

**WORK SESSION: TUESDAY, JANUARY 3, 2023, 10:00 A.M.**

Location: Commissioner’s 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 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:**

Allison Senkevich and Melissa Harpster (Commissioner’s Office), AC Stickel (Controller), Glenn Nelson (Fort Roberdeau), Nicole Smith (Court Administration), Rebecca Robinson (Purchasing), Carol A. Dannenberg (Hollidaysburg Community Watchdog), Kay Stephens (Altoona Mirror), Melena Koegler (Human Resources), and Lindsay Dempsie (Finance).

**Upcoming Meetings:**

Wednesday, January 4, 2022	9:00 a.m.	Retirement Board Mtg. (Commissioners Meeting Room)
	10:30 a.m.	Salary Board Mtg. (Commissioners Meeting Room)
Thursday, January 5, 2022	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, January 6, 2022		
Monday, January 9, 2023		
Tuesday, January 10, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

**Public Comment:**

Commissioner Erb called for public comment.

Kaye Stephens requested more explanation to the Human Resources/CFY matter regarding advertisement for positions.

**Commissioners Comments:**

Commissioner Erb called for commissioners comments.

Commissioner Webster extended a New Year’s greeting.

Commissioner Burke had no comments for today.

Commissioner Erb had no comments for today.

**Consent Agenda:**

**Resolution #1-2023:**

a. Payment of the following one-1 Warrant List:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
01/03/2023	230103WW	\$97,411.78

b. Ratification of the following two-2 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/27/22	221227MW	\$11,551.03
12/27/22	221227CY	\$65,012.09

c. Ratification of Total Payroll for the Check Dated December 29, 2022, in the total amount of \$857,983.93.

d. **Employment:** Sara R. Bilthuis, PT, Caseworker, Children, Youth, and Families, \$17.12/hr., effective 1/3/23.

e. **Resignations:** Renee L. Mahalko, PT, Receptionist/Clerk, Prothonotary, \$11.03/hr., effective 12/27/22; Michael S. Crawford, FT, Maintenance Technician – Truck Driver, Public Works/Highway, \$16.43/hr., effective 1/3/23.

- f. **Retirements:** Mary Lou Hoover, FT, Casework Manager, Children, Youth, and Families, \$67,134.86/yr., effective 12/31/22; Richard T. Kalos, PT, Historic Site Assistant I, Fort Roberdeau, \$14.13/hr., effective 12/31/22; Jon C. Frank, FT, Chief, JPO, \$68,836.56/yr., effective 1/6/23; James A. Hudack, FT, Director, Social Services, \$83,572.58/yr., effective 1/6/23.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 1-2023.

### **Staff Reports & Special Business:**

#### **Fort Roberdeau:**

Glenn Nelson requested approval of Change Order #1 to the agreement signed on 10/27/22 for the Fort Roberdeau Powder Magazine Restoration Project to change the substantial completion date of on or before 12/31/22 to 5/1/23 due to inclement weather during completion period.

Mr. Nelson stated that the change order with Lallamand Construction is at no cost to the county.

Discussion followed.

#### **Sheriff:**

Requesting approval of a Contract between the County of Blair and Permittium, LLC for the online License to Carry (LTC) application and credit payment process for the period of 5/1/2022 to 4/30/2023 at no cost to the County.

Chief Clerk Hemminger stated that this item was placed prematurely on today's agenda, and requested that the item be removed from the agenda until a later date.

#### **Human Resources/CYF:**

Melena Koegler requested approval of the proposal received from Directional Ad-Vantage Holdings, LLC d/b/a Smartlite for all materials to be used in creating and posting an advertisement at the Logan Valley Mall for the period of 12/19/22 to 12/17/23 in the total amount of \$2,145.00.

Ms. Koegler stated that the proposal is for advertising of job openings within the County of Blair, specifically CYF. She stated that job openings would be advertised on a large kiosk located within the Logan Valley Mall.

Ms. Koegler stated that the rate of \$2,145.00 listed above on the agenda is incorrect. The advertising rate for a four-4 week period is \$195.00, or \$2,535.00/52 weeks/year. In addition, advertising has not started. The period dates listed on the agenda were the dates originally provided to the county. Ms. Koegler stated that advertising would not start until the board approves the agreement.

Discussion followed.

#### **Court Administration:**

- i. Nicole Smith requested approval of a quote received from Fullington Trailways, LLC to provide transportation for jurors between the Antique Depot and the Blair County Courthouse for the period of 1/1/23 to 12/31/23 at the rate of \$425.00 per bus per day.

Ms. Smith stated that Solicitor Karn has reviewed the agreement. She stated that the rate increased from \$350.00 per bus per day in 2022 to \$425.00 per bus per day in 2023.

Commissioners Erb presented concerns regarding the 21% rate increase, and asked Ms. Smith to obtain quotes from other vendors..

Discussion followed.

- ii. Nicole Smith requested approval of a quote from SBM Electronics for the continued maintenance of five-5 Liberty Court Recording software mixers for the period of 12/31/22 to 12/30/23 in the total amount of \$995.00.

Ms. Smith stated that Solicitor Karn has reviewed the quote and that the rate remained the same from the prior year.

Discussion followed.

- iii. Nicole Smith requested approval for award of bid for the MDJ Security Project – Level I bullet resistant glass and panels to American Corrections Maintenance Inc. (AMC) in the total amount of \$69,155.00.

Chief Clerk Hemminger stated that the additional \$12,774.10 amount over what AOPC authorized for the project was being included in a future PCoRP Safety Grant Application.

Discussion followed.

**Commissioners:**

Allison Senkevich requested approval of the Shortlist of engineering firms for designation as County Engineer of Record.

Mrs. Senkevich stated the shortlist of engineering firms are that of Keller Engineers, Stiffler McGraw and Gwin, Dobson & Foreman.

Discussion followed.

**Old Business**

None

**Adjourn**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk