

**AGENDA  
WORK SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
PARTICIPATION BY TELEPHONE CONFERENCE ONLY  
TUESDAY, MAY 12, 2020, 10:00 A.M.**

*Public meetings are being held by conference call while the Courthouse is closed to the public. 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. **APPROVAL OF MINUTES –04/15/2020**
6. **EXECUTIVE SESSION ANNOUNCEMENT**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **CONSENT AGENDA**

**Resolution #194-2020:**

- a. Payment of three (3) Warrant Lists dated 05/11/2020, in the amounts of \$152,378.99 #200512CY; \$497,032.83 #200512MW; and \$183,258.52 #200512SS, which include a payment of the following invoice:
  - **2017 Project Fund/Bond/Elections Office:** CDW-G, in the total amount of \$545.10, for the purchase of a TV.
- b. Ratification of one (1) Warrant List dated 05/06/2020, in the amount of \$261.06 #200506RF ACW; and one (1) Warrant List dated 05/08/2020, in the amount of \$17,856.24 #200508HR ACW.
- c. Ratification of Total Payroll for the Check Dated 05/07/2020, in the total amount of \$711,027.42.
- d. Ratification of Retirement Payroll for the month of April 2020, Warrant List #200424, dated 04/24/2020, in the total amount of \$626,192.35.
- e. **2020 Budget Transfer:** For counseling services.
 

<u>From</u>	<u>\$</u>	<u>To</u>
01202206-44250 JPO	\$5,000.00	013201-44250-CYF
- f. **Employment:** Robert O. Wright, Jr., FT, Sheriff's Deputy, \$15.01/hr., effective 05/11/2020.
- g. **Resignations:** Warren L. Crilly, III, FT, Law Clerk, Judge Doyle, \$38,500.12/yr., effective 05/08/2020; and Maria B. Gibson, FT, CYF Supervisor, CYF, \$35,568.00/yr., effective 05/21/2020.
- h. **Returning from furlough part-time:** Kendra Gallina 05/05/2020.
- i. **Returning from furlough full-time:** Jennifer Kensinger, Kim Krumenaker, Michael Rupp, and Aaliyah Feight 05/04/2020; Michael Campagna 05/05/2020; Jeremy Nelson, Christina Gunsallus and Nathan Keagy 05/06/2020; Sarah Chuff 05/07/2020; and Tracy Hoffman 05/08/2020.

10. **STAFF REPORTS & SPECIAL BUSINESS**

**A. Farm Land Preservation:**

Requesting approval of a Proposal of Service Contract between the County of Blair, Blair County Farm Land Preservation and Keller Engineers for a Conservation Easement Survey of the Linda M. Longenecker Farm located in Huston, Township, Blair County, Pennsylvania, in the total amount of \$5,450.00.

**B. Blair County Department of Emergency Services:**

- a. Requesting approval of a License and Services Agreement between the County of Blair, Blair County Department of Emergency Services/911E and RAVE Mobile Safety for the implementation of the Smart 911 Operating System for the period of 03/22/2020 to 03/21/2021, in the total amount of \$30,000.00.
- b. Requesting approval of a Service Agreement between the County of Blair, Blair County Department of Emergency Services/911E and Gen-Mark, formerly Renmark/Schneider Electric, for the VA Galaxy 5000 uninterrupted power supply system, in the total amount of \$23,141.79 as follows:

Complete battery replacement	\$8,760.00
Complete AC & DC Capacitor Replacement	\$9,950.00
Complete Fan Replacement	\$3,500.00
Freight Charges	\$ 931.79

**C. Blair County Department of Social Services:**

- a. Requesting approval to amend the County's Citizen Participation Plan to permit the use of available waivers issued by HUD/DCED under the Community Planning and Development (CPD) Grant Program and Consolidated Plan requirements to prevent the spread of COVID-19 and mitigate economic impacts caused by COVID-19.
- b. Requesting approval of an annual allocation of up to \$10,000.00 from the County of Blair's Marcellus Shale Unconventional Well Funds to cover administrative costs incurred by the department to address the growing needs of affordable housing.

**D. Blair County District Attorney's Office:**

Requesting 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 08/01/2020 through 07/31/2021, in an amount not to exceed \$377.30/per month; for the period of 08/01/2021 through 07/31/2022, in an amount not to exceed \$388.62/per month; and for the period of 08/31/2022 through 07/31/2023, in an amount not to exceed \$400.28.

**E. Blair County Prison:**

Requesting approval for authorization to advertise for replacement parts for the air-handling units at the Blair County Prison.

**F. Parcels of land located in Woodbury Township, Blair County:**

Requesting approval of a Deed between the County of Blair and Woodbury Township for certain parcels of land lying and being situate in Woodbury Township, County of Blair and the Commonwealth of Pennsylvania at Western/Eastern right-of-way lines of Lower Clover Creek Road (T-454), in the sum of \$1.00.

**G. Litigation Tarence Mosey v Michael Johnston, Abbie Tate, Courtney McClain and Jennifer Crawford:**

Requesting approval of Pennsylvania County's Risk Pool (PCoRP's) settlement in the amount of \$17,500.00.

**H. COVID-19:**

Discussion concerning the governor's announcement moving the County from the Red to Yellow Phase of Reopening and the impact on County Offices.

**11. OLD BUSINESS**

Requesting approval for authorization of the Blair County Board of Commissioners signature upon the Pennsylvania Section 108 Loan Consortium, #B-04-DC-42001, to the US Department of Housing and Urban Development HUD) for a principal loan deferment of the August 1, 2020 payment, on behalf of Boscov's Department Stores LLC, due to a loss in revenue as a result of the economic impact of COVID-19.

**12. ADJOURN**

**WORK SESSION: TUESDAY, MAY 12, 2020, 10:00 A.M.:**

Location: Participation by telephone conference only.

**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 present stand and recite the Pledge of Allegiance to the Flag.

**Roll Call Members Present:**

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger and Solicitor Karn.

**Roll Call Others Present:**

Rich Huether (Farmland Preservation), Mark Taylor and Kellie Novack (EMA/911E), Pete Weeks (District Attorney), Jennifer Sleppy and Sarah Chuff (Finance), Melissa Harpster (Commissioners Office), A. C. Stickel (Controller), Kay Stephens (Altoona Mirror), Helen Schmitt (Public), Elizabeth Doyle (President Judge), Rocky Greenland (Public Works), and Trina Illig (Social Service).

**Executive Session Announcement:**

Chief Clerk Hemminger announced that she, the Commissioners as well as, HR Director Katherine Swigart, met in Executive Sessions via telephone conference on May 8, 2020 beginning at 1 pm and May 11, 2020 beginning at 10 am to conduct interviews for an open position within the county.

**Public Comment:**

Commissioner Erb called for public comment.

President Judge Elizabeth Doyle announced that beginning Monday, May 18, 2020, county courts, including magisterial district courts would begin resuming some functions; however, the vast majority of proceedings will still be conducted remotely. She stated that all necessary safety measures of social distancing, mask wearing, handwashing and sanitizing, as well as extra cleaning and disinfecting measures will still be followed.

Judge Doyle stated that as long as all safety measures are being followed in-person payments to the cost and fines and domestic relations offices will resume. However, all jury selection and jury trials will remain on hold with trials not being tentatively scheduled until August. She stated that the courthouse does not need to be open for most court functions to happen.

**Commissioners Comments:**

Commissioner Erb called for commissioners comments.

Commissioner Webster announced that in 1962 President Kennedy designated May 15<sup>th</sup> as Police Officers Memorial Day and since that time it has grown in recognition and falls within what is now known as "*National Police Week*". She stated that due to COVID-19 the recognition ceremony in Washington, DC has been cancelled, therefore she encouraged everyone to pray for the safety of our officers not only everyday but especially on May 15<sup>th</sup>.

Commissioner Webster also stated that she was appalled at the Governor's recent statement wherein he called us cowards for reopening commerce as if we were foolish enough to ignore taking reasonable safety precautions. She strongly encouraged everyone to continue following all safety precautions in order to not only protect themselves and their families, but their business clients, customers, employees and co-workers as well.

Commissioner Burke expressed her continued thanks and appreciation to all the employees of our local long-term care and personal care facilities, as well as our prison workers for their efforts in helping to keep positive COVID-19 cases out of our congregate care settings.

Commissioner Erb encouraged all county citizens to support as many small local businesses as possible as the businesses enter into the yellow phase of reopening.

**Consent Agenda:**

**Resolution #194-2020:**

- a. Payment of three (3) Warrant Lists dated 05/11/2020, in the amounts of \$152,378.99 #200512CY; \$497,032.83 #200512MW; and \$183,258.52 #200512SS, which include a payment of the following invoice:

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- h. **Returning from furlough part-time:** Kendra Gallina 05/05/2020.
- i. **Returning from furlough full-time:** Jennifer Kensinger, Kim Krumenaker, Michael Rupp, and Aaliyah Feight 05/04/2020; Michael Campagna 05/05/2020; Jeremy Nelson, Christina Gunsallus and Nathan Keagy 05/06/2020; Sarah Chuff 05/07/2020; and Tracy Hoffman 05/08/2020.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 194-2020.

**Staff Reports & Special Business:**

**Farm Land Preservation:**

Rich Huether requested approval of a Proposal of Service Contract between the County of Blair, Blair County Farm Land Preservation and Keller Engineers for a Conservation Easement Survey of the Linda M. Longenecker Farm located in Huston, Township, Blair County, Pennsylvania, in the total amount of \$5,450.00.

Mr. Huether stated that if approved this would become the county's fifty-sixth (56<sup>th</sup>) easement. He stated that the county's allocation of Act 13 funding would be used in conjunction with money from the State in the purchase of the easement.

Discussion followed.

**Blair County Department of Emergency Services:**

- a. Mark Taylor requested approval of a License and Services Agreement between the County of Blair, Blair County Department of Emergency Services/911E and RAVE Mobile Safety for the implementation of the Smart 911 Operating System for the period of 03/22/2020 to 03/21/2021, in the total amount of \$30,000.00.

Mr. Taylor stated that the license and services agreement is for the county's Smart 911 phone system, which currently has over 17,000 personal profiles built. He stated that the cost of remains the same as last year.

Discussion followed.

- b. Mark Taylor requested approval of a Service Agreement between the County of Blair, Blair County Department of Emergency Services/911E and Gen-Mark, formerly Renmark/Schneider Electric, for the VA Galaxy 5000 uninterrupted power supply system, in the total amount of \$23,141.79 as follows:

Complete battery replacement	\$8,760.00
Complete AC & DC Capacitor Replacement	\$9,950.00
Complete Fan Replacement	\$3,500.00
Freight Charges	\$ 931.79

Mr. Taylor stated that the cost of the service agreement is a budgeted item for all necessary replacement and repair items needed in order to keep the power supply system operating at the center during power outages.

Discussion followed.

**Blair County Department of Social Services:**

- a. Trina Illig requested approval to amend the County's Citizen Participation Plan to permit the use of available waivers issued by HUD/DCED under the Community Planning and Development (CPD) Grant Program and Consolidated Plan requirements to prevent the spread of COVID-19 and mitigate economic impacts caused by COVID-19.

Mrs. Illig stated that the amendment to the plan for the CDBG, ESG and HOME programs will allow the utilization of waivers for changes in how public meetings will be conducted and what the length of the citizens comment periods will be due to the COVID-19 Pandemic. Public meetings will be held virtually and comment periods will be five (5) days instead of ten (10) days. She stated that the waivers are only applicable to fiscal years 2019, 2020 and Cares Act Funding allocations.

Discussion followed.

- b. Trina Illig requested approval of an annual allocation of up to \$10,000.00 from the County of Blair's Marcellus Shale Unconventional Well Funds to cover administrative costs incurred by the department to address the growing needs of affordable housing.

Mrs. Illig stated that this is an annual allocation request and that the allocated funds are used on a calendar basis to cover departmental administrative costs associated with affordable housing program needs.

Discussion followed.

**Blair County 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 08/01/2020 through 07/31/2021, in an amount not to exceed \$377.30/per month; for the period of 08/01/2021 through 07/31/2020, in an amount not to exceed \$388.62/per month; and for the period of 08/31/2022 through 07/31/2023, in an amount not to exceed \$400.28.

Mr. Weeks stated that the departments current contract with Lexis Nexus online law research tool that provides access to all state and federal case law and statues will soon expire. However, Lexis Nexus will not integrate with the department's new Karpel case management system. Therefore, he has negotiated an Online/Practice Solution/West ProFlex Software Agreement as well as ten (10) user accounts with Westlaw that will integrate with the new Karpel case management system.

Discussion followed.

**Blair County Prison:**

Rocky Greenland requested approval for authorization to advertise for replacement parts for the air-handling units at the Blair County Prison.

Mr. Greenland stated that the current air-handling unit coils are leaking and deteriorating and not maintaining fluid to perform effectively.

Discussion followed.

**Resolution 195-2020:** A resolution approving authorization to advertise for replacement parts for the air-handling units at the Blair County Prison.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 195-2020.

**Parcels of land located in Woodbury Township, Blair County:**

Chief Clerk Hemminger requested approval of a Deed between the County of Blair and Woodbury Township for certain parcels of land lying and being situate in Woodbury Township, County of Blair and the Commonwealth of Pennsylvania at Western/Eastern right-of-way lines of Lower Clover Creek Road (T-454), in the sum of \$1.00.

Mrs. Hemminger stated that the parcels of land were purchased from the landowners and deeded to the county for the replacement Bridge #66. The bridge is now complete and the parcels can now be deeded to Woodbury Township in order for them to be maintained by the township.

Discussion followed.

**Litigation Tarence Mosey v Michael Johnston, Abbie Tate, Courtney McClain and Jennifer Crawford:**

Chief Clerk Hemminger requested approval of Pennsylvania County's Risk Pool (PCoRP's) settlement in the amount of \$17,500.00.

Discussion followed.

**Resolution 196-2020:** A resolution approving the Pennsylvania County’s Risk Pool (PCoRP’s) settlement in the amount of \$17,500.00 for Litigation of Terence Mosey vs Michael Johnston, Abbie Tate, Courtney McClain and Jennifer Crawford.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 196-2020.

**COVID-19:**

Chief Clerk Hemminger presented discussion concerning the governor’s recent announcement on releasing the second round of counties into the yellow phase of reopening as of Friday, May 15. She stated that one of the requirements on reopening into the yellow phase is the need for the appointment of a COVID-19 Pandemic Safety Officer. The officer would be responsible for coordinating all of the reopening measures with county offices, department heads and elected officials.

Mrs. Hemminger stated that the Board of Commissioners must also sign a COVID-19 Business Notice, which in turn must be hung on the front door of every county owned building. This notice ensures that the county is adhering to all recommended safety precautions and procedures associated with the COVID-19 Pandemic.

Mrs. Hemminger provided a summary of the safety precautions and procedures that the county has already implemented and what will be implemented and required going into the yellow phase of reopening.

Providing masks to all county employees. Masks must be worn by county employees and by members of the public coming into the courthouse or county owned buildings.
Social distancing measures must be followed.
Proper handwashing/sanitizing measures must be followed. Soap, water and hand sanitizing supplies will be provided.
Frequent disinfecting and cleaning measures will be provided.
Plastic barriers will be installed to open spaces within offices.
Seating will be limited to one (1) chair per table in the employee break/lunchroom.
In-person meetings with employees will be kept to ten (10) or less attendees while adhering to proper social distancing measures.
Virtual meetings are strongly encouraged.
Non-essential visitors will not be permitted into the courthouse or county owned buildings.
Business by appointment only will be strongly encouraged.
Maintaining a drop off and pick up area for items coming into and out of the courthouse.
Employees must notify supervisor promptly when sick and stay at home.
Employee temperatures will be taken (building specific) if an employee tests positive for COVID-19.

Commissioner Erb recommended that Chief Clerk Hemminger be appointed as the county’s COVID-19 Safety Officer.

Discussion followed.

**Resolution 197-2020:** A resolution approving the appointment of Chief Clerk Hemminger as the county’s COVID-19 Safety Officer.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 197-2020.

**Old Business:**

Chief Clerk Hemminger requested approval for authorization of the Blair County Board of Commissioners signature upon the Pennsylvania Section 108 Loan Consortium, #B-04-DC-42001, to the US Department of Housing and Urban Development HUD) for a principal loan deferment of the August 1, 2020 payment, on behalf of Boscov’s Department Stores LLC, due to a loss in revenue as a result of the economic impact of COVID-19.

Commissioner Webster stated that she was satisfied with the request for a loan deferment by Boscov’s after further reviewing the documents and learning that the other involved counties are also in support of Boscov’s request.

Discussion followed.

**Resolution 198-2020:** A resolution approving authorization of the Blair County Board of Commissioners signature upon the Pennsylvania Section 108 Loan Consortium, #B-04-DC-42001, to the US Department of Housing and Urban Development HUD) for a principal loan deferment of the August 1, 2020 payment, on behalf of Boscov’s

Department Stores LLC, due to a loss in revenue as a result of the economic impact of COVID-19.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 198-2020.

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk