

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, APRIL 20, 2021, 10:00 A.M.**

**Public meetings are being held by conference call due to the COVID-19 Pandemic. 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, April 21, 2021	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B)
	2:00 p.m.	*Salary Board
Thursday, April 22, 2021	10:00 a.m.	*Commissioners Business Session
	10:30 a.m.	*Special Salary Board
		CANCELLED
Friday, April 23, 2021		
Monday, April 26, 2021		
Tuesday, April 27, 2021	9:30 a.m.	*Central PA Behavior Health Collaborative, Inc. Annual Mtg.
	10:00 a.m.	*Commissioners Work Session

6. **EXECUTIVE SESSION ANNOUNCEMENT**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **PROCLAMATION – National County Government Month April 2021**
10. **CONSENT AGENDA**

Resolution #144-2021:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
04/20/21	210420CY	\$350,056.94
04/20/21	210420SS	\$ 99,820.55
04/20/21	210420TD	\$ 11,665.16
04/20/21	210420WW	\$217,090.48

- b. Ratification of the following five-5 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
04/16/21	210416MW	\$ 734.55
04/16/21	210416RF	\$ 556.53
04/14/21	210414WC	\$12,500.00
04/16/21	210416HR	\$12,753.56
04/13/21	210413FS	\$ 3,012.35

- c. **Budget Transfer 2021:** Charges are from invoice #2724 received from East Coast Risk Management.

From	\$	To
01101GCO-44080 Legal Services	\$140.00	01105-44080 Human Resources

- d. **Board of Assessment Appeals:** Requesting approval for the appointment of Frank R. Wiley to the Board for the period of 04/13/21 through 01/05/22 filling the unexpired term of Justin D. Wiley.
- e. **Employment:** Frank R. Wiley, Per Diem, Board of Assessment Appeals, Assessment, \$150.00/per 7 hr. day/\$75.00/per 3.5 hr. day, effective 04/13/21; Marc T. Masucci, PT, Probation Officer Support, APO, \$10.82/hr., effective 04/19/21; Amy E. Miller, FT, Sheriff Deputy, Sheriff's Office, \$15.39/hr., effective 04/19/21; Nancy J. Zitsch, PT, Probation Officer Support, APO, \$10.82/hr., effective 04/19/21; Deborah J. Barbella, From: FT, Clerk Typist I/File Clerk, CYF, \$10.00/hr., To: FT, Clerk Typist I/Clerical Stats, CYF, \$10.00/hr., effective 04/10/21; Tiffany D. Conahye, From: FT, Clerk Typist I/Clerical Stats, CYF, \$10.00/hr., To: FT, Clerk Typist II/Court Aide, CYF, \$10.23/hr., effective 04/10/21; Rebecca C. Lidgett, From: FT, Victim/Witness Advocate, Victim/Witness, \$11.77/hr., To: FT, Sexual Assault/Domestic Violence Case Manager, Victim/Witness, \$15.39/hr., effective 04/10/21; Michael S. Bowden, Mathew R. Browell and Dennis T. Foster, From: Per Diem, Corrections Officer, Prison, \$15.08/hr., To: FT, Corrections Officer, Prison, \$16.88/hr., effective 04/19/21.
- f. **Terminations:** Justin C. Means, FT, Corrections Officer, Prison, \$20.07/hr., effective 04/13/21.
- g. **Resignations:** Justin D. Wiley, Per Diem, Board of Assessment Appeals, Assessment, \$150.00/per 7 hr. day/\$75.00/per 3.5 hr. day, effective 03/22/21; Cortney B. Claar, FT, Correctional Case Manager, Prison, \$20,010.12/yr., effective 04/23/21; and Brett R. Stayer, FT, Sheriff Deputy, Sheriff's Office, \$15.39/hr., effective 04/19/21.
- h. **Retirements:** Emily Martin-Lattuca, FT, Probation Officer Aide II, APO, \$12.32/hr., effective 03/26/21.

11. **STAFF REPORTS & SPECIAL BUSINESS**

Weekly COVID-19 Update:

- A. **Blair County Bridge #67 (West Loop Road over Old Town Run):**
Requesting approval of the drawings authorizing Acquisition of Right-of-Way for Blair County Bridge #67 (West Loop Road over Old Town Run) prepared by Keller Engineers, Inc.
- B. **Department of Emergency Services/911E:**
- i. Requesting approval of an Agreement for Purchases under Bidding Threshold between the County of Blair and Penn Turf, Inc., for the purchase of service for tire collection and disposal, in the amount of \$1,800.00 for a three-3 month period, plus an additional \$200.00 per month should the county need additional time. Said costs are reimbursable from the Mosquito-borne Disease Control Grant.

- ii. Requesting approval for submission of the FY 2019/2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program Performance Report for year one-1 annual and year two-2 mid-year, to the Pennsylvania Emergency Management Agency (PEMA), for the transportation of hazardous materials, incident planning and training projects completed during the grant period.
- iii. Discussion concerning the signing of a Letter of Engagement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency (PEMA) for the Provisioning of Next Generation 911 (NG911) Services, which sets forth each party's expectations and understandings, defining interoperability, roles, responsibilities, and the necessary steps to review, amend, or establish new methods and processes to successfully implement and sustain NG911 statewide through the implementation of the Commonwealth's NG911 Solution in Blair County.

C. **Department of Social Services:**

Requesting approval to increase the fee charged by the Recorder of Deeds Office for recording deeds and mortgages, within the guidelines established by the Pennsylvania Demolition Fund Act 152 of 2016, an additional \$7.50 to a total of \$15.00 in order to continuing funding the County of Blair Demolition Funds Program.

D. **Domestic Relations:**

Requesting approval of an Independent Contractor Agreement between the County of Blair and Melissa Howard, for training the Intake Worker, Office Manager and the Intergovernmental Case Manager for the Blair County Domestic Relations Office and the Pennsylvania Bureau of Child Support Enforcement at the rate of \$18.00 per hour for an average of not more than forty-40 hours per two week period at the discretion of the Contractor as agreed upon by the Court Administrator. Said agreement shall not exceed 120 calendar days from the contractor's first day of service.

E. **Elections/Voter Registration:**

Requesting approval of a quote received from Pitney Bowes for a sixty-60 month lease of a SendPro-C-Auto Automatic-Feed Mailing System for the Blair County Elections/Voter Registration Office, at the monthly rate of \$152.11, including USPS rate updates and print-head replacement, unlimited equipment service calls as needed, equipment preventative maintenance, equipment replacement parts and labor.

F. **Park and Recreation Advisory Board:**

a. Requesting approval of four-4 Grant Agreements between the County of Blair and the Grant Recipients as listed below:

- Morrison's Cove Memorial Park, in the amount of \$3,000.00, to dig and pour footer/foundation, set pre-cast memorial marker and install granite name slab and Gettysburg Stones.
- Greenfield Township, in the amount of \$2,150.00, for the purchase and installation of one-1 large message board and two-2 8' picnic tables at the Claysburg Community Park.
- Northern Blair Recreation Center, in the amount of \$2,959.40, for the purchase and installation of eight-8 U6 Soccer Goals and four-4 U10 Soccer Goals.
- Central Blair Recreation and Park Commission, in the amount of \$3,000.00 for the purchase and installation of park benches at Juniata Memorial Park.

b. Requesting approval of the Covid-19 Guidelines for Valley View Park Pavilion and Amphitheater Rentals and the prepared Covid-19 signage to be posted throughout the park encouraging mask wearing, hand washing/sanitizing, practicing social distancing, etc.

G. **Family Services Incorporated:**

Requesting approval of a Letter of Support for the submission of an application by Family Services Incorporated to the Department of Community and Economic Development (DCED) for the Neighborhood Assistance Special Priorities Tax Credit Program for the rehabilitation of an existing structure located at 2300 North Branch Avenue, Altoona, PA into an ADA compliant Family Shelter Facility.

H. **Veterans Affairs:**

Requesting approval of a grant agreement between the County of Blair, Veterans Affairs and the Pennsylvania Department of Military and Veterans Affairs, in the amount of \$8,176.00 for the purpose of providing outreach services to veterans.

12. **OLD BUSINESS**

13. **ADJOURN**

WORK SESSION: TUESDAY, APRIL 20, 2021, 10:00 A.M.

Location: Participation in meeting is by telephone conference only.

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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 Assistant Solicitor Muriceak.

Members Absent:

Solicitor Karn.

Others Present:

Melissa Harpster (Commissioners Office), Sarah Chuff (Finance), Rebecca Robinson (Purchasing), Mark Taylor, Jim Garlick and Cris Fredrickson (EMA/911E), Brian Wisner (Keller Engineers), Jim Pooler (Maintenance), Missy Gillin and Jim Hudack (Social Services), Keith Calhoun (Domestic Relations), Craig Swineford (Veterans Affairs), Lisa Hann (Family Services), Phil Ray (Altoona Mirror), Helen Schmitt (Public), Janice Meadows (Court Administration), AC Stickel (Controller), and Carol Dannenberg (Hollidaysburg Watchdog Group).

