

**WORK SESSION: TUESDAY, MARCH 14, 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 1-408-419-1715 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 please stand and recite the Pledge of Allegiance to the Flag.

**Roll Call:**

**Members Present:**

Commissioner Erb, Commissioner Burke, Commissioner Webster (call in), Assistant County Administrator Senkevich and Solicitor Karn.

**Members Absent:**

Chief Clerk Hemminger.

**Others Present:**

Cris Fredrickson (911E), Jay Whitesel (Prison), Jim Pooler (Public Works/Building Maintenance), Kay Stephens (Altoona Mirror), Carol A. Dannenberg (Hollidaysburg Community Watchdog), Katherine Swigart and Melena Kogler (HR), AC Stickel (Controller), Rebecca Robinson (Purchasing), Lindsay Dempse and Brandon Meck (Finance), Don Weakland (IT), Jim Ott (Sheriff), Nicole Smith (Court Administration), and Melissa Harpster (Commissioners Office).

**Upcoming Meetings:**

|                           |            |                                                                 |
|---------------------------|------------|-----------------------------------------------------------------|
| Wednesday, March 15, 2023 | 7:30 a.m.  | Convention & Sports Facilities Mtg.<br>(Convention Center)      |
|                           | 10:00 a.m. | Board of Assessment Appeals<br>(Conference Room 2B)             |
|                           | 2:30 p.m.  | *Salary Board<br>(Commissioners Meeting Room)                   |
| Thursday, March 16, 2023  | 8:30 a.m.  | *Prison Board<br>(At the Prison)                                |
|                           | 9:30 a.m.  | *Records Improvement Committee<br>(Commissioners Meeting Room)  |
|                           | 10:00 a.m. | *Commissioners Business Session<br>(Commissioners Meeting Room) |
| Friday, March 17, 2023    |            |                                                                 |
| Tuesday, March 21, 2023   |            | Commissioners Work Session <b>Cancelled</b>                     |
| Wednesday, March 22, 2023 | 3:00 p.m.  | Blair HealthChoices Board Meeting<br>(Blair HealthChoices)      |
| Thursday, March 23, 2023  |            | Commissioners Business Session <b>Cancelled</b>                 |
| Friday, March 24, 2023    |            |                                                                 |
| Monday, March 27, 2023    |            |                                                                 |

Commissioners Erb and Burke stated that in addition to the cancellation of the Work and Business Sessions of 03/21/23 and 03/23/23 the Records Improvement Committee meeting and the Blair HealthChoices Board Meeting are as well cancelled.

**APPROVAL OF MEETING MINUTES – 02/28/23 and 03/02/23:**

Commissioner Erb called for corrections or changes to the meeting minutes of 02/28/23 and 03/02/23. There were no corrections or changes noted.

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

**Request to Amend Agenda:**

Commissioner Erb stated that there is a need to amend today's agenda due to receipt of a late request received from Public Works/Building Maintenance for approval of a quote received from Mountain Research LLC.

Motion by Commissioner Burke to amend the agenda, seconded by Commissioner Erb and unanimously approved to amend the agenda.

**Public Comment:**

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

**Commissioner Comments:**

Commissioner Erb called for commissioner comments.

Commissioner Burke stated she had no comments.

Commissioner Webster extended thanks and gratitude for the well wishes and prayers offered due to the illness of her husband and requested that the prayers continue.

Commissioner Erb stated that he received many inquiries from concerned residents asking his opinion on whether they should withdraw their monies from the banks due to the recent collapse of two-2 of the world's largest banks. His reply was, "absolutely not". He offered his assurance that local banks are well capitalized and thought President Biden's recent address provided assurance that the nation's banking system is secure.

**Consent Agenda:**  
**Resolution #126-2023:**

a. Payment of the following four-4 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT       |
|----------------|----------------|--------------|
| 03/14/2023     | 230314CY       | \$474,482.93 |
| 03/14/2023     | 230314SS       | \$700,792.41 |
| 03/14/2023     | 230314TC       | \$259,351.16 |
| 03/14/2023     | 230314WW       | \$259,300.79 |

- White includes payment of an invoice to Thomas and Chandra Jandora, in the total amount of \$1,400.00.

b. Ratification of the following seven-7 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT       |
|----------------|----------------|--------------|
| 03/02/2023     | 230302WC       | \$ 11,770.75 |
| 03/08/2023     | 230310FP       | \$230,771.40 |
| 03/07/2023     | 230307TC       | \$ 295.00    |
| 03/09/2023     | 230309HR       | \$ 15,306.10 |
| 03/06/2023     | 230306RF       | \$ 2,787.99  |
| 03/06/2023     | 230306FS       | \$ 1,416.60  |
| 03/02/2023     | 230302ML       | \$ 31,076.19 |

c. Ratification of Total Payroll for the Check Dated 03/10/23, in the total amount of \$815,818.22.

d. **2023 Budget Transfer:** Charges received from an arbitrator for a grievance within the Sheriff's Office.

| From                                     | \$         | To                           |
|------------------------------------------|------------|------------------------------|
| 01101GCO-44080 General County Operations | \$2,419.59 | 01151-44080 Sheriff's Office |

e. **2023 Budget Transfer:** Legal Fees for the month of February 2023 received from Campbell Durrant.

| From                                     | \$          | To                   |
|------------------------------------------|-------------|----------------------|
| 01101GCO-44080 General County Operations | \$13,663.75 | 01209PO-44080 Prison |

f. **2023 Budget Transfer:** Conflict Counsel.

| From                                     | \$       | To                       |
|------------------------------------------|----------|--------------------------|
| 01101GCO-44080 General County Operations | \$135.00 | 01160-44080 Court Admin. |

g. **2023 Budget Transfer:** Charges received from Burgmeier for the March 2023 shred event.

| From                                     | \$       | To                             |
|------------------------------------------|----------|--------------------------------|
| 01101GCO-42840 General County Operations | \$66.02  | 01101-42840 Commissioners      |
| 01101GCO-42840 General County Operations | \$805.01 | 01112-42840 Controller         |
| 01101GCO-42840 General County Operations | \$75.45  | 01155-42840 Cost & Fines       |
| 01101GCO-42840 General County Operations | \$274.62 | 01160-42840 Court Admin.       |
| 01101GCO-42840 General County Operations | \$468.14 | 013201-42840 CYF               |
| 01101GCO-42840 General County Operations | \$553.77 | 01158-42840 District Attorney  |
| 01101GCO-42840 General County Operations | \$113.17 | 01156-42840 Domestic Relations |
| 01101GCO-42840 General County Operations | \$76.95  | 011061-42840 Elections         |
| 01101GCO-42840 General County Operations | \$89.03  | 01105-42840 Human Resources    |
| 01101GCO-42840 General County Operations | \$41.50  | 01136-42840 Finance            |
| 01101GCO-42840 General County Operations | \$218.79 | 01161PA-42840 MDJ Aigner       |
| 01101GCO-42840 General County Operations | \$375.34 | 01157-42840 Public Defender    |
| 01101GCO-42840 General County Operations | \$129.39 | 01153-42840 Prothonotary       |

h. **Employment:** Nicholas W. Mays, PT, Certified Legal Intern, District Attorney, \$22.87/hr., effective 03/13/23; Kaylee L. Weatherwalk, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 03/13/23; and Sarah M. Beers, From, PT Fill-in, Corrections Officer, Prison, \$15.08/hr., To, FT, Corrections Officer Prison, \$21.05/hr., effective 02/27/23.

i. **Resignations:** Jan E. Andrews, Per Diem, Board of Assessment Appeals Member, Assessment, \$150.00/full day/\$75.00/half-day, effective 03/06/23; Constance J. Curfman, PT, Tipstaff, Court Administration, \$11.75/hr., effective 03/06/23; Diane L. Strohm, FT, Tipstaff, Judge Bernard, \$11.98/hr., effective 03/17/23 and Tammie J. McCahan, PT, Receptionist/Clerk, Costs and Fines, \$11.20/hr., effective 03/17/23.

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

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 126-2023 with the abstention as noted.

**Staff Reports & Special Business:**

**Department of Emergency Services:**

Cris Fredrickson requested approval of a Bucks County Community College, Department of Public Safety Training and Certification, Bronze Membership Program Contract for 2023, in the total amount of \$1,300.00 per calendar year, per organization, for the period of January 1, 2023 through December 31, 2023. Said membership will provide 200 teaching hours of required training for EMA, 911, county employees, as well as Local Emergency Management Coordinators, Police, Fire, EMS and other stakeholders requiring emergency preparedness and hazardous materials related training.

Mrs. Fredrickson stated this is an annual request. She stated the contract price for 2023 does reflect a \$100.00 price increase from 2022.

Discussion followed.

**Resolution 127-2023:** Approving a Bucks County Community College, Department of Public Safety Training and Certification, Bronze Membership Program Contract for 2023, in the total amount of \$1,300.00 per calendar year, per organization, for the period of January 1, 2023 through December 31, 2023. Said membership will provide 200 teaching hours of required training for EMA, 911, county employees, as well as Local Emergency Management Coordinators, Police, Fire, EMS and other stakeholders requiring emergency preparedness and hazardous materials related training.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 127-2023.

**Children, Youth and Families:**

- i. Commissioner Burke requested approval of a FY 22/23 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County Blair, on behalf of Blair County Children, Youth and Families and the George Junior Republic in Pennsylvania.

Discussion followed.

**Resolution 128-2023:** Approving a FY 22/23 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County Blair, on behalf of Blair County Children, Youth and Families and the George Junior Republic in Pennsylvania.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 128-2023.

- ii. Commissioner Burke requested approval of a Statement of Work (SOW) and a Services Agreement (Appendix A) between the County of Blair, Blair County Children, Youth, and Families and CAI, Inc., for Professional Consultancy Services to support the development and submission of the county’s Needs-Based Plan and Budget, and to support development of a strategic direction for CYF, in the amounts listed below for the period of January 1, 2023 through December 31, 2023:

| Services                                                                                                                     | Price Proposal                                                                       |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Program Consultancy Services                                                                                                 | Rate \$105.00/hour                                                                   |
| Total Hours – 500                                                                                                            | Total \$52,500.00                                                                    |
| Travel Costs 6 trips, 12 days (mileage, hotel, meals, tolls)                                                                 | Total \$4,329.30                                                                     |
| Fiscal Consultancy Services                                                                                                  | Rate \$88.13/hour                                                                    |
| Total Hours – 900                                                                                                            | Total \$79,317.00                                                                    |
| Travel 1- 50 trips                                                                                                           | Total \$1,700.00                                                                     |
| Child Welfare Caseworker Field Coach                                                                                         | Rate \$53.50/hour                                                                    |
| Total Hours – 1040                                                                                                           | Total \$55,640.00                                                                    |
| Search and Recruitment Services<br>*Candidate Search<br>*Candidate Screening Interview<br>*Presentation of Candidates to CYF | 20% of candidate’s annual salary as outlined in the county’s offer letter upon hire. |
| <b>Total</b>                                                                                                                 | <b>\$193,482.30</b>                                                                  |

Commissioner Burke stated the contract for this year includes added field coach services.

Discussion followed.

**Resolution 129-2023:** Approving a Statement of Work (SOW) and a Services Agreement (Appendix A) between the County of Blair, Blair County Children, Youth, and Families and CAI, Inc., for Professional Consultancy Services to support the development and submission of the county’s Needs-Based Plan and Budget, and to support development of a strategic direction for CYF, in the amounts listed below for the period of January 1, 2023 through December 31, 2023:

| Services                                                                                                                     | Price Proposal                                                                       |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Program Consultancy Services                                                                                                 | Rate \$105.00/hour                                                                   |
| Total Hours – 500                                                                                                            | Total \$52,500.00                                                                    |
| Travel Costs 6 trips, 12 days (mileage, hotel, meals, tolls)                                                                 | Total \$4,329.30                                                                     |
| Fiscal Consultancy Services                                                                                                  | Rate \$88.13/hour                                                                    |
| Total Hours – 900                                                                                                            | Total \$79,317.00                                                                    |
| Travel 1- 50 trips                                                                                                           | Total \$1,700.00                                                                     |
| Child Welfare Caseworker Field Coach                                                                                         | Rate \$53.50/hour                                                                    |
| Total Hours – 1040                                                                                                           | Total \$55,640.00                                                                    |
| Search and Recruitment Services<br>*Candidate Search<br>*Candidate Screening Interview<br>*Presentation of Candidates to CYF | 20% of candidate’s annual salary as outlined in the county’s offer letter upon hire. |
| <b>Total</b>                                                                                                                 | <b>\$193,482.30</b>                                                                  |

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 129-2023.

**Court Administration:**

Nicole Smith requested approval of a County of Blair Agreement for Purchases under Bidding Threshold between the County of Blair, on behalf of Blair County Court Administration and Bettwy Systems, Inc., to perform maintenance on county electronic equipment for the courts at an hourly rate of \$110.00, plus material costs, for the period of January 1, 2023 through December 31, 2023.

Ms. Smith stated that the agreement would be for maintenance on the court’s electronic equipment. Ms. Smith stated that when the county places a service call with Bettwy Systems they would first provide a quote for time and materials that will need approved by the commissioners prior to work being performed.

Discussion followed

**Resolution 130-2023:** Approving a County of Blair Agreement for Purchases under Bidding Threshold between the County of Blair, on behalf of Blair County Court Administration and Bettwy Systems, Inc., to perform maintenance on county electronic equipment for the courts at an hourly rate of \$110.00, plus material costs, for the period of January 1, 2023 through December 31, 2023.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 130-2023.

**Fort Roberdeau:**

- i. Allison Senkevich requested approval for the submission of a Rotary Club of Altoona Grapes for Good Fund Allocation Application, in the requested amount of \$2,000.00, to support the printing of Fort trail maps and activity guides. There is no matching grant requirements and no cost to the county.

Mrs. Senkevich stated that the request is annual.

Discussion followed.

**Resolution 131-2023:** Approving the submission of a Rotary Club of Altoona Grapes for Good Fund Allocation Application, in the requested amount of \$2,000.00, to support the printing of Fort trail maps and activity guides. There is no matching grant requirements and no cost to the county.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 131-2023.

Allison Senkevich requested approval of an Eagle Scout Project Proposal by Jacob T. Gardner for installation of a new Flag Pole by White Oak Hall, in the estimated project amount of \$3,200.00, to be covered by Eagle Scout Gardner's fundraising efforts. Project to be completed by end of summer 2023.

Discussion followed.

**Resolution 132-2023:** Approving an Eagle Scout Project Proposal by Jacob T. Gardner for installation of a new Flag Pole by White Oak Hall, in the estimated project amount of \$3,200.00, to be covered by Eagle Scout Gardner's fundraising efforts. Project to be completed by end of summer 2023.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 132-2023.

**IT Department:**

Don Weakland requested approval of a proposal received from RBA Professional Data Systems, for the purchase of a three-3 year subscription to software by Arctic Wolf Networks for SOC-as-a-service, in the first-year amount of \$7,262.59 per month (annual expense of \$87,151.05), the second-year amount of \$7,698.34 per month (annual expense of \$92,380.11), and the third and final year amount of \$8,160.24 (annual expense of \$97,922.92.)

Mr. Weakland stated that RBA is acting as the agent in securing the best price from Arctic Wolf for the county. Generally, the proposal has been for a one-1 year term; however, the pricing for an annual term was reflecting an 8% rate increase. Therefore, Mr. Weakland stated he felt it was better to lock in a three-3 rate.

Discussion followed.

**Resolution 133-2023:** Approving a proposal received from RBA Professional Data Systems, for the purchase of a three-3 year subscription to software by Arctic Wolf Networks for SOC-as-a-service, in the first-year amount of \$7,262.59 per month (annual expense of \$87,151.05), the second-year amount of \$7,698.34 per month (annual expense of \$92,380.11), and the third and final year amount of \$8,160.24 (annual expense of \$97,922.92.)

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 133-2023.

**Prison:**

Jay Whitesel requested approval of a quote received from Schultz Company, in the total amount of \$1,924.00, for repairs to the prison kitchen's steam kettle, pending receipt of revised quote.

Deputy Warden Whitesel stated that Schultz Company accepted the county's requested changes to the quote and have provided a revised quote.

Discussion followed.

**Resolution 134-2023:** Approving a quote received from Schultz Company, in the total amount of \$1,924.00, for repairs to the prison kitchen's steam kettle, pending receipt of revised quote.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 134-2023.

**Human Resources:**

Katherine Swigart requested approval a quote received from Decoplan Associates LLC., for preparation and presentation of a Grant Writing Workshop to at least 25 Blair County employees during March or April 2023. Said workshop would be four-4 hours in length and would focus on state, federal, and private grant applications. Total cost is in the amount of \$500.00.

Discussion followed.

**Resolution 135-2023:** Approving a quote received from Decoplan Associates LLC., for preparation and presentation of a Grant Writing Workshop to at least 25 Blair County employees during March or April 2023. Said workshop would be four-4 hours in length and would focus on state, federal, and private grant applications. Total cost is in the amount of \$500.00.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 135-2023.

**Amended Agenda Item:**

**Public Works/Building Maintenance:**

Jim Pooler requested approval of a quote received from Mountain Research LLC to perform a limited indoor environmental quality evaluation of the Blair County Courthouse Courtrooms 1, 2 and the Judges' Lobby, in the amount of \$400.00.

Discussion followed.

**Resolution 136-2023:** Approving a quote received from Mountain Research LLC to perform a limited indoor environmental quality evaluation of the Blair County Courthouse Courtrooms 1, 2 and the Judges' Lobby, in the amount of \$400.00.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 136-2023.

**Old Business:**

**Resolution 120-2023:** Approving policies within the new County of Blair Employee Handbook.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 120-2023.

**Commissioners:**

Requesting approval of an extension of Terms to the Lease between the County of Blair and Courtyard Realty LLC, for a ten (10) year term beginning 03/25/23.

No action taken.

**Adjourn:**

Meeting Adjourned,

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Allison G. Senkevich, Assistant County Administrator