for Professional Consultancy Service's to support the development and submission of the county's Need's Based Plan and Budget and to support development of a strategic plan and leadership transition support for CYF, at the rate of \$100.00/per hour for a total of 280 hours, in the amount of \$28,000.00, for the period of January 1, 2021 through December 31, 2021.

Mr. Hudack stated that the request is to renew an Agreement with an updated Statement of Work. He stated that the original Agreement began in July of 2020 and he is pleased with the service. He stated that the renewal Agreement and Statement of Work is for ongoing assistance with strategic planning, needs based budget assistance and leadership transition support. He stated that the rate remains the same and that estimated costs expended to date is \$12,000.00 to \$13,000.00.

Discussion followed.

Human Resources:

Katherine Swigart requested approval of an Agreement between the County of Blair and East Coast Risk Management for the services and rates associated with ongoing work associated with the completed classification and salary study as listed below:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> 1. Review and/or creation of job descriptions. 2. Establishing a value of each job title. 3. Allocation of positions to pay grades. | } | At the flat rate fee per job of \$450.00. |
| <ul style="list-style-type: none"> 4. Pay scale updates.
At the hourly rate fee of \$140.00. | | |

Term effective upon date of execution and will end when either party gives the other written notice of cancellation.

Miss Swigart stated that the request is for a new contract with East Coast Risk Management for ongoing work now that the job classification and salary study project is completed.

Miss Swigart stated that the agreement set forth the terms and pricing for the ongoing work when changing existing or developing new positions which include creation of job descriptions, their assignment of value and their placement on a pay scale. She stated that the fees for work now completed by East Coast would be charged to the department in which the job is located. The flat rate fee of \$450.00 per job encompasses completion of all items outlined in numbers 1, 2 and 3.

Discussion followed.

Elections/Voter Registration:

- a. Sarah Seymour requested approval of a Professional Services Agreement and Exhibit A - Statement of Work between the County of Blair, on behalf of the Board of Elections, and NPC Inc. for managing data, printing, mailing and/or other related digital solutions and services for the 2021 Municipal Primary and Municipal Election as follows:

	Price
Mail-In/Absentee Ballot Package with <u>Windowed</u> Outer Envelope (Includes ballot up to 1 sheet, double sided - 8 1/2" x 14"; outer, return and secrecy envelope; and instruction sheet)	\$1.49/mail package
Annual Mail-In Ballot Application Mailing	\$0.19/mail package
Flat Program Management & Set-up Fee per Election	\$7,500

If required, additional ballots will be charged at \$0.50 each (ex. test deck or samples). The pricing is exclusive of postage.

Ms. Seymour stated that the request is for a renewal Agreement and revised Statement of Work for election professional services relating to managing data, printing, mailing, and/or other related digital solutions and services for the 2021 Municipal Primary Election and Municipal Election.

Ms. Seymour stated that the total cost to the county would depend upon the number of mail-in/absentee ballots requested. She stated that presently the county has 15,251 permanent mail-in voters, whom will need an application sent by February 1, 2021. The cost at \$.19 for this mailing would be \$2,897.69.

Discussion followed.

- b. Sarah Seymour requested approval to move the location of the Election Office to 279A Loop Road, Hollidaysburg, PA 16648, with such location serving as both the mailing address and the public access location for all election matters.

Ms. Seymour stated that because of COVID-19, social distancing of her staff was necessary, it was important to have her office staff and equipment in one location, additionally the move afforded an opportunity to have additional space for locking cabinets for the mail-in ballots. Ms. Seymour also updated the County website, sign on the front door and made updates to google, which were all submitted for public awareness.

Discussion followed.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk