

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, AUGUST 10, 2021, 10:00 A.M.**

**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#*

1. **CALL TO ORDER**

2. **MOMENT OF SILENT REFLECTION**

3. **PLEDGE OF ALLEGIANCE TO THE FLAG**

4. **ROLL CALL**

5. **UPCOMING MEETINGS**

Wednesday, August 11, 2021

Thursday, August 12, 2021

10:00 a.m.

*Commissioners Work Session
(Commissioners Meeting Room)

Friday, August 13, 2021

Monday, August 16, 2021

Tuesday, August 17, 2021

10:00 a.m.

*Commissioners Business Session
(Commissioners Meeting Room)

6. **PUBLIC COMMENT**

7. **COMMISSIONERS COMMENTS**

8. **CONSENT AGENDA**

Resolution #321-2021:

a. Payment of the following Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
8/10/2021	210810WW	252,558.20
8/10/2021	210810SS	270,114.82

Which include payment of the following invoices: UPMC in the total amount of \$149,105.23

b. Ratification of the following Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
7/27/2021	210727FS	2,188.69
7/29/2021	210729FN	117,050.68
7/30/2021	210730HR	16,781.11
8/2/2021	210802HI	540,285.93
8/2/2021	210802ET	1,938.02
8/3/2021	210803FS	3,579.74
8/3/2021	210803SS	205,826.11
8/3/2021	210803CY	950.00
8/3/2021	210803CO	17,177.72
8/3/2021	210803WW	186,069.43
8/6/2021	210806HR	19,309.89

c. Ratification of Total Payroll for the Check Dated July 29, 2021 in the total amount of \$818,072.80.

d. **2021 Budget Transfer:** For charges received from HealthForce for the month ending May 2021.

From	\$	To
01101GCO-42000 General County Operations	\$50.00	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$50.00	012012-42000 APO
01101GCO-42000 General County Operations	\$50.00	762012-42000 APO Annex
01101GCO-42000 General County Operations	\$50.00	01107-42000 Assessment
01101GCO-42000 General County Operations	\$50.00	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$50.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$500.00	011061-42000 Elections
01101GCO-42000 General County Operations	\$50.00	08607-42000 Fort Roberdeau
01101GCO-42000 General County Operations	\$150.00	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$50.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$50.00	01157-42000 Public Defender
01101GCO-42000 General County Operations	\$50.00	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$50.00	01164-42000 Victim Witness

e. **2021 Budget Transfer:** For charges received from HealthForce for invoices dated July 1, 2021.

From	\$	To
01101GCO-42000 General County Operations	\$50.00	012011-42000 APO
01101GCO-42000 General County Operations	\$100.00	762012-42000 APO Annex
01101GCO-42000 General County Operations (Custody)	\$50.00	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$50.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$50.00	34156-42000 Domestic Relations

01101GCO-42000 General County Operations	\$200.00	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$100.00	01105-42000 Human Resources
01101GCO-42000 General County Operations	\$250.00	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$50.00	01164-42000 Victim Witness

- f. **2021 Budget Transfer:** For charges received from East Coast Risk Management associated with implementation of the salary study.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 Legal Services	\$700.00	01105-44080 Human Resources

- g. **2021 Budget Transfer:** For charges received from East Coast Risk Management for work associated with salaries.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 Legal Services	\$140.00	40164-44080 Victim Witness
01101GCO-44080 Legal Services	\$140.00	013201-44080 CYF

- h. **2021 Budget Transfer:** For charges received from Justifacts, Inc. for the month of July 2021.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-42000 General County Operations	\$94.61	012011-42000 APO
01101GCO-42000 General County Operations	\$145.86	762012-42000 APO Annex
01101GCO-42000 General County Operations	\$104.61	012012-42000 APO Annex
01101GCO-42000 General County Operations	\$94.61	01107-42000 Assessment
01101GCO-42000 General County Operations	\$58.25	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$216.22	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$87.61	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$135.61	011191-42000 Records Management
01101GCO-42000 General County Operation	\$87.61	01209PO-42000 Prison

- i. **Employment:** Karen S. Bilger, FT, Receptionist, Court Administration, \$10.51/yr., effective 08/02/21; Alison L. Dewey, FT, Receptionist/Clerk, Prothonotary, \$10.51/hr., effective 08/02/21; Kristyn H. Frye, From, FT, Telecommunicator, Public Safety-911, \$15.09/hr., to PT, Telecommunicator, Public Safety-911, \$15.09/hr., effective 08/07/21; Sandra M. Corey, FT, FT, District Court Administrative Support, MDJ DeAntonio, \$10.64/hr., To, FT, District Court Administrative Support, MDJ Dunio, \$10.64/hr., effective 08/02/21; Crystal M. Miller, From, FT, Tipstaff, Judge Sullivan, \$10.51/hr., To, FT, Victim Witness Advocate, Victim Witness, \$11.77/hr., effective 08/02/21; and Anthony H. Kattouf, From, FT, Assistant Public Defender, Public Defender's Office, \$50,430.13/yr., To, PT, Assistant Public Defender, Public Defender's Office, \$32,044.06/yr., effective 08/07/21; Julie Bowman, Rachael Jordan, Nathan Snyder, Fill-in, Correction Officer, Prison, \$15.08/hour, effective 8/9/2021; Brittany Imler, PT, Probation Officer Support, APO, \$10.82/hr., effective 8/9/2021; McKayla Sebia, PT, Receptionist/Clerk, Prothonotary, \$10.51/hr., effective 8/9/2021.

- j. **Terminations:** Patrick Miller, FT, Assistant Public Defender, Public Defender, \$45,000.02, Effective 8/3/2021.

- k. **Resignations:** Craig T. Swineford, FT, Veteran Affairs Director, Veterans Affairs, \$37,837.80/yr., effective 07/29/21; Dawn R. Murray, FT, Deputy Register of Wills/Recorder of Deeds, Register and Records Office, \$19,121.44/yr., effective 08/06/21; Natasha Bertram, PT, Probation Officer Support, APO, \$10.82/hr., effective 8/5/2021; Amanda Ellmann, FT, Clerk, Prothonotary, \$10.51/hr., effective 8/5/2021; Kierstin Fochtman, FT, Caseworker II, CYF, \$33,577.96, effective 8/6/2021; Michael Bowden, FT, Corrections Officer, Prison, \$16.88/hr., effective 8/12/2021; Timothy Baranik, FT, Caseworker II, CYF, \$32,558.50, effective 8/13/2021.

9. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Blair County Bridge #74/Maple Hollow Road:**

Requesting approval for the submission of a Chapter 105 Water Obstructions and Encroachment General Permit Registration Form to the Commonwealth of Pennsylvania, Department of Environmental Protection, Bureau of Waterways Engineering and Wetlands for the Blair County Bridge #74/Maple Hollow Road, roadway embankment repair project.

B. **Blair County Bridge #82/Monastery Road:**

Requesting approval of a Part 1, Preliminary Engineering Agreement L00343 Time Extension, extending the current contract from July 30, 2021 to December 31, 2021 to coincide with the approved design schedule and allowing adequate time to address remaining Preliminary Engineering items through the Let Date.

C. **Agricultural Land Preservation:**

Requesting approval of a Proposal of Service Contract between the County of Blair, Blair County Agricultural Land Preservation Board and Keller Engineers for conducting a 104 acre parcel easement survey of the Kent F. and Lenora J. Wilson Farm located in Catherine Township, Blair County, in the lump sum total of \$4,425.00.

D. **Children, Youth and Families:**

Requesting approval of the Child Welfare Education for Leadership Program (CWEL) Agreement between the County of Blair, Karen Bonanno (employee of Blair County Children, Youth and Families) and the University of Pittsburgh of the Commonwealth System of Higher Education, on behalf of its School for Social Work for her participation in the graduate education program for Child Welfare Employees.

E. **Department of Emergency Services:**

Requesting approval of a Professional Services Agreement between the County of Blair, on behalf of the Department of Emergency Services and MCM Consulting Group, Inc. for the development and conducting of an emergency operations center (EOC) tabletop exercise through the Hazardous Material Emergency Preparedness (HMEP) grant, in the total amount of \$3,327.25. (\$2,661.80 will be paid with HMEP grant funds and the remaining \$665.45 will be paid with Local Emergency Planning Committee (LEPC) funds).

F. **Department of Social Services:**

- i. Requesting approval of Amendment #3 to Grant Agreement (No. 4100066998) between the County of Blair and the Commonwealth of Pennsylvania, Department of Human Services, extending the amended term end date from September 30, 2021 to June 30, 2022, for the provision of Family Center Services to at-risk families.
- ii. Requesting approval of a FY 2020/2021 Contract Amendment #2 between the County of Blair and Family Services, Inc. increasing the maximum contract amount from \$150,000.00 up to \$175,000.00 for the period of July 1, 2020 through June 30, 2021.
- iii. Requesting approval of a Memorandum of Agreement (MOA) between the County of Blair and the Pennsylvania State Historic Preservation Officer and the Borough of Williamsburg regarding the use of Community Development Block Grant (CDBG) Funds for the partial demolition of a residential duplex located at 424-426 West First Street within the Borough of Williamsburg, Blair County, Pennsylvania. Said MOA outlines that the undertaking shall be implemented in accordance with the stipulations outlined in the MOA in order to take into account the effect of the undertaking on historic properties.
- iv. Requesting approval of the FY 2020/2021 Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund Grant Agreement between the County of Blair and the Commonwealth of Pennsylvania, acting through the Pennsylvania Housing Finance Agency (PHFA) for the following projects:

\$ 30,000.00	Blair County Housing Assistance Program
\$100,000.00	Blair County Childhood Lead Poisoning Prevention Program

G. **Prothonotary:**

- i. Requesting approval of a Master Services Agreement between the County of Blair and KeyMark, Inc., for computer system and network maintenance, software, consulting and professional services.
- ii. Requesting approval of a Maintenance and Support Services Work Order No. 1 between the County of Blair and KeyMark, Inc., as outlined in Exhibit A, Software Supported and Annual Service Charges, in the total amount of \$9,147.49, for the period of 08/01/21 to 07/31/22.

H. **Controller's Office:**

Requesting approval of a Blair County Policy titled, Contract Policy and Procedures, outlining the statutory responsibilities of the Commissioners, the Controller and anyone soliciting contracts on behalf of the County of Blair. Said policy memorializes the responsibilities outlined in the Pennsylvania County Code, as well as, the practical application of implementation within county operations.

I. **Airport Authority:**

Discussion on use of allocated 2021 budgeted funds.

J. **Valley View Park:**

- i. Requesting approval to allocate an amount not to exceed \$600.00 for stain and rental of a sprayer to stain three-3 pavilions at the park.

- ii. Requesting approval to allocate an amount not to exceed \$5,000.00 to repair a small “sinking” section of roadway leading to the playground area of the park. Work to be completed by the county’s Public Work’s Department.

10. **OLD BUSINESS**
None

11. **ADJOURN**