Upcoming Meetings:

Wednesday, April 21, 2021	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B)
	2:00 p.m.	*Salary Board
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	10:00 a.m.	*Commissioners Work Session

Executive Session Announcement:

Chief Clerk Hemminger announced that she, the Commissioners and the HR Director met in Executive Session, Monday, April 19 beginning at 9 am to discuss one-1 employee matter.

Chief Clerk Hemminger announced that she and the Commissioners met in Executive Session, Monday, April 19 beginning at 9:30 am to discuss the Mall Assessment Appeal Litigation.

Public Comment:

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

Commissioners Comments:

Commissioner Erb called for commissioner comments.

Commissioner Webster stated that the Blair County Commissioners plan to open the Space & Time Discovery Trail with a ribbon cutting ceremony on Earth Day, April 22, 2021 beginning at 1:30 p.m. The ceremony will take place at the Mountain Lion Observatory located behind Fort Roberdeau. The public is welcome to attend.

Commissioner Burke encouraged everyone to continue mitigation efforts such as mask wearing, handwashing/sanitizing, social distancing, etc., in order to help in stopping the spread of the coronavirus. She encouraged everyone who has not yet received a COVID vaccine to please register to do so, especially since the vaccine is now to administer to all individuals over the age of 16.

Commissioner Erb announced and extended congratulations on behalf of the county to Representative Louis Schmitt on his recent appointment to the State House Appropriations Committee.

Proclamation – National County Government Month April 2021:

Commissioner Erb read the following proclamation naming the month of April 2021 as National County Government Month:

**NATIONAL COUNTY GOVERNMENT MONTH
APRIL 2021**

“COUNTIES MATTER”

WHEREAS, the Nation’s 3,069 counties, parishes and boroughs serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties provide public health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, the County of Blair, Pennsylvania and all counties take pride in our responsibility to protect and enhance the health and well-being and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Gary Moore, NACo is demonstrating how “Counties Matter,” especially in supporting residents and business during the coronavirus pandemic; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the nation to elevate awareness of county responsibilities, programs and services; and

NOW, THEREFORE, BE IT RESOLVED THAT WE, the Blair County Board of Commissioners, do hereby proclaim April 2021 as National County Government Month.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt the Proclamation.

Consent Agenda:

Resolution #144-2021:

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

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- e. **Employment:** Frank R. Wiley, Per Diem, Board of Assessment Appeals, Assessment, \$150.00/per 7 hr. day/\$75.00/per 3.5 hr. day, effective 04/13/21; Marc T. Masucci, PT, Probation Officer Support, APO, \$10.82/hr., effective 04/19/21; Amy E. Miller, FT, Sheriff Deputy, Sheriff’s Office, \$15.39/hr., effective 04/19/21; Nancy J. Zitsch, PT, Probation Officer Support, APO, \$10.82/hr., effective 04/19/21; Deborah J. Barbella, From: FT, Clerk Typist I/File Clerk, CYF, \$10.00/hr., To: FT, Clerk Typist I/Clerical Stats, CYF, \$10.00/hr., effective 04/10/21; Tiffany D. Conahye, From: FT, Clerk Typist I/Clerical Stats, CYF, \$10.00/hr., To: FT, Clerk Typist II/Court Aide, CYF, \$10.23/hr., effective 04/10/21; Rebecca C. Lidgett, From: FT, Victim/Witness Advocate, Victim/Witness, \$11.77/hr., To: FT, Sexual Assault/Domestic Violence Case Manager, Victim/Witness, \$15.39/hr., effective 04/10/21; Michael S. Bowden, Mathew R. Browell and Dennis T. Foster, From: Per Diem, Corrections Officer, Prison, \$15.08/hr., To: FT, Corrections Officer, Prison, \$16.88/hr., effective 04/19/21.
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- h. **Retirements:** Emily Martin-Lattuca, FT, Probation Officer Aide II, APO, \$12.32/hr., effective 03/26/21.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution #144-2021.

Staff Reports & Special Business

Weekly Covid-19 Update:

Mark Taylor stated that he was sad to report that Blair County experienced an increase of three-hundred-eighty-four (384) positive cases of COVID since his report last Tuesday, April 13. He stated figure represents an average of fifty-five (55) cases per day. The number of deaths increased by three (3) and the positivity rate increased to 9.6% bringing Blair County back into the substantial monitoring range.

Mr. Taylor stated that the number of patients hospitalized increased to twenty-seven (27) with two (2) patients on ventilators. He stated that the total number of citizens receiving at least one vaccine stands at 34,156 an increase of 3,000 since last week’s report.

Mr. Taylor encouraged everyone to maintain safe practices to help with the spread of the coronavirus and encouraged everyone over the age of sixteen (16) to register to receive a

vaccine. He stated that area pharmacies, UPMC Hospital and the Bryce Jordan Center have vaccine available for administration.

Blair County Bridge #67 (West Loop Road over Old Town Run):

Brian Wisner requested approval of the drawings authorizing Acquisition of Right-of-Way for Blair County Bridge #67 (West Loop Road over Old Town Run) prepared by Keller Engineers, Inc.

Mr. Wisner stated that the drawings were submitted to PennDOT and approved.

Discussion followed.

Department of Emergency Services/911E:

- a. Jim Garlick requested approval of an Agreement for Purchases under Bidding Threshold between the County of Blair and Penn Turf, Inc., for the purchase of service for tire collection and disposal; in the amount of \$1,800.00 for a three-3 month period, plus an additional \$200.00 per month should the county need additional time. Said costs are reimbursable from the Mosquito-borne Disease Control Grant.

Discussion followed.

- b. Cris Fredrickson requested approval for submission of the FY 2019/2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program Performance Report for year one-1 annual and year two-2 mid-year, to the Pennsylvania Emergency Management Agency (PEMA), for the transportation of hazardous materials, incident planning and training projects completed during the grant period.

Mrs. Fredrickson stated that due to COVID-19 in person training activities were put on hold. She stated that the only HMEP project completed between October 1, 2019 and September 30, 2020, was the purchase of the **Palmtop Emergency Action for Chemical (PEAC)** software. The software helps in meeting goals and objectives by providing valuable tools to better respond to transportation of hazardous materials incidents. Mrs. Fredrickson stated that there were no projects completed from October 1, 2020 through March 31, 2021.

Discussion followed.

- c. Mr. Taylor presented discussion concerning the signing of a Letter of Engagement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency (PEMA) for the Provisioning of Next Generation 911 (NG911) Services, which sets forth each party's expectations and understandings, defining interoperability, roles, responsibilities, and the necessary steps to review, amend, or establish new methods and processes to successfully implement and sustain NG911 statewide through the implementation of the Commonwealth's NG911 Solution in Blair County.

Mr. Taylor stated that the NG911 Services Project is a major project that has been in the works for a number of years, and has just now gained approval from PEMA to move forward.

Mr. Taylor stated that the county's current system that drives the call delivery process is a legacy system and it is near its end of life. The NG911 system would provide excellent performance delivery of 911 calls for Blair County.

Mr. Taylor stated that PEMA has contracted with COMPET to be the provider for implementing the NG911 system, with Blair County being next in-line for a site assessment.

Mr. Taylor stated that the Letter of Engagement is very detailed and has been reviewed by the county solicitor. He stated that without engaging with PEMA for this project the county would never be able to do this scope of a project on its own. Mr. Taylor stated that the cost of the project would be covered by the 15% Statewide Interconnectivity Funds through PEMA.

Chief Clerk Hemminger asked Mr. Taylor if the Letter of Engagement clearly defines who is responsible for funding the project at not only implementation but also moving forward as the project progresses. Mr. Taylor responded that it is his understanding that the project would be fully funded by PEMA and believes that once implementation of the system is completed, phone costs would also be absorbed into the NG911 project.

Commissioner Erb asked Mr. Taylor how soon the county could expect to see figures on how the project would affect the county's general fund budget. Mr. Taylor responded that he is not aware of any general fund budget dollars being used for this project.

Commissioner Webster asked Mr. Taylor if PEMA would be funding only the implementation costs or if they would be funding costs moving future into the future. Mr. Taylor responded that it is his understanding that PEMA would be paying the costs moving into the future.

Discussion followed.

Department of Social Services:

Melissa Gillin requested approval to increase the fee charged by the Recorder of Deeds Office for recording deeds and mortgages, within the guidelines established by the Pennsylvania Demolition Fund

Act 152 of 2016, an additional \$7.50 to a total of \$15.00 in order to continuing funding the County of Blair Demolition Funds Program.

Ms. Gillin stated that since 2019 the county has committed funds in the total amount of \$123,001.45 (\$41,769.00 remains unpaid); received matching funds from municipalities in the total amount of \$159,424.23; and paid \$81,232.45 on the demolition of properties located in Altoona, Roaring Spring, Williamsburg and Tyrone.

Ms. Gillin stated that as of the bank statement ending March 31, 2021 the Demolition Fund has a fund balance as follows:

Bank Statement Ending 03/31/21	\$104,765.14
Committed but not paid	\$ 41,769.00
Program Funds Available and non-committed	\$ 62,996.14
Pending Board Approval	\$ 0.00
Future Pending Balance	\$ 62,996.14

Discussion followed.

Domestic Relations:

Keith Calhoun requested approval of an Independent Contractor Agreement between the County of Blair and Melissa Howard, for training the Intake Worker, Office Manager and the Intergovernmental Case Manager for the Blair County Domestic Relations Office and the Pennsylvania Bureau of Child Support Enforcement at the rate of \$18.00 per hour for an average of not more than forty-40 hours per two week period at the discretion of the Contractor as agreed upon by the Court Administrator. Said agreement shall not exceed 120 calendar days from the contractor's first day of service.

Discussion followed.

Elections/Voter Registration:

Chief Clerk Hemminger requested approval of a quote received from Pitney Bowes for a sixty-60 month lease of a SendPro-C-Auto Automatic-Feed Mailing System for the Blair County Elections/Voter Registration Office, at the monthly rate of \$152.11, including USPS rate updates and print-head replacement, unlimited equipment service calls as needed, equipment preventative maintenance, equipment replacement parts and labor.

Chief Clerk Hemminger stated now that the Elections/Voter Registration Office is located at the highway yard, there is a need for a postage-mailing machine. She stated that due to the large quantity of mail sent from the office it was determined that an automatic feed system would best fit their needs.

Chief Clerk Hemminger stated that the county is waiting on clarification from Pitney Bowes that the monthly rate of \$152.11 does indeed include everything outlined on the quote. She stated that the quote is not clearly written and is somewhat misleading.

Discussion followed.

Park and Recreation Advisory Board:

- a. Melissa Harpster requested approval of four-4 Grant Agreements between the County of Blair and the Grant Recipients as listed below:
 - Morrison's Cove Memorial Park, in the amount of \$3,000.00, to dig and pour footer/foundation, set pre-cast memorial marker and install granite name slab and Gettysburg Stones.
 - Greenfield Township, in the amount of \$2,150.00, for the purchase and installation of one-1 large message board and two-2 8' picnic tables at the Claysburg Community Park.
 - Northern Blair Recreation Center, in the amount of \$2,959.40, for the purchase and installation of eight-8 U6 Soccer Goals and four-4 U10 Soccer Goals.
 - Central Blair Recreation and Park Commission, in the amount of \$3,000.00 for the purchase and installation of park benches at Juniata Memorial Park.

Mrs. Harpster stated that the board approved via Resolution #105-2021 dated 03/18/21 the award of the four-4 park and recreation grants. She stated Solicitor Karn has reviewed the signed grant agreements.

Mrs. Harpster stated that once the grant agreements are approved and checks are issued the grant recipients have six (6) months to complete their projects and return receipts for expended funds or to return any unspent funds to the county.

Discussion followed.

- b. Melissa Harpster approval of the Covid-19 Guidelines for Valley View Park Pavilion and Amphitheater Rentals and the prepared Covid-19 signage to be posted throughout the park encouraging mask wearing, hand washing/sanitizing, practicing social distancing, etc.

Mrs. Harpster stated that due to the Governor's recent mandate on attendance at outdoors events and venues, she worked with Solicitor Karn to develop the Covid-19 Guidelines for Valley View Pavilion and Amphitheater Rentals. She stated that the renters would need to sign and return a copy of the Covid-19 Guidelines along with their pavilion rental form.

Mrs. Harpster stated that the Covid-19 signage is the same used last year when the park opened after the pandemic started.

Discussion followed.

Family Services Incorporated:

Lisa Hann requested approval of a Letter of Support for the submission of an application by Family Services Incorporated to the Department of Community and Economic Development (DCED) for the Neighborhood Assistance Special Priorities Tax Credit Program for the rehabilitation of an existing structure located at 2300 North Branch Avenue, Altoona, PA into an ADA compliant Family Shelter Facility.

Ms. Hann stated that they are able to apply for up to \$250,000.00 and that the award of funds will help cover the small percentage of unbudgeted project costs.

Discussion followed.

Veterans Affairs:

Craig Swineford requested approval of a grant agreement between the County of Blair, Veterans Affairs and the Pennsylvania Department of Military and Veterans Affairs, in the amount of \$8,176.00 for the purpose of providing outreach services to veterans.

Mr. Swineford stated that grant funds would enable the Veterans Affairs office to operate remotely by visiting those veterans who cannot make it into the courthouse office. Grant funds will also be used for making veteran identification cards.

Discussion followed.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk