

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, SEPTEMBER 22, 2020, 10:00 A.M.**

Public meetings are being held by conference call while the county is under the Governor's Green Phase of reopening. 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, September 23, 2020 | 1:30 p.m. | *Commissioners Business Session |
| Thursday, September 24, 2020 | 10:30 a.m. | *Salary Board Meeting |
| | 11:30 a.m. | Blair Senior Services Board Mtg. (Contact Blair Senior Services for mtg. method) |
| Friday, September 25, 2020 | | |
| Monday, September 28, 2020 | | |
| Tuesday, September 29, 2020 | 10:00 a.m. | *Commissioners Work Session |
| Wednesday, September 30, 2020 | 1:30 p.m. | *Commissioners Business Session |
6. **APPROVAL OF MINUTES** – 09/01/2020, Reconvened 09/03/2020, 09/08/2020 and 09/15/2020.
7. **EXECUTIVE SESSION ANNOUNCEMENT**
8. **PUBLIC COMMENT**
9. **COMMISSIONERS COMMENTS**
10. **CONSENT AGENDA**

Resolution #393-2020:

- a. Payment of the following three-3 Warrant Lists:

| Effective Date | Warrant Number | Amount |
|----------------|----------------|--------------|
| 09/22/2020 | 200922MW | \$121,903.61 |
| 09/22/2020 | 200922SS | \$ 97,316.46 |
| 09/22/2020 | 200922CY | \$229,366.29 |

which include payment of the following invoices:

- UPMC Altoona, in the total amount of \$8,385.92.
- UPMC Behavioral Health, in the total amount of \$41,866.92.

- b. Ratification of the following one-1 Warrant List:

| Effective Date | Warrant Number | Amount |
|----------------|----------------|------------|
| 09/15/2020 | 200915FS | \$2,082.91 |

- c. **Court Administration:** Requesting approval to Amend Resolution 383-2020, dated 09/15/2020, changing the amount of the McCartney's quote received from \$54,119.76 to \$50,736.37 based upon an updated Costar's quote received from McCartney's.
- d. **Children, Youth and Families:** Requesting approval to Amend Resolution 384-2020 dated 09/15/2020 amending the financial portion of the FY 2020-2021 Implementation Plan from \$14,443,665.00 to \$14,443,966.00 of which the county share changes from \$2,616,429.00 to \$2,618,471.00 and Amending the FY 2021-2022 Needs Based Plan and Budget from \$15,241,421.00 to \$15,241,725.00 of which the county share changes from \$2,861,334.00 to \$2,863,365.00.
- e. **Blair County Bridge #10/Friesville:** Requesting approval for payment of ECMS submissions, Estimates #1, 2, and 3, received from WenBrooke Construction, in the amounts of \$58,816.38; \$237,006.88 and \$101,938.30 respectively. Expense is 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- f. **Employment:** Heather J. Meck, FT, Human Resources Manager, HR, \$47,508.76/yr., effective 09/21/2020; Stephen V. Park, FT, Law Clerk, Judge Doyle, Court Administration, \$38,500.02/yr., effective 09/21/2020; and Christina L. Gunsallus, From, FT, Administrative Assistant, Assessment, \$10.38/hr., To FT, Accounts Payable Specialist, Controller's Office, \$11.02/hr., effective 09/21/2020.
- g. **Employee Death:** Wendy L. Long, FT, Administrative Assistant, Controller's Office, \$23,785.32/yr., date of death 09/13/2020.
- h. **Resignations:** Zachary A. Ritchey, FT, Corrections Officer, Prison, \$20.53/hr., effective 09/02/2020; Abbei M. Brawley, PT, Courtroom Clerk, Prothonotary, \$10.25/hr., effective 09/14/2020 and Justin L. Carpenter, FT, Assistant Public Defender, Public Defender's Office, \$46,125.04/yr., effective 09/18/2020.

11. **STAFF REPORTS & SPECIAL BUSINESS**

A. Blair County Prison:

Requesting approval for the acceptance of the only bid received from Siemens Industry, Inc., 600 Bursca Drive, Suite 606, Bridgeville, PA 15017 for the Blair County Prison HVAC Coil Replacement Project, and to award or reject said bid per the requested bid specifications.

B. Human Resources:

a. Requesting approval of three-3 Performance Guarantee Agreements (Dental, Life and Short Term Disability Policy Number 119416) between the County of Blair and Metropolitan Life Insurance (MetLife), implementing penalties in the event MetLife should fail to meet any obligations, duties, tasks or performance standards set forth therein.

C. Department of Social Services:

a. Requesting approval for submission of the FY 2019/2020 Human Services Block Grant Income and Expense Report for Mental Health, Intellectual Disabilities, Drug and Alcohol and Human Services Programs to the Pennsylvania Department of Human Services.

b. Requesting approval of a County of Blair Demolition Fund Program Disbursement for the demolition of two-2 properties located in the City of Altoona at 306 Maple Avenue and 1318 N 4th Avenue. Total demolition cost in the amount of \$20,000.00, with the City of Altoona committing funds towards the project in the amount of \$10,000.00, and a Demolition Fund Program Disbursement in the amount of \$10,000.00.

c. Requesting approval for the submission of a FY 2019 Community Development Block Grant Budget Revision (CDBG) to the Commonwealth of Pennsylvania Department of Community and Economic Development (DCED) as outlined below:

Contract #C000073790

1. Reduce existing activity for Administration on behalf of Antis Township from \$20,776.00 to \$8,776.00 for a total deduction of \$12,000.00.
2. Increase existing activity for Street Improvements N. 4th and Blair Street Drainage Improvement Project from \$94,648.00 to \$106,648.00 for a total increase of \$12,000.00.

d. Requesting approval for the adoption of the following two-2, Resolutions of the County of Blair as they relate to the continued receipt of federal funding through the United States Department of Housing and Urban Development (HUD).

1. Annual Fair Housing Resolution.
2. Annual Re-designation Appointment of the Section 504 Officer and Grievance Procedure Resolution.

E. Court Administration:

a. Requesting approval of a Transportation Agreement between the County of Blair, on behalf of the Blair County Court of Common Pleas/Court Administration for Juror Transportation from the Antique Depot Parking Lot, 1401 2nd Avenue, Duncansville, PA to the Blair County Courthouse 423 Allegheny Street, Hollidaysburg, PA at the cost per bus per day of \$305.00 for the remainder of 2020 and all of 2021. Total cost for the remainder of 2020 is \$0 after reimbursement from CARES approval and \$7,930.00 for 2021.

b. Requesting approval of two-2 proposals received from Morefield Communications for equipment and installation of an intercom system integrated into the courts telephone systems at District Court 24-3-01 (MDJ Miller) and District Court 24-3-03 (MDJ Aigner), in the total amount of \$748.15 per court.

F. Elections/Voter Registration:

Requesting approval for the submission of a Customer Account Application with NPC, Inc., who will be printing and processing the County of Blair's mail-in and absentee ballots.

G. Blair County IT:

Requesting approval of a Confidentiality and/or Non-Disclosure Agreement between the County of Blair and Empire Communications Systems, Inc., pertaining to security-related projects to be completed within county buildings.

12. **OLD BUSINESS**

None

13. **ADJOURN**

WORK SESSION: TUESDAY, SEPTEMBER 22, 2020, 10:00 A.M.:

Location: Participation 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 in attendance 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.

Others Present:

Scott Simmons and Melissa Harpster (Commissioners Office), Jennifer Sleppy and Sarah Chuff (Finance), AC Stickel (Controller), Deawna Wyandt (CYF), Brian Wisser (Keller Engineers), Rocky Greenland (Public Works), Jim Hudack, Christina Stacey and Lindsey Dempsie (Social Services), Janice Meadows (Court Administration), Sarah Seymour (Elections), Don Weakland (IT), Kay Stephens (Altoona Mirror), Brian Walters (HR), and Helen Schmitt (Public).

Upcoming Meetings:

| | | |
|-------------------------------|------------|---|
| Wednesday, September 23, 2020 | 1:30 p.m. | *Commissioners Business Session |
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| Monday, September 28, 2020 | | |
| Tuesday, September 29, 2020 | 10:00 a.m. | *Commissioners Work Session |
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Approval of Minutes: 09/01/2020, Reconvened 09/03/2020, 09/08/2020 and 09/15/2020.

Commissioner Erb called for corrections or changes to the minutes of 09/01/2020, Reconvened 09/03/2020, 09/08/2020 and 09/15/2020.

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

Executive Session Announcement:

Chief Clerk Hemminger announced that she, along with Katherine Swigart, HR Director and the three-3 Commissioners met in executive session on Monday, September 21, 2020 beginning at 8:30 a.m. regarding the SEIU Collective Bargaining Agreement.

Public Comment: Kay Stephens of the Altoona Mirror asked Commissioners who the bus contract was with on the agenda item under Court Administration. Kay also asked how fast NPC would be able to get the ballots out for the November election.

Commissioners Comments: Commissioner Erb called for Commissioner Comments.

Commissioner Webster stated that she would like to see the Commissioners join together with the municipalities in Blair County to send a letter against unfunded mandates and petitioning the state to fully cover the cost of many of the items that are imposed upon the county and municipalities.

Commissioner Burke stated that yesterday was the International Day of Peace.

Consent Agenda:

Resolution #393-2020:

a. Payment of the following three-3 Warrant Lists:

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- g. **Employee Death:** Wendy L. Long, FT, Administrative Assistant, Controller's Office, \$23,785.32/yr., date of death 09/13/2020.
- h. **Resignations:** Zachary A. Ritchey, FT, Corrections Officer, Prison, \$20.53/hr., effective 09/02/2020; Abbei M. Brawley, PT, Courtroom Clerk, Prothonotary, \$10.25/hr., effective 09/14/2020 and Justin L. Carpenter, FT, Assistant Public Defender, Public Defender's Office, \$46,125.04/yr., effective 09/18/2020.

Commissioner Erb noted his abstention due to a conflict of interest on the payment of invoices to UPMC Altoona and UPMC Behavioral Health.

Commissioner Erb stated that he is confused as to why the amended county share portion outlined in letter d. of the consent agenda increased more than the overall amended plan and budget figures. He asked Ms. Wyandt if she could check with Ms. Wertz and report the reasoning back to the Board of Commissioners.

Discussion followed.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 393-2020 with abstentions as noted.

Staff Reports & Special Business:

Blair County Prison:

Brian Wisner requested approval for the acceptance of the only bid received from Siemens Industry, Inc., 600 Bursca Drive, Suite 606, Bridgeville, PA 15017 for the Blair County Prison HVAC Coil Replacement Project, and to award or reject said bid per the bid specifications.

Mr. Wisner stated that bids were solicited for the Blair County Prison HVAC Coil Replacement Project, with one bid received from Siemens Industry, Inc. He stated that upon review of the bid received it was determined to be non-compliant as there was no valid bid bond received as per the requested bid specifications.

Mr. Wisner recommended that the board reject the bid received.

Discussion followed.

Resolution 394-2020: A resolution approving the rejection of the only bid received from Siemens Industry, Inc., for the Blair County Prison HVAC Coil Replacement Project due to being non-compliant as there was no valid bid bond received as per the bid specifications.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 394-2020.

Chief Clerk Hemminger stated in order to not delay the project from moving forward, Keller Engineers has prepared a proposal in the total amount of \$1,450.00 for the rebid of the project. She requested that the board consider taking action on the proposal and to consider taking action on authorization for Keller Engineers to re-advertise for bids of the project.

Commissioner Erb called for public comment on the new item added to the agenda. NO Comments were made.

Discussion followed.

Resolution 395-2020: A resolution approving the proposal received from Keller Engineers, in the total amount of \$1,450.00 for the rebid of the Blair County Prison HVAC Coil Replacement Project and approving authorization for Keller Engineers to re-advertise for bids for the said project.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 395-2020.

Human Resources:

Brian Walters requested approval of three-3 Performance Guarantee Agreements (Dental, Life and Short Term Disability Policy Number 119416) between the County of Blair and Metropolitan Life Insurance (MetLife); implementing penalties in the event, MetLife should fail to meet any obligations, duties, tasks or performance standards set forth therein.

Mr. Walters stated that MetLife is requesting the agreements. He stated that the agreements outline the implementation of penalties to MetLife should they fail to meet any obligations, duties, tasks or performance standards.

Mr. Walters stated that there are no costs to the county associated with the agreements.

Department of Social Services:

- a. Jim Hudack requested approval for submission of the FY 2019/2020 Human Services Block Grant Income and Expense Report for Mental Health, Intellectual Disabilities, Drug and Alcohol and Human Services Programs to the Pennsylvania Department of Human Services.

Mr. Hudack stated that the report is a required annual submission to the state. He stated the report is broken down into three-3 categories; financial, impact examples and retained earnings.

Mr. Hudack stated that the county served 17,157 individuals, which represents 14% of Blair County's population, however, this figure does not include the services provided by BlairHealth Choices, the developmental disabilities consolidated waiver or the federal monies received for Blair Drug and Alcohol.

Mr. Hudack stated that the total Human Services Block Grant allocation for this year was \$6.2 million dollars and of those funds spent, the county had retained earnings \$254,741.00. He stated the reason the retained earnings figure was higher this year was because of an allocation of CARES Funds in the amount of \$140,000.00 that was used for the homeless assistance program.

Mr. Hudack stated that they are required annually to submit three-3 to five-5 impact examples of retained funds. He stated that last year the county funded six-6 programs and have submitted five-5 examples on how we were able to use the \$147,768.00 in retained funds.

Mr. Hudack stated that the Department of Social Services recommends to the Board of Commissioners reallocating the retained earnings in the amount of \$254,741.00. