

WORK SESSION: TUESDAY, OCTOBER 3, 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:

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:

Nate Taylor (Public Access Channel), Glenn Nelson (Fort Roberdeau), Cris Fredrickson (EMA), Joe Cox (JPO), Angela Wagner and AC Stichel (Controller’s Office), Rebecca Robinson (Purchasing), Katherine Swigart (HR), Mindy Hostler (CYF), DeAnna Heichel (Assessment), Allison Senkevich and Melissa Harpster (Commissioners Office) and Kay Stephens (Altoona Mirror).

Upcoming Meetings:

| | | |
|----------------------------|--------------|---|
| Wednesday, October 4, 2023 | 9:00 a.m. | *Retirement Board (Commissioners Meeting Room) |
| | 10:30 a.m. | *Salary Board (Commissioners Meeting Room) |
| Thursday, October 5, 2023 | 8:30 a.m. | *Park and Recreation Advisory Bd. (Commissioners Meeting Room) |
| | 10:00 a.m. | *Commissioners Business Session (Commissioners Meeting Room) |
| | 11:30 a.m. | Social Services Advisory Board Mtg. (At Blair HealthChoices) |
| | 6:30 p.m. | Fort Roberdeau Association (At White Oak Hall Fort Roberdeau) |
| Friday, October 6, 2023 | | |
| Monday, October 9, 2023 | Columbus Day | Courthouse Closed |
| Tuesday, October 10, 2023 | 10:00 a.m. | *Commissioners Work Session (Commissioners Meeting Room) |

Approval of Meeting Minutes 09/19/23 and 09/21/23:

Commissioner Erb called for corrections or changes to the meeting minutes of 09/19/23 and 09/21/23. **There were no corrections or changes noted.**

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

Public Comment:

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

Commissioner Comments:

Commissioner Erb called for commissioner comments.

Commissioner Burke – no comments noted.

Commissioner Webster announced that the Fort Roberdeau Annual Halloween Adventure would be held on Saturday, October 7, 2023 from 6:30 pm to 9:30 pm. She stated there would be trick or treating for grades K-6, a haunted trail with performers from the Altoona Area Astronomy Club for ages 6-adult, a scavenger hunt with prize, and a concession stand. Admission is \$5 individual, \$10 carload with free parking.

Commissioner Erb announced that mail-in ballots would be mailed to voters by the end of the week. He stated that October 23, 2023 is the last day to register before the November 7, 2023 election and that October 31, 2023 is the last day to apply for a mail-in civilian absentee ballot.

Consent Agenda:

Resolution 470-2023:

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

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 10/03/2023 | 231003SS | \$371,268.71 |
| 10/03/2023 | 231003CO | \$ 30,835.92 |
| 10/03/2023 | 231003WW | \$116,963.72 |

Which include payment of the following invoices:

- McCarl’s Preferred Services, in the total amount of \$3,479.00.

b. Ratification of the following eight-8 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 09/19/2023 | 230919WW | \$866,846.30 |
| 09/26/2023 | 230926WW | \$289,030.34 |
| 09/29/2023 | 230929RF | \$ 971.76 |
| 09/27/2023 | 230927WT | \$649,800.00 |
| 09/28/2023 | 230928HR | \$ 17,277.56 |
| 09/25/2023 | 230925FS | \$ 1,589.40 |

- c. **2023 Budget Transfer:** Per-department costs for the fourth of five Nygren Training Solutions classes.

| From | \$ | To |
|-----------------------------|----------|--------------------------------------|
| 01105-42070 Human Resources | \$101.27 | 762012-42070 APO Satellite |
| 01105-42070 Human Resources | \$101.27 | 012012-42070 APO Satellite |
| 01105-42070 Human Resources | \$101.27 | 01107-42070 Assessment |
| 01105-42070 Human Resources | \$101.27 | 01101-42070 Commissioners |
| 01105-42070 Human Resources | \$101.27 | 01101623-42070 Conservation District |
| 01105-42070 Human Resources | \$101.27 | 01152-42070 Coroner |
| 01105-42070 Human Resources | \$101.27 | 01155-42070 Costs and Fines |
| 01105-42070 Human Resources | \$101.27 | 013201-42070 CYF |
| 01105-42070 Human Resources | \$101.27 | 34156-42070 Domestic Relations |
| 01105-42070 Human Resources | \$101.27 | 011062-42070 Elections |
| 01105-42070 Human Resources | \$101.27 | 01113-42070 GIS |
| 01105-42070 Human Resources | \$202.54 | 01202-42070 JPO |
| 01105-42070 Human Resources | \$405.08 | 01209PO-42070 Prison |
| 01105-42070 Human Resources | \$101.27 | 01153-42070 Prothonotary |
| 01105-42070 Human Resources | \$101.27 | 01150-42070 Register and Recorder |
| 01105-42070 Human Resources | \$101.27 | 01151-42070 Sheriff |
| 01105-42070 Human Resources | \$202.54 | 75504-42070 Social Services |
| 01105-42070 Human Resources | \$101.26 | 01111-42070 Tax Claim |
| 01105-42070 Human Resources | \$101.26 | 01109-42070 Treasurer |
| 01105-42070 Human Resources | \$101.26 | 01603-42070 Veteran Affairs |

- d. **2023 Budget Transfer:** Transferring funds to the correct organization.

| From | \$ | To |
|-------------------------------|----------|-------------------------------|
| 01158-42000 District Attorney | \$141.19 | 01164711-42000 Victim Witness |

- e. **2023 Budget Transfer:** To cover Insurance Deductible fees from PCoRP:

| From | \$ | To |
|--|----------|----------------------|
| 01101GCO-44960 General County Operations | \$900.00 | 01209PO-44960 Prison |

- f. **2023 Budget Transfer:** Charges from HealthForce for invoices dated September 12, 2023.

| From | \$ | To |
|--|----------|--------------------------------------|
| 01101GCO-42000 General County Operations | \$85.00 | 762012-42000 APO Satellite |
| 01101GCO-42000 General County Operations | \$55.00 | 012012-42000 APO Satellite |
| 01101GCO-42000 General County Operations | \$55.00 | 01152-42000 Coroner |
| 01101GCO-42000 General County Operations | \$440.00 | 013201-42000 CYF |
| 01101GCO-42000 General County Operations | \$165.00 | 01158-42000 District Attorney |
| 01101GCO-42000 General County Operations | \$110.00 | 34156-42000 Domestic Relations |
| 01101GCO-42000 General County Operations | \$55.00 | 01202-42000 JPO |
| 01101GCO-42000 General County Operations | \$110.00 | 01160JB-42000 Judge Bernard |
| 01101GCO-42000 General County Operations | \$55.00 | 01160WK-42000 Judge Kagarise |
| 01101GCO-42000 General County Operations | \$55.00 | 01161FM-42000 MDJ Miller |
| 01101GCO-42000 General County Operations | \$55.00 | 01209PO-42000 Prison |
| 01101GCO-42000 General County Operations | \$110.00 | 01153-42000 Prothonotary |
| 01101GCO-42000 General County Operations | \$110.00 | 44122-42000 Public Safety – 911 |
| 01101GCO-42000 General County Operations | \$55.00 | 01103HW-42000 Public Works – Highway |
| 01101GCO-42000 General County Operations | \$110.00 | 01151-42000 Sheriff |
| 01101GCO-42000 General County Operations | \$55.00 | 01164711-42000 Victim Witness |

- g. **Parking Garage Stair Tower Project:** Requesting approval for payment of Application #5 (revised) received from Ralph J. Albarano & Sons, Inc., in the total amount of \$63,142.20.
- h. **Bridge #70/County Road 101 over South Poplar Run Replacement Project:** Requesting approval of ECMS Submission, Estimate 005, in the total amount of \$124,688.64, received from Francis J. Palo, Inc. Expenses are 2% reimbursable through the Road Map Fund.
- i. **Holiday Schedule 2024:** Requesting approval of the Holiday Schedule for 2024 for non-union employees of the County of Blair.
- j. **Blair County Industrial Development Authority:** Requesting approval for the appointment of Clark Staplefeld to the Blair County Industrial Development Authority filling the expired term of James Crawford for the period of 07/25/23 through 07/24/28.
- k. **Employment:** Debra Conner, FT, Temporary, Department Assistant, Elections, \$11.00/hr., effective 10/02/23; Nicole M. Patkalitsky, PT, Temporary, Caseworker I, CYF, \$17.29/hr., effective 10/02/23; McKenzie A. Reilly, PT, Permanent, Caseworker I, CYF, \$17.29/hr., effective 10/02/23; and Mason K. Rogers, FT, Law Clerk, Public Defender, \$41,623.40/yr., effective 10/02/23.
- l. **Resignations:** Olivia M. Bosar, FT, Temporary Department Assistant, CYF, \$11.13/hr., effective 09/01/23.
- m. **Rescindment:** Katelyn L. Williams, FT, Administrative Support, JPO, \$11.58/hr., effective 09/13/23.

Commissioner Burke noted her abstention on the payment of an invoice to McCarl’s Preferred Services due to a conflict of interest.

Commissioner Burke voted nay to letter (j) of the Consent Agenda.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 470-2023 with the abstention and the nay vote as noted.

Staff Reports & Special Business:

Children, Youth and Families:

- i. Mindy Hostler requested approval for the submission of the 2023 Compensation Plan to the Pennsylvania Department of Human Services, Office of Children, Youth and Families.

Discussion followed.

- ii. Mindy Hostler requested approval of a copy pack agreement, including parts, labor and toner, under the Master Service Agreement with Doing Better Business, for the Children, Youth and Families Ricoh IM 7000 B/W MFP, Copy, Print, Scan, Fax Machine, ID# S39846, installed 08/10/23. Said copy pack agreement is in the monthly amount of \$90.00 for 15,000 pages, excess pages are \$0.0045 per page.

Chief Clerk Hemminger asked Ms. Hostler if the machine was purchased outright. Ms. Hostler confirmed that it was.

Discussion followed.

Department of Emergency Services:

- i. Cris Fredrickson requested all of the FFY 2023 Emergency Management Performance Grant Agreement (EMPG) (C950004166), in the total amount of \$67,946.00, for the term period of 10/1/22 through 09/23/25, and the performance period of 10/1/22 through 09/30/23; and for the Board of Commissioners to electronically sign the grant agreement within the ESA System by 11/5/23.

Discussion followed.

- ii. Cris Fredrickson requested approval for the submission of the FFY 2023-2025 Hazardous Materials Emergency Preparedness Grant (HMEP), Year 1, 2023-2024 Annual Status Report to the Pennsylvania Emergency Management Agency (PEMA), for projects completed for the period of 04/01/23 through 09/30/23.

Mrs. Fredrickson stated that the report is for transportation of hazardous materials incident planning and training projects completed during the grant period of 04/01/23 through 09/30/23.

Discussion followed.

- iii. Cris Fredrickson requested approval for the submission of the 911 Statewide Interconnectivity Funding Grant Application to the Pennsylvania Emergency Management Agency (PEMA), in the total amount of \$596,688.70, for SCM ESINet Maintenance, SAC CHE Maintenance, SAC Regional CAD, NG 911 GIS Services, Legacy Telephone Charges and Microwave Radio Update as outlined below:

- \$ 95,776.08 for the SAC CHE Maintenance Project.
- \$ 83,113.62 for the SAC Regional CAD Maintenance Project.
- \$ 89,403.00 for the SCM ESINet Maintenance Project.
- \$ 25,000.00 for NG911 GIS Services.
- \$ 2,407.50 for Legacy Telephone (ILEC) Charges.
- \$300,988.50 for Capital project to upgrade the Microwave Radio Equipment.

Mrs. Fredrickson stated that the projects were approved by PEMA.

Discussion followed.

Juvenile Probation:

Joe Cox requested approval of the FY 23/24 Juvenile Probation Services Grant Agreement between the County of Blair, Juvenile Probation Office and the Commonwealth of Pennsylvania, acting through the Juvenile Court Judges' Commission, in the aggregate amount of \$146,839.00, for the operation of the Juvenile Probation Office salaries and services, for the period of 07/01/23 through 06/30/24.

Chief Clerk Hemminger stated that prior to the Business Session of October 5, 2023, Mr. Cox's agenda request might need resubmitted as three-3 separate agenda item requests. Those requests being one, approval of the FY 23/24 grant agreement; two, approval of the FY 22/23 Financial Statement for funds expended under the grant; and three, approval of the FY 23/24 Equitable Compensation Letter.

Discussion followed.

Assessment Office:

DeAnna Heichel requested approval of a Statement of Work between the County of Blair, Assessment Office and Vision Government Solutions, for the EST CAMA™ Infrastructure Refresh Project, in the total amount of \$14,935.00; and approval of a Quote received from CDW-G for fifty-50 Microsoft Windows Remote Desktop Services Licenses, required for the virtual servers for the EST CAMA™ Infrastructure Refresh Project, in the total amount of \$5,053.50.

Discussion followed.

Social Services:

Trina Illig requested approval for the acceptance of the FY 22/23 Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund Conditional Award of Funds Letter received from the Pennsylvania Housing Finance Authority (PHARE), in the total amount of \$40,000.00, to support the Blair County Housing Assistance Program.

Mrs. Illig stated that \$40,000.00 provided assistance for one-hundred-twenty-five (125) people through the following agencies: Family Services, Catholic Charities, Blair HealthChoices, and the Center for Community Action.

Discussion followed.

Resolution 471-2023: A resolution approving the acceptance of the FY 22/23 Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund Conditional Award of Funds Letter received from the Pennsylvania Housing Finance Authority (PHARE), in the total amount of \$40,000.00, to support the Blair County Housing Assistance Program.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 471-2023.

Fort Roberdeau:

- i. Glenn Nelson requested approval of a Security Services Agreement between the County of Blair and Keystone Investigation and Security Specialists, LLC for the services of three-3 security guards, at the rate of \$24.00 per hour (\$288.00 total) for three-3 guards from 5:30 p.m. to 9:30 p.m., Saturday October 7, 2023, for the Fort Roberdeau Halloween Adventure.

Discussion followed.

- ii. Glenn Nelson requested approval of a quote received from United Rentals, to provide three (3) light towers for the parking area during the Fort Roberdeau Halloween Adventure Event, in the total amount of \$405.00.

Discussion followed.

Human Resources:

Katherine Swigart requested approval of a Side Letter Agreement to the Collective Bargaining Agreement (CBA) between the County of Blair and union-eligible members of the United Mine Workers of America (UMWA) Residual Unit, effective 01/01/22 through and including 12/31/24, adding language specific to on-call pay effective October 3, 2023, and restating that all other current provisions of the CBA shall remain in effect.

Ms. Swigart stated that the agreement provides for on-call wages to titles eligible for on-call pay. She stated that all other provisions of the CBA remain in effect.

Discussion followed.

Resolution 472-2023: Approving a Side Letter Agreement to the Collective Bargaining Agreement (CBA) between the County of Blair and union-eligible members of the United Mine Workers of America (UMWA) Residual Unit, effective 01/01/22 through and including 12/31/24, adding language specific to on-call pay effective October 3, 2023, and restating that all other current provisions of the CBA shall remain in effect.

Motion by Commissioner Erb, seconded by Commissioner Burke, nay vote by Commissioner Webster, and approved by a 2-1 vote to adopt Resolution 472-2023.

Information Technology:

Chief Clerk Hemminger requested approval of a Quote received from Tyler Technologies, to perform a MUNIS Software Server Transfer, in the total amount of \$5,000.00.

Chief Clerk Hemminger stated that the quote is for moving MUNIS data from an old server to a new server.

Discussion followed.

Commissioners Office:

Chief Clerk Hemminger requested approval of a Confidentiality and/or Non-Disclosure Agreement by and between the County of Blair and Momentum ECM, LLC for access to digital information for the purposes of quoting a new digital storage system for county records. Said Agreement is at no cost to the county.

Discussion followed.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk