

WORK SESSION: TUESDAY, JUNE 27, 2023, 10:00 A.M.

Location: Commissioners Meeting Room, Basement.

**Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-4191715 or 1-408-915-6290 and enter meeting number 2468097683#*

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 those participating in the meeting to 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 Assistant Solicitor Muriceak.

Members Absent:

Solicitor Karn.

Others Present:

Sue Ammerman (EMA/911), Heather Rininger (Records Management), David Kessler (Public), Kristy Oakes (Prothonotary), Lindsay Dempsie and Brandon Meck (Finance), Jim Pooler (Public Works/Maintenance), Angela Wagner and AC Stickel (Controller's Office), Melissa Gordon and Carol Hartman (SASMG), Jim Ott (Sheriff), Tricia Maceno (Social Services), Rebecca Robinson (Purchasing), Melena Koegler (HR), Mindy Hostler (CYF), Kay Stephens (Altoona Mirror), Allison Senkevich and Melissa Harpster (Commissioners Office).

UPCOMING MEETINGS:

| | | |
|--------------------------|------------|--|
| Wednesday, June 28, 2023 | 3:00 p.m. | Blair HealthChoices Board Meeting (At Blair HealthChoices) |
| Thursday, June 29, 2023 | 8:30 a.m. | Blair County Planning Commission (At Altoona Water Authority) |
| | 10:00 a.m. | *Commissioners Business Session (Commissioners Meeting Room) |
| Friday, June 30, 2023 | | |
| Monday, July 3, 2023 | | |
| Tuesday, July 4, 2023 | | Independence Day Courthouse Closed No Commissioners Work Session |
| Wednesday, July 5, 2023 | 9:00 a.m. | *Retirement Board (Commissioners Meeting Room) |
| | 10:30 a.m. | *Salary Board (Commissioners Meeting Room) |
| Thursday, July 6, 2023 | 8:30 a.m. | *Park and Recreation Advisory Board (Commissioners Meeting Room) No Commissioners Business Session |
| Friday, July 7, 2023 | | |
| Monday, July 10, 2023 | | |
| Tuesday, July 11, 2023 | 10:00 a.m. | *Commissioners Work Session (Commissioners Meeting Room) |

Commissioner Erb announced that due to a lack of quorum the Business Session Meeting scheduled for Thursday, June 29, 2023 is cancelled.

EXECUTIVE SESSION ANNOUNCEMENT:

Chief Clerk Hemminger announced that beginning at 1 pm today, an Executive Session would be held to discuss potential litigation with Attorney Kate Mauk, the County's Worker's Compensation Attorney, Katherine Swigart HR Director, Melena Koegler HR Manager, Sandy Holencik HR Generalist, the three Commissioners and herself in attendance. She stated that immediately following the Executive Session some attendees would be dismissed prior to holding another Executive Session regarding a collective bargaining agreement.

APPROVAL OF MEETING MINUTES – 06/20/23 and 06/22/23:

Commissioner Erb called for corrections or changes to the meeting minutes of 06/20/23 and 06/22/23.

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.

Controller AC Stickel promoted Fort Roberdeau’s Star Spangled 4th of July 2023 open house event stating that there will be activities for all ages, free parking and admission.

COMMISSIONER COMMENTS:

Commissioner Erb called for commissioner comments.

Commissioner Webster added that a flagpole dedication ceremony would be held beginning at 10 am on July 4 at Fort Roberdeau. The flagpole was a recent Eagle Scout project.

Commissioner Burke extended congratulations to Central High School graduate and now LSU College student, Paxton Kling on LSU’s wins during the NCAA College World Series Baseball finals.

CONSENT AGENDA:

Resolution 305-2023:

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

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 06/27/2023 | 230627CY | \$ 97,803.01 |
| 06/27/2023 | 230627SS | \$ 28,042.00 |
| 06/27/2023 | 230627WW | \$167,774.36 |

- b. Ratification of the following one-1 Warrant List:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|------------|
| 6/26/2023 | 230626FS | \$4,172.84 |

- c. **2023 Budget Transfer:** Charges received from Boyer Refrigeration.

From _____

| | \$ | To |
|--|----|-------------------------|
| 01103BM-46030 Building Maintenance \$10,322.97 | | 44122-46030 911E Center |

- d. **Public Defender’s Office:** Requesting approval of an Affiliation Agreement between the County of Blair and Central Penn College for the purpose of student internships.
- e. **Public Defender’s Office:** Requesting approval of one-1 Central Penn College student intern, Bryan King, for the period of July 5, 2023 until August 18, 2023 (270 hours). Internship is for credit only and at no cost to the county.
- f. **Employment:** Scott M. Berardinelli, PT, Sheriff Deputy, Sheriff’s Office, \$15.52/hr., effective 06/26/23; Elizabeth I. Nelson, FT, Grants Specialist, Social Services, \$17.06/hr., effective 06/26/23.
- g. **Resignations:** Kristy L. Harr, FT, Temporary Department Assistant, Assessment, \$15.00/hr., effective 05/09/2023; Abigail M. Pearce, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 06/19/23; Samuel L. Harker, FT, Sheriff’s Deputy, Sheriff’s Office, \$16.00/hr., effective 06/23/23; Amanda R. Parizack, FT, Parole and Probation Officer, APO, \$16.54/hr., effective 06/23/23; Cole M. Thompson, FT, Corrections Officer, Prison, \$21.05/hr., effective 06/23/23; and Jacob Wagner, FT, Corrections Officer, Prison, \$21.05/hr., effective 06/26/23.
- h. **Retirements:** Rita F. Solan, FT, Administrative Support, JPO, \$12.70/hr., effective 06/30/23.
- i. **Correcting Effective Date of Hire:** Rashayle M. Claar, FT, Corrections Officer, Prison, \$21.05/hr., effective 06/12/23.
- j. **Correcting Starting Salary Amount:** Skyler D. McCaulley, PT, Seasonal Tour Guide, Fort Roberdeau, \$11.00/hr., effective 06/20/23.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 305-2023.

STAFF REPORTS & SPECIAL BUSINESS:

Department of Emergency Services 911E:

Sue Ammerman requested approval of a CritiCall End User License Agreement between the County of Blair, Department of Emergency Services 911E and Biddle Consulting Group for TestGenius ®/CritiCall Skills Testing, in the total amount of \$1,195.00, for the subscription period of May 21, 2023 through May 20, 2024.

Ms. Ammerman stated that software is used during training and testing of dispatchers.

Discussion followed.

Resolution 306-2023: A resolution approving a CritiCall End User License Agreement between the County of Blair, Department of Emergency Services 911E and Biddle Consulting Group for TestGenius ®/CritiCall Skills Testing, in the total amount of \$1,195.00, for the subscription period of May 21, 2023 through May 20, 2024.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 306-2023.

Department of Social Services:

Melissa Gordon requested approval of fourteen (14) FY 23/24 contracts between the County of Blair and the agencies listed below for the period of July 1, 2023 through June 30, 2024:

- Care Smart Solutions, Inc.
- Center for Community Resources
- Community Resources for Independence ☐ Contact Altoona
- Family Links, Inc.
- Family Services, Inc. ☐ Ganister Station
- North Star Services, Inc. ☐ Lisa Phipps
- Saint Francis University
- Service Access & Management, Inc.
- Skills of Central PA, Inc.
- UPMC Western Behavioral Health of the Alleghenies
- Denise Vanacore, CRNP

Ms. Gordon stated that all fourteen-14 contracts are renewals for FY 23/24 and covered by the Human Service Block Grant. She stated there was an increase of the state-set rates during the prior year; however, the increased rates do not affect the county as the match required is tied to the Block Grant.

Discussion followed.

Resolution 307-2023: Approving fourteen (14) FY 23/24 contracts between the County of Blair and the agencies listed below for the period of July 1, 2023 through June 30, 2024:

- Care Smart Solutions, Inc.
- Center for Community Resources
- Community Resources for Independence ☐ Contact Altoona
- Family Links, Inc.
- Family Services, Inc.
- Ganister Station
- North Star Services, Inc.
- Lisa Phipps
- Saint Francis University
- Service Access & Management, Inc.
- Skills of Central PA, Inc.
- UPMC Western Behavioral Health of the Alleghenies
- Denise Vanacore, CRNP

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 307-2023.

District Attorney's Office:

Pete Weeks requested approval of an Online/Practice Solution/West ProFlex Software Agreement and ten (10) user accounts with Thomson Reuters/Westlaw for the Blair County District Attorney's Office, for the period of 08/01/2023 through 07/31/2024, in an amount not to exceed \$561.00/per month; for the period of 08/01/2024 through 07/31/2025, in an amount not to exceed \$589.05/per month; and for the period of 08/31/2025 through 07/31/2026, in an amount not to exceed \$618.50/per month.

DA Weeks stated that software provides the DA's Office to legal research access. He provided a summary of the monthly rates for the period beginning 08/01/23 through 07/31/26 noting that the increase for 2023/2024 is approximately \$900.00 more than the current cost. He stated that since several offices have contracts with Thompson Reuters/Westlaw it may be possible for the county to explore possibly obtaining a better rate moving into the future through contract consolidation.

Commissioner Erb stated that in just two years the pricing reflects a 43% increase, which is three times the inflation rate.

Commissioner Burke stated that if the county were able to consolidate contracts the County would still not be a huge client for Thomas Reuters/Westlaw.

Commissioner Webster stated that perhaps the county could reach out to CCAP to see if several counties could perhaps consolidate to gain some power in negotiating future rates.

Discussion followed.

Resolution 308-2023: Approving an Online/Practice Solution/West ProFlex Software Agreement and ten (10) user accounts with Thomson Reuters/Westlaw for the Blair County District Attorney's Office, for the period of 08/01/2023 through 07/31/2024, in an amount not to exceed \$561.00/per month; for the period of 08/01/2024 through 07/31/2025, in an amount not to exceed \$589.05/per month; and for the period of 08/31/2025 through 07/31/2026, in an amount not to exceed \$618.50/per month.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 308-2023.

Records Management:

Heather Rininger requested approval of an Agreement for Purchases under Bidding Threshold by and between the County of Blair and Burgmeier Hauling, Inc. trading as (t/a) Burgmeier Shredding for purges at multiple locations on an on-call basis at the rate of \$275.00 minimum charge, .40 cents per lb. once the minimum is met, and a \$68.00 service fee, for the period of June 1, 2023 through May 31, 2024.

Ms. Rininger stated that the contract is retroactive back to June 1, 2023 and expires on May 31, 2024.

Commissioner Erb stated the rate reflects a 25% increase, and asked Ms. Rininger when she last obtained bids for shredding services. Ms. Rininger stated that last year three vendors were contacted – Iron Mountain, ShredIt, and Burgmeier Hauling, Inc. Of the three vendors, Burgmeier was the only vendor that could handle the amount of shredding the county has at various locations within the County’s records destruction requirements.

Discussion followed.

Resolution 309-2023: Approving an Agreement for Purchases under Bidding Threshold by and between the County of Blair and Burgmeier Hauling, Inc. trading as (t/a) Burgmeier Shredding for purges at multiple locations on an on-call basis at the rate of \$275.00 minimum charge, .40 cents per lb. once the minimum is met, and a \$68.00 service fee, for the period of June 1, 2023 through May 31, 2024.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 309-2023.

Prothonotary:

Kristy Oakes requested approval of four-4 Maintenance Exhibit A’s for Work Order No. 1 under the Master Service Agreement dated 08/04/21 between the County of Blair and KeyMark, for Total OnBase Support for the period of 08/01/23 through 07/31/24, as listed below:

- Prothonotary \$ 655.60
- Prothonotary \$7,322.20
- Records Management \$1,056.00
- Tax Claim \$ 112.00

Ms. Oakes stated that Work Order No. 1 is an annual renewal and the rates remained the same from the prior year. A portion of the invoices will be paid from the Automation Funds Account with the remaining balance paid from the General Fund.

Discussion followed.

Resolution 310-2023: Approving four-4 Maintenance Exhibit A’s for Work Order No. 1 under the Master Service Agreement dated 08/04/21 between the County of Blair and KeyMark, for Total OnBase Support for the period of 08/01/23 through 07/31/24, as listed below:

- Prothonotary \$ 655.60
- Prothonotary \$7,322.20
- Records Management \$1,056.00 □ Tax Claim \$ 112.00

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 310-2023.

Public Works/Building Maintenance:

- i. Jim Pooler requested approval of a Service Agreement between the County of Blair and Frye’s Sweeper and Sewing Center, Inc., for parts and service at the rate of \$60.00 per hour.

Discussion followed.

Resolution 311-2023: Approving a Service Agreement between the County of Blair and Frye’s Sweeper and Sewing Center, Inc., for parts and service at the rate of \$60.00 per hour.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 311-2023.

- ii. Jim Pooler requested approval of a Maintenance Services Agreement between the County of Blair and Fit Optimized Solutions for quarterly preventative maintenance on the heat pump units and split systems at the quarterly rate of \$2,056.25 (\$8,225.00 annually), emergency service and spot service on a time and material basis at the preferred labor rate of \$105.00/per hour, effective June 1, 2023 for a period of one-1 year and from year-to-year thereafter until terminated.

Discussion followed.

Resolution 312-2023: Approving a Maintenance Services Agreement between the County of Blair and Fit Optimized Solutions for quarterly preventative maintenance on the heat pump units and split systems at the quarterly rate of \$2,056.25 (\$8,225.00 annually), emergency service and spot service on a time and material basis at the preferred labor rate of \$105.00/per hour, effective June 1, 2023 for a period of one-1 year and from year-to-year thereafter until terminated.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 312-2023.

Children, Youth and Families:

Mindy Hostler requested approval for the submission of the Blair County Children, Youth and Families Compensation Plan for calendar year 2022 to the Pennsylvania Department of Human Services, Office of Children, Youth and Families, Bureau of Budget and Fiscal Support.

Discussion followed.

Resolution 313-2023: Approving the submission of the Blair County Children, Youth and Families Compensation Plan for calendar year 2022 to the Pennsylvania Department of Human Services, Office of Children, Youth and Families, Bureau of Budget and Fiscal Support.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 313-2023.

Commissioner's Office:

Allison Senkevich requested approval of a Letter of Support for Centre County to seek funding to expand the Centre County Public Safety Training Center.

Mrs. Senkevich stated that since the Centre County Public Safety Training Center has been in operation since 2003 the center has served as the central location for counties and business across the state to train emergency personnel. She stated that the originally designed facility was to be a 12,000 square foot facility; however, funding to expand to the original designed size has not been made available until now.

Mrs. Senkevich stated that there is no financial obligation to the county, just merely a Letter of Support for Centre County to seek available funding opportunities for expansion of the training center.

Resolution 314-2023: Approving a Letter of Support for Centre County to seek funding to expand the Centre County Public Safety Training Center.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 314-2023.

OLD BUSINESS:

Bridge #70/South Poplar Run/Greenfield Township Rehabilitation Project:

Chief Clerk Hemminger requested ratification of an Application for a Highway Occupancy Permit (HOP) and project drawings by Peoples Natural Gas (PNG) for the relocation of gas line due to the Bridge #70/South Poplar Run/Greenfield Township Rehabilitation Project.

Chief Clerk Hemminger stated that Peoples Natural Gas (PNG) provided at the county's request the Application for a Highway Occupancy Permit to relocate the gas line due to the Bridge 70 Rehabilitation Project. She stated that since the line needs relocated due to the bridge project, the \$600 fee was waived, so PNG was not charged for the permit.

Chief Clerk stated that in order to keep the bridge project moving, Commissioner Erb signed the HOP upon receipt, therefore approval for ratification of the HOP is requested.

Discussion followed.

Resolution 315-2023: Approving the ratification of an Application for a Highway Occupancy Permit and project drawings by Peoples Natural Gas (PNG) for the relocation of gas line due to the Bridge #70/South Poplar Run/Greenfield Township Rehabilitation Project.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 315-2023.

ADJOURN:

Meeting Adjourned,