

**WORK SESSION: TUESDAY, NOVEMBER 28, 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:**

David Kessling and Helen Schmitt (Public), Jay Whitesel (Prison), Ray Benton (Coroner’s Office), Emilie Deffenbaugh (Fort Roberdeau), Pete Weeks (District Attorney), Brandon Meck and Lindsay Dempsie (Finance), Cris Fredrickson (EMA), Sherry Socie (Planning Commission), AC Stickel (Controller), Melena Koegler and Brian Walters (HR), Carol A. Dannenberg (Hollidaysburg Community Watchdog), James Ott (Sheriff), Rebecca Robinson (Purchasing), Melissa Harpster and Allison Senkevich (Commissioners Office).

**UPCOMING MEETINGS:**

Wednesday, November 29, 2023

Thursday, November 30, 2023 10:00 a.m. \*Commissioners Business Session (Commissioners Meeting Room)

Friday, December 1, 2023

Monday, December 4, 2023

Tuesday, December 5, 2023 10:00 a.m. \*Commissioners Work Session (Commissioners Meeting Room)

Wednesday, December 6, 2023 9:00 a.m. \*Retirement Board (Commissioners Meeting Room)

10:30 a.m. \*Salary Board (Commissioners Meeting Room)

Thursday, December 7, 2023 8:30 a.m. \*Park and Recreation Advisory Board (Commissioners Meeting Room)

10:00 a.m. \*Commissioners Business Session (Commissioners Meeting Room)

6:30 p.m. Fort Roberdeau Association (White Oak Hall @ the Fort)

Friday, December 8, 2023

Monday, December 11, 2023

**EXECUTIVE SESSION ANNOUNCEMENT:**

Chief Clerk Hemminger clarified the date of the Executive Session announcement from the last Board of Commissioners meeting was not November 10, but instead was Friday, November 3.

An executive session was held on Friday, November 17, 2023 at 12:30 pm where she, Commissioner Erb, Commissioner Webster, Human Resources Director Katherine Swigart, and Human Resources Manager Melena Koegler met to discuss one-1 open position.

**APPROVAL OF MEETING MINUTES 11/14/23 and 11/16/23:**

Commissioner Erb called for corrections of changes to the meeting minutes of 11/14/23 and 11/16/23. **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 Webster reminded the public about the Real Estate Tax Exemption for veterans that have 100% permanent service-connected disability and to submit an application, they must contact Director of Veterans Affairs, Eric Kay.

Commissioner Burke commented about 2024 CCAP Priorities. She mentioned that three of the priorities being considered for 2024 are three items that the Commissioners have discussed previously. One of the priorities is the need for the increase in state mental health funding, addressing inmates with mental health issues, and juvenile detention capacity.

**CONSENT AGENDA:**

**Resolution 541-2023:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/28/2023	231128CY	\$230,220.62
11/28/2023	231128ww	\$ 17,191.95

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/13/2023	231113FS	\$ 2,089.78
11/16/2023	231116HR	\$ 12,821.12

11/20/2023	231120FS	\$ 2,452.26
11/21/2023	231121WW	\$279,150.93
11/21/2023	231121CY	\$230,993.20
11/21/2023	231121EO	\$ 64,485.37
11/21/2023	231121SS	\$ 46,606.81
11/21/2023	231121WW	\$321,091.55

Which include payment of the following invoices:

- Blair Senior Services, in the total amount of \$177,208.00.
- c. Ratification of Total Payroll for the Check Dated 11/17/2023, in the total amount of \$852,903.25.
- d. Ratification of a Miscellaneous Payroll with a Check Dated 11/08/2023, in the total amount of \$995.16.
- e. **2023 Budget Transfers:** Legal fees received from McNees Wallace for the period of October 31, 2023.

From	\$	To
01101GCO-44080 General County Operations	\$ 750.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 330.00	01152-44080 Coroner
01101GCO-44080 General County Operations	\$ 240.00	013201-44080 CYF
01101GCO-44080 General County Operations	\$ 420.00	01202-44080 JPO
01101GCO-44080 General County Operations	\$ 300.00	01160DM-44080 Judge Milliron/pool
01101GCO-44080 General County Operations	\$5,331.82	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$ 570.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$6,600.00	01101-44080 Commissioners

- f. **2023 Budget Transfers:** To cover the cost of postage.

From	\$	To
01160-44030 Court Administration	\$2,450.00	01161PA-43000 MDJ Aigner

- g. **2023 Budget Transfers:** Charges for the November 9, 2023 class with Nygren Training Solutions.

From	\$	To
01105-42070 Human Resources	\$230.16	012011-42070 APO
01105-42070 Human Resources	\$230.16	01136-42070 Finance
01105-42070 Human Resources	\$230.16	01112-42070 Controller
01105-42070 Human Resources	\$230.16	34156-42070 Domestic Relations
01105-42070 Human Resources	\$230.16	013201-42070 CYF
01105-42070 Human Resources	\$230.16	01209PO-42070 Prison
01105-42070 Human Resources	\$230.16	01150-42070 Register and Recorder
01105-42070 Human Resources	\$460.30	01151-42070 Sheriff
01105-42070 Human Resources	\$230.15	75504-42070 Social Services
01105-42070 Human Resources	\$230.15	01109-42070 Treasurer

- h. **2023 Budget Transfers:** To cover charges to Community Res & Resident R & B.

From	\$	To
01202203-44320 Juvenile Detention	\$ 7,600.00	01202206-44230 Juvenile Probation
01202203-44290 Juvenile Detention	\$20,000.00	01202206-44230 Juvenile Probation
01202203-44310 Juvenile Detention	\$ 2,000.00	01202206-44230 Juvenile Probation
01202203-44240 Juvenile Detention	\$ 7,000.00	01202206-44230 Juvenile Probation

- i. **2023 Budget Transfers:** Charges for the November 16, 2023 Nygren Training Solutions Class.

From	\$	To
01105-42070 Human Resources	\$ 200.91	762011-42070 APO
01105-42070 Human Resources	\$ 200.90	08607-42070 Fort Roberdeau
01105-42070 Human Resources	\$ 200.90	01113-42070 GIS
01105-42070 Human Resources	\$ 200.90	01202-42070 JPO
01105-42070 Human Resources	\$1,205.40	01209PO-42070 Prison
01105-42070 Human Resources	\$ 200.90	01157-42070 Public Defender
01105-42070 Human Resources	\$ 200.90	75504-42070 Social Services

- j. **Bridges 87, 88, 89, and 92 Project:** Requesting approval for payment of Application #16, received from Francis J. Palo, Inc., in the total amount of \$58,627.48.
- k. **Employment:** Ricardo Cruz, FT, Corrections Officer, Prison, \$21.05/hr., effective 11/15/23; Scott A. Brumbaugh, FT, Casework Supervisor, CYF, \$48,605.44/yr., effective 11/20/23; Kayla M. Grossen, FT, Probation Officer Aide 1, APO, \$11.58/hr., effective 11/20/23; Stacey A. Smith, FT, Department Clerk 1, Domestic Relations, \$11.03/hr., effective 11/20/23; and Courtney L. Sable, FT, Director, Records Management, \$37,473.80/yr., effective 11/27/23.
- l. **Terminations:** Ritchie P. Blymier, FT, Sheriff Deputy, Sheriff's Office, \$15.52/hr., effective 11/17/23.
- m. **Employment Status Change:** Emily L. Vance, From, FT, Telecommunicator Trainee, Public Safety/911, 35 hours/per week, \$13.88/hr., To, FT, Telecommunicator, 40 hours/per week, \$16.30/hr., effective 11/25/23.

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

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 541-2023 with the abstention as noted.

#### **STAFF REPORTS & SPECIAL BUSINESS:**

##### **Coroner's Office:**

Requesting approval of a Software License and Maintenance Support Agreement and Appendix X (Requirements for non-Blair County Hosted Applications/Services) between the County of Blair, on behalf of the Blair County Coroner's Office and Quincy Technology Solutions, Inc., for up to five-5 concurrent user licenses of CMfw™ Medical Examiner Case Management, in the total amount of \$17,413.00, for the period of January 1, 2024 through December 31, 2024.

Mr. Benton stated that the computer software would provide a standardized electronic record system that would assist in record retrieval, implement better records management, and decrease the amount of manual labor currently needed. He stated that the initial implementation fee and first year of licenses would be paid from the Coroner's Vital Statistic Funds.

Discussion followed.

##### **Department of Emergency Services:**

Cris Fredrickson requested approval for Commissioner Bruce R. Erb to execute the Commonwealth of Pennsylvania Worker Protection and Investment Certification Form on behalf of the County of Blair, Department of Emergency Services (Grantee), for further state grant funding reimbursement, certifying that the Grantee is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in paragraph A of said form.

Mrs. Fredrickson stated that the form was previously part of each grant submission, however, now the state is only requiring one-1 form yearly for all grant submissions.

Discussion followed.

**Sheriff's Office:**

Jim Ott requested approval of a Customer Support Agreement between the County of Blair, on behalf of the Blair County Sheriff's Office and Informant Technologies, Inc., for two-2 Informant PS software licenses, in the total annual amount of \$2,075.00, for the period of January 1, 2023 through December 31, 2023.

Sheriff Ott stated that the software licenses fees are budgeted in the 2023 budget. He stated that Solicitor Muriceak reviewed the agreement.

Commissioner Erb commented that the annual fee reflects a 7.8% increase from the prior year's agreement.

Discussion followed.

**Prison:**

- i. Jay Whitesel requested approval of a Service Contract Proposal between the County of Blair, on behalf of the Blair County Prison and Park Security and Installation, Inc., for as needed services to electronic devices at the Prison, at the rate of \$150.00/per hour for straight time, \$NA/per hour for overtime and holidays.

Mr. Whitesel clarified the rate per hour for overtime and holidays is the same hourly rate as straight time.

Discussion followed.

- ii. Jay Whitesel requested approval for the payment of five-5 outstanding invoices 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 \$1,444.00.

Discussion followed.

**Resolution 542-2023:** Approving the payment of five-5 outstanding invoices 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 \$1,444.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 542-203.

**Fort Roberdeau:**

- i. Emilie Deffenbaugh requested approval for an advertorial package in the 2024 Inspiration Guide by the Happy Valley Adventure Bureau, in the amount of \$1,000.00, for promotion of Fort Roberdeau throughout the State College, Penn State University and Centre County regional market.

Discussion followed.

- ii. Emilie Deffenbaugh requested approval of a Gold Partnership 2023-2024 Agreement with the Huntingdon County Visitors Bureau, for promotion, and for a 1/6 horizontal page ad in the 2024 Visitors Guide, "Raystown Moments", in the total amount of \$1,170.00, for promotion throughout the Raystown Lake region.

Discussion followed.

**Public Works – Maintenance/Facilities:**

- i. Melena Koegler requested approval of a quote received from Boyer Refrigeration Heating and Air, for replacement and installation of one-1, 9,000 BTU Console WSHP Water Furnace, in the Law Clerk's Office, in the total amount of \$10,773.24; and, to replace the compressor, in the total amount of \$3,341.82.

Ms. Koegler stated that the total amount for the replacement and installation of the new water furnace is \$10,773.24. She stated the quote provided to replace the compressor in the total amount of \$3,341.00, is not needed and can be stricken from the agenda.

Discussion followed.

**Resolution 543-2023:** Approving of a quote received from Boyer Refrigeration Heating and Air, for replacement and installation of one-1, 9,000 BTU Console WSHP Water Furnace, in the Law Clerk's Office, in the total amount of \$10,773.24.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 543-2023.

- ii. Melena Koegler requested approval for the payment of an invoice outside of the county's purchasing policy received from Fiore True Value Hardware, for the rental of a Biljax Boom on September 19, 2023, in the total amount of \$630.00.

Discussion followed.

**Public Works:**

- i. Paul Shaffer requested approval of a Right of Way Agreement between the County of Blair and the Hollidaysburg Sewer Authority, for easement to be granted in lieu of condemnation and excluded from realty transfer taxes by virtue of 72 P.S. §8192-C.3. (1), in the sum of \$1.00, for sanitary sewer line installation through land now or formerly the County of Blair, Parcel 11.03-05.-004.00-000.

Mr. Shaffer stated that Attorney Fanelli reviewed the Right of Way Agreement.

Discussion followed.

- ii. Paul Shaffer requested approval for Commissioner Bruce R. Erb to sign the Material Profile Sheet ("Exhibit A") with respect to excavated material from the Blair County Bridges No. 87 and No. 92 project sites for Contractor Francis J. Palo since the material tested contain contaminants that require disposal at CleanEarth of Maryland, LLC.

Mr. Shaffer stated that the excavation of material was a requirement under the contract with Francis J. Palo.

Discussion followed.

- iii. Paul Shaffer requested approval of a Proposal received from Gwin, Dobson & Foreman, Inc., to perform the 2024 Lakemont Dam annual inspection and prepare the annual report for submission to the Pennsylvania Department of Environmental Protection (PADEP) in accordance with PADEP's Chapter 105 guidelines, in the lump sum amount of \$1,500.00. Work performed outside of said proposed fee shall be invoiced at an hourly rate of \$117.00 following authorization from the county.

Mr. Shaffer stated this is an annual request.

Discussion followed.

**Commissioners Office:**

- i. Nicole Hemminger requested approval to ratify the E-signatures, effective November 13, 2023, of the Intergovernmental Agreement for Intrusion Detection Services between the Pennsylvania Emergency Management Agency (PEMA) and the County of Blair (C950004270), and the Intergovernmental Agreement between the Governor's Office of Administration and the County of Blair (C950004407).

Discussion followed.

- ii. Nicole Hemminger requested approval to execute a Quote with Zoom Video Communications, Inc., in the prorated annual amount of \$2,998.50 adding fifteen-15 additional business licenses to the county's existing license bundle.

Discussion followed.

- iii. Nicole Hemminger approval of the Revisions to Item #6 under Exhibit J of the 2022 Multimodal Transportation Fund Grant Reimbursement Agreement for Highway and Bridge Projects to clarify the way a contractor can search for the current list of suspended and debarred Commonwealth Contractors.

Discussion followed.

- iv. Nicole Hemminger requested approval of a Grant Cooperation Agreement between the County of Blair and UPMC Altoona for "county funds" including, without limitation, funds received under and pursuant to a grant awarded to the County of Blair under the American Rescue Plan Act of 2021 (ARP) Expenditure Category 1.12 Behavioral Health-Mental Health Services, in an amount not to exceed \$200,000.00 on a reimbursement basis, that may be used for mental health service expenditures responding to issues there were caused or exacerbated by the COVID-19 Public Health Emergency related to establishment of an Emergency Psychiatric Assessment Treatment and Healing (EMPATH) unit. Agreement shall commence March 3, 2021 and end December 31, 2026, unless sooner terminated pursuant to Paragraph 14.

Chief Clerk Hemminger stated that UPMC would submit invoices for reimbursement for projects through 2026.

Discussion followed.

**Finance:**

**i. Review of Committed Funds:**

Lindsay Dempsie requested approval to reduce General Fund Committed Funds from \$200,723 (\$189,518 – Post Retirement Healthcare (Valley View), \$11,205 – Worker's Comp Reserve (Valley View)) to \$183,390 (\$172,185 – Post Retirement Healthcare (Valley View), \$11,205 – Worker's Comp Reserve (Valley View)).

Discussion followed.

**Resolution 544-2023:** Approving to reduce General Fund Committed Funds from \$200,723 (\$189,518 – Post Retirement Healthcare (Valley View), \$11,205 – Worker's Comp Reserve (Valley View)) to \$183,390 (\$172,185 – Post Retirement Healthcare (Valley View), \$11,205 – Worker's Comp Reserve (Valley View)).

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 544-2023.

**ii. 2024 General Funds and Reserve Account Budget Introduction/and Introduction of the 2024 General Fund & the following Reserve Accounts:**

Lindsay Dempsie provided a brief introduction and review of the 2024 General Funds and the following Reserve Account Budgets:

Special Grants Fund, Liquid Fuels Fund, Hotel Tax Fund, Debt Service Fund, Hazardous Emergency Response Fund, Bond Fund, Fort Roberdeau Fund, Children Youth & Families Fund, Juvenile Probation Grant Fund, Coroner Fund, Workers Comp Trust Fund, Unemployment Comp Fund, Domestic Relation Title IV-E Fund, Recreation Fund, Capital Reserve Fund, Technology Fund, Farmland Preservation Fund, Victim Witness ARD Fund, County Record Improvement Fund, Vehicle Registration Fund, 911 Project Fund, Juvenile Probation Office Fund, Recorder of Deeds Fund, Affordable Housing Trust Fund, Clerk of Courts Automation Fund, Prothonotary Automation Fund, Central Booking Fund, Marcellus Shale Fund, Phare Grant Fund, Employee Wellness Fund, Act 44 Bridge Fund, Demolition Fund, Juvenile Supervision Fee Fund, Community Development Fund, Drug Court Fund, DUI Specialty Court Fund, Social Services Fund, Offender Supervision Fund, and the Blair County Retirement Fund.

Discussion followed.

**Resolution 545-2023:** Approving the Introduction of the 2024 General Fund Budget and the following Reserve Account Budgets:

Special Grants Fund, Liquid Fuels Fund, Hotel Tax Fund, Debt Service Fund, Hazardous Emergency Response Fund, Bond Fund, Fort Roberdeau Fund, Children Youth & Families Fund, Juvenile Probation Grant Fund, Coroner Fund, Workers Comp Trust Fund, Unemployment Comp Fund, Domestic Relation Title IV-E Fund, Recreation Fund, Capital Reserve Fund, Technology Fund, Farmland Preservation Fund, Victim Witness ARD Fund, County Record Improvement Fund, Vehicle Registration Fund, 911 Project Fund, Juvenile Probation Office Fund, Recorder of Deeds Fund, Affordable Housing Trust Fund, Clerk of Courts Automation Fund, Prothonotary Automation Fund, Central Booking Fund, Marcellus Shale Fund, Phare Grant Fund, Employee Wellness Fund, Act 44 Bridge Fund, Demolition Fund, Juvenile Supervision Fee Fund, Community Development Fund, Drug Court Fund, DUI Specialty Court Fund, Social Services Fund, Offender Supervision Fund, and the Blair County Retirement Fund.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 545-2023.

**OLD BUSINESS:**

None.

**ADJOURN:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk