

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, SEPTEMBER 29, 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, September 30, 2020	1:30 p.m.	*Commissioners Business Session
Thursday, October 1, 2020	8:30 a.m.	*Park & Recreation Advisory Board
	6:30 p.m.	Fort Roberdeau Association (White Oak Hall @ the Fort)
Friday, October 2, 2020		
Monday, October 5, 2020		
Tuesday, October 6, 2020	10:00 a.m.	*Commissioners Work Session

6. **APPROVAL OF MINUTES – 09/22/2020 and 09/23/2020**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**

9. **CONSENT AGENDA**

Resolution #405-2020

- a. Payment of the following two-2 Warrant Lists:

Effective Date	Warrant Number	Amount
09/29/2020	200929MW	\$565,946.99
09/29/2020	200929SS	\$ 53,684.94

Which include payment of the following invoices:

- UPMC Altoona, in the total amount of \$3,225.96.

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

Effective Date	Warrant Number	Amount
09/22/2020	200922FS	\$ 4,041.78
09/23/2020	200923MW	\$ 910.00
09/25/2020	200925MW	\$ 5,937.13
09/25/2020	200929FS	\$ 3,179.98
09/25/2020	200925HR	\$19,080.98

- c. Ratification of Total Payroll for the Check Date September 24, 2020, in the total amount of \$792,845.54.

- d. **2020 Budget Transfer:** For renovations to the carpenter shop displaced due to the elections move.

<u>From:</u>	<u>\$</u>	<u>To</u>
01101GCO – 41999 Contingency	\$20,000.00	01103HW – 46030 – Highway

- e. **County Road 101/Claysburg:** Requesting approval for the Claysburg Area Ministerium to close part of County Road 101, Bedford Street, along with Walnut Street and Clair Street, to conduct the Claysburg CROP Walk from 1:45 pm to 2:45 pm on Sunday, October 11, 2020, pending receipt of insurance endorsement for \$1 million in general liability insurance naming the County of Blair as an additional insured on a primary and non-contributory basis and signed letter authorizing to submit said endorsement.

- f. **Employment:** John C. Burger, PT, Tipstaff, Court Administration, \$10.25/hr., effective 09/28/2020; David M. Dauria, FT, Sheriff's Deputy, Sheriff's Office, \$15.01/hr., effective 09/28/2020; Hillary Doran, Kathleen Jackson, Thomas R. Loechner, and Margaret J. Steward, PT, Temporary, Department Assistant, Elections/Voter Registration, \$10.00/hr., effective 09/28/2020; and Ayrika R. Orr, PT, Voter Registration Assistant, Elections/Voter Registration, \$10/25/hr., effective 09/28/2020.

- g. **Terminations:** Donald W. Wertz, FT, Accountant, Controller's Office, \$36,951.46/yr., effective 09/21/2020.

- h. **Resignations:** Robert O. Wright, Jr., FT, Sheriff's Deputy, Sheriff's Office, \$15.01/hr., effective 09/25/2020.

10. **STAFF REPORTS & SPECIAL BUSINESS**

A. Department of Emergency Services/911E:

- a. Requesting approval of a Federal Fiscal Year 2020 Emergency Management Performance Grant Agreement (EMPG) between the County of Blair and the Pennsylvania Emergency Management Agency (PEMA), who serves as the grant administrator for the United States Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA), in the amount of \$103,930.00, for the period of October 1, 2019 through September 30, 2020, to support the County's Emergency Management Agency through the reimbursement of up to 50% of department personnel costs of three-3 full-time positions.

- b. Requesting approval for the submission of the state FY 2020-2021 Hazardous Materials Response Fund (HMRF) Budget and Narrative to the Pennsylvania Emergency Management Agency (PEMA), in the amount of \$17,842.00, as part of the previously submitted 2019 Annual Report on Hazardous Materials Preparedness (HMERP), which serves as the HMRF grant application for the period of July 2020 through June 2021, Application ID #8386655.

B. Department of Social Services:

- a. Requesting approval for the submission of the FY 2019-2020 Human Services Block Grant Income and Expense Report for the Early Intervention Program to the Pennsylvania Department of Human Services (DHS).
- b. Requesting approval of four-4 FY 2020-2021 Mental Health (MH) Student Assistance Program (SAP) Letters of Agreement between the County of Blair, Department of Social Services, UPMC Behavioral Health of the Alleghenies (BHA) and the school districts as listed below for the period of July 1, 2020 through June 30, 2021:
 - Claysburg/Kimmel School District
 - Hollidaysburg Area School District
 - Tyrone Area School District
 - Spring Cove School District

C. Court Administration:

Requesting approval for the acceptance of a Pennsylvania Commission on Crime and Delinquency (PCCD) Indigent Defense Case Subgrant Award (2019-GO-CC-32649), in the total award amount of \$19,988.00, for a Capital Mitigation Specialist/Sentencing Advocate, for the project period July 1, 2020 through June 30, 2021.

D. Highway/Elections/Records Management:

Requesting approval of two-2 quotes received from Johnson Controls for equipment, labor and installation of the following items as outlined below:

- Simplex 4007es Addressable Fire Alarm System (Highway, Elections and Records Management Areas), in the total amount of \$33,965.00.
- Addressable DSC PC1864NK Security System w/LCD Keypads (Elections and Records Management Areas), in the total amount of \$12,280.00.

E. Children, Youth and Families:

Requesting approval for the submission of the Blair County Children, Youth and Families FY 2019-2020 ACT 148 4th Quarter Expenditure Report Certification Statement to the Commonwealth of Pennsylvania for the period of April 1, 2020 through June 30, 2020.

F. IT Department:

Requesting approval of a contract between the County of Blair and Empire Communications, in the total amount of \$195,834.00, with 50% due upon receipt of purchase order with the remaining balance due at project completion, for a door access control system for staff entrance to office space.

G. Solid Waste and Recyclable Material:

Requesting approval for the acceptance of bid received for municipal solid waste and recyclable material removal for County of Blair owned buildings for review, award or rejection within thirty-30 days of bid opening.

H. Penn State Cooperative Extension:

Requesting approval for an addendum to the Lease Agreement dated September 14, 2015 by and between Blair County Airport Authority and County of Blair on behalf of the Penn State Extension Blair County, for a one year extension from October 1, 2020 to September 30, 2021, all terms and conditions in the current lease will remain in full effect for the additional one year.

11. OLD BUSINESS

Requesting approval of two-2 proposals received from Morefield Communications for equipment and installation of an intercom system integrated into the courts telephone systems at District Court 24-3-01 (MDJ Miller) and District Court 24-3-03 (MDJ Aigner), in the total amount of \$748.15 per court.

12. ADJOURN

WORK SESSION: TUESDAY, SEPTEMBER 29, 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 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 Solicitor Karn.

Others Present:

Scott Simmons and Melissa Harpster (Commissioners Office), Jennifer Sleppy and Sarah Chuff (Finance), Cris Fredrickson and Mark Taylor (911/E Center), Jim Hudak, Theresa Rudy, and Lindsey Dempsie (Social Services), Carol Hartman (Southern Alleghenies Service Management Group), Rocky Greenland (Public Works), Amy Wertz (CYF), Don Weakland (IT), Janice Meadows (Court Administration), Kay Stephens (Altoona Mirror), **AC Stickel (Controller)** and Helen Schmitt (Public),

Upcoming Meetings:

Wednesday, September 30, 2020	1:30 p.m.	*Commissioners Business Session
Thursday, October 1, 2020	8:30 a.m.	*Park & Recreation Advisory Board
	6:30 p.m.	Fort Roberdeau Association (White Oak Hall @ the Fort)
Friday, October 2, 2020		
Monday, October 5, 2020		
Tuesday, October 6, 2020	10:00 a.m.	*Commissioners Work Session

Approval of Minutes: 09/22/2020 and 09/23/2020

Commissioner Erb called for corrections or changes to the minutes of 09/22/2020 and 09/23/2020.

Commissioner Webster stated that she has not had a chance to review the minutes.

Commissioner Erb stated that no action would be taken on approval of the minutes of 09/22/2020 and 09/23/2020 to provide Commissioner Webster an opportunity to review the minutes prior to Work Session of Tuesday, October 6, 2020.

Public Comment:

Commissioner Erb called for public comment.

Kay Stephens requested an update on the Blair CARES Grant process.

Commissioners Comments:

Commissioner Erb called for commissioners comments.

Commissioner Webster provided information regarding mail-in and absentee ballots. Commissioner Webster stated that voters who receive mail-in and absentee ballots still have the option of in person voting if they so choose. She stated that in order to vote in person, the voter should take their blank mail-in or absentee ballot, that is showing no votes cast, along with the ballot envelope to their polling location. The pollworker will instruct the voter how to cast their vote in person.

Commissioner Burke stated that anyone who is not registered to vote has until October 19, 2020 to register to vote in the November 2020 election. She stated that those individuals who turn 18 years old between October 19, 2020 and November 3, 2020 also qualify to register.

Commissioner Erb asked if Solicitor Karn would like to offer any additional comments to those provided by Commissioners Webster and Burke

Solicitor Karn added to Commissioner Webster's comments stating that a voter who has received a mail-in or absentee ballot whom now chooses to vote in person can also go through the www.votesPA.com website to cancel their request for a mail-in or absentee ballot.

Solicitor Karn stated that after the mail-in and absentee ballots were printed, the ballots had to undergo the process of making certain their coding worked with the county's scanning equipment. He anticipates the ballots being mailed out within a week or so as long as the testing of the system was completed with no errors.

Solicitor Karn stated that the State Supreme Court ruling permits the use of ballot collection boxes, however he is recommending that the county not use them for the November election. He stated that the use of collection boxes is still an issue of Federal litigation that will not be fully addressed until at least mid-October not leaving the county much time to react to the results of that litigation.

Solicitor Karn stated that it is not as simple as setting up a collection box in that the State has issued an eight-8 page document addressing proper guidance on ballot collection boxes and locations. He stated that a voter who wants to present their mail-in or absentee ballot in person could do so by delivering the voted ballot to the courthouse. On Election Day, voters can return a completed ballot to an elections worker at the Union Street Entrance of the Courthouse

Consent Agenda:

Resolution #405-2020:

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- f. **Employment:** John C. Burger, PT, Tipstaff, Court Administration, \$10.25/hr., effective 09/28/2020; David M. Dauria, FT, Sheriff’s Deputy, Sheriff’s Office, \$15.01/hr., effective 09/28/2020; Hillary Doran, Kathleen Jackson, Thomas R. Loechner, and Margaret J. Steward, PT, Temporary, Department Assistant, Elections/Voter Registration, \$10.00/hr., effective 09/28/2020; and Ayrika R. Orr, PT, Voter Registration Assistant, Elections/Voter Registration, \$10/25/hr., effective 09/28/2020.

- g. **Terminations:** Donald W. Wertz, FT, Accountant, Controller’s Office, \$36,951.46/yr., effective 09/21/2020.

- h. **Resignations:** Robert O. Wright, Jr., FT, Sheriff’s Deputy, Sheriff’s Office, \$15.01/hr., effective 09/25/2020.

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

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 405-2020 with abstention as noted.

Staff Reports & Special Business:

Department of Emergency Services/911E:

- a. Cris Fredrickson requested approval of a Federal Fiscal Year 2020 Emergency Management Performance Grant Agreement (EMPG) between the County of Blair and the Pennsylvania Emergency Management Agency (PEMA), who serves as the grant administrator for the United States Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA), in the amount of \$103,930.00, for the period of October 1, 2019 through September 30, 2020, to support the County’s Emergency Management Agency through the reimbursement of up to 50% of department personnel costs of three-3 full-time positions.

Mrs. Fredrickson stated that the EMPG grant funds for FFY 2020 would reimburse up to 50%, but not more than \$103,930.00, of the wages and benefits of the Emergency Management Director, Operations and Training Officer and the Administrative Assistant.

Mrs. Fredrickson stated that all three-3 of the Commissioners should have received an email from PEMA dated September 8, 2020 providing the links to follow in order to electronically sign the agreement. She stated that the agreement must be signed no later than November 2, 2020.

Discussion followed.

- b. Cris Fredrickson requested approval for the submission of the state FY 2020-2021 Hazardous Materials Response Fund (HMRF) Budget and Narrative to the Pennsylvania Emergency Management Agency (PEMA), in the amount of \$17,842.00, as part of the previously submitted 2019 Annual Report on Hazardous Materials Preparedness (HMERP), which serves as the HMRF grant application for the period of July 2020 through June 2021, Application ID #8386655.

Mrs. Fredrickson stated that once PEMA receives and approves the budget and narrative the HMRF grant agreement will follow.

Mrs. Fredrickson stated that the budget and narrative are due to PEMA no later than October 2, 2020.

Discussion followed.

Department of Social Services:

- a. Carol Hartman requested approval for the submission of the FY 2019-2020 Human Services Block Grant Income and Expense Report for the Early Intervention Program to the Pennsylvania Department of Human Services (DHS).

Ms. Hartman stated that the Board was provided a copy of the report for review prior to today's meeting. She asked the Board if there were questions she could answer for them pertaining to the report.

No discussion followed.

- b. Theresa Rudy requested approval of four-4 FY 2020-2021 Mental Health (MH) Student Assistance Program (SAP) Letters of Agreement between the County of Blair, Department of Social Services, UPMC Behavioral Health of the Alleghenies (BHA) and the school districts as listed below for the period of July 1, 2020 through June 30, 2021:
- Claysburg/Kimmel School District
 - Hollidaysburg Area School District
 - Tyrone Area School District
 - Spring Cove School District

Mrs. Rudy stated that the Letters of Agreement describe UPMC's Behavioral Health responsibilities, the School Districts responsibilities and the conflict resolution process for the Student Assistance Program for the Mental Health Liaison. She stated that the Letters of Agreement are renewed each fiscal/school year, and there is no funding referenced in the Letters of Agreement.

Discussion followed.

Court Administration:

Janice Meadows requested approval for the acceptance of a Pennsylvania Commission on Crime and Delinquency (PCCD) Indigent Defense Case Subgrant Award (2019-GO-CC-32649), in the total award amount of \$19,988.00, for a Capital Mitigation Specialist/Sentencing Advocate, for the project period July 1, 2020 through June 30, 2021.

Mrs. Meadows stated that the awarded funds would be used by the courts for a Capital Mitigation Specialist/Sentencing Advocate who will be working for a Public Defender's Defense Case.

Discussion followed.

Highway/Elections/Records Management:

Rocky Greenland requested approval of two-2 quotes received from Johnson Controls for equipment, labor and installation of the following items as outlined below:

- Simplex 4007es Addressable Fire Alarm System (Highway, Elections and Records Management Areas), in the total amount of \$33,965.00.
- Addressable DSC PC1864NK Security System w/LCD Keypads (Elections and Records Management Areas), in the total amount of \$12,280.00.

Mr. Greenland stated that quotes received are state contract/Costar's pricing. He stated that the systems to be installed by Johnson Controls would tie into the courthouse's fire and security system.

Mr. Greenland stated that the cost of the project would be paid with awarded Elections security grant funds.

Discussion followed.

Children, Youth and Families:

Amy Wertz requested approval for the submission of the Blair County Children, Youth and Families FY 2019-2020 ACT 148 4th Quarter Expenditure Report Certification Statement to the Commonwealth of Pennsylvania for the period of April 1, 2020 through June 30, 2020.

Ms. Wertz stated that the expenditure report was provided to the Board of Commissioners for review prior to today's meeting. Ms. Wertz asked the Board if there were questions she could answer for them regarding any of the information contained within the report.

No further discussion followed.

IT Department:

Don Weakland requested approval of a contract between the County of Blair and Empire Communications, in the total amount of \$195,834.00, with 50% due upon receipt of purchase order with the remaining balance due at project completion, for a door access control system for staff entrance to office space.

Mr. Weakland stated that the door access control system is for staff entrance to office space. He stated that access would aid in COVID-19 contract tracing purposes therefore the cost of the system would be a CARES Act grant eligible expense.

Mr. Weakland stated that he wanted the Board to understand that there is an ongoing expense for maintenance, in the amount of \$16,000.00. He stated that after the first year the cost for maintenance could possibly be reduced or transferred into another maintenance plan altogether.

Discussion followed.

Solid Waste and Recyclable Material:

Chief Clerk Hemminger requested approval for the acceptance of bid received for municipal solid waste and recyclable material removal for County of Blair owned buildings for review, award or rejection within thirty-30 days of bid opening.

Mrs. Hemminger stated that bids were solicited for municipal solid waste and recyclable material removal for county owned buildings. She stated that only one-1 bid was received and opened on Monday, September 28, 2020 at 2 pm in the Controller's Office.

Mrs. Hemminger stated that the only bidder was Burgmeier's Hauling in the following amounts for a three-3 period:

FACILITY	2020-2021	2021-2022	2022-2023
Courthouse	\$ 7,620.00	\$ 7,848.60	\$ 8,084.04
Prison	\$19,260.00	\$19,837.80	\$20,432.88
911/E Center	\$ 2,700.00	\$ 2,781.00	\$ 2,864.40
Fort Roberdeau	\$ 540.00	\$ 556.20	\$ 572.68
Valley View Park - Park and Recreation	\$ 720.00	\$ 741.60	\$ 763.80
Highway	\$ 4,500.00	\$ 4,635.00	\$ 4,774.08
APO Satellite Office	\$ 720.00	\$ 742.60	\$ 763.80

Mrs. Hemminger requested that the board consider accepting the bid received for review, award or rejection within thirty-30 days of bid opening.

Discussion followed.

Resolution 406-2020: A resolution approving the acceptance of bid received from Burgmeier's Hauling for municipal solid waste and recyclable material removal for County of Blair owned buildings for review, award or rejection within thirty-30 days of bid opening.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 406-2020.

Penn State Cooperative Extension:

Chief Clerk Hemminger requested approval for an addendum to the Lease Agreement dated September 14, 2015 by and between Blair County Airport Authority and County of Blair on behalf of the Penn State Extension Blair County, for a one year extension from October 1, 2020 to September 30, 2021, all terms and conditions in the current lease will remain in full effect for the additional one year.

Mrs. Hemminger stated that the terms and conditions in the current lease would remain in full effect for the additional year. She stated that the monthly amount of rent also remains at \$2,660.00.

Discussion followed.

Old Business:

Janice Meadows requested approval of two-2 proposals received from Moorefield Communications for equipment and installation of an intercom system integrated into the courts telephone systems at District Court 24-3-01 (MDJ Miller) and District Court 24-3-03 (MDJ Aligner), in the total amount of \$748.15 per court.

Mrs. Meadows stated that the revised proposals were received from Moorefield Communications. She stated that the expenses associated with the proposals will not be funded through the CARES Act grant, but funds would be transferred within the MDJ's respective general fund budgets from the budgeted areas listed below:

- MDJ Miller, from constable services.
- MDJ Aigner, from unexpended capital improvement funds for non-completed projects at the MDJ office.

Mrs. Meadows stated that the fund transfers would not take place until the Board approves the proposals.

Discussion followed.

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk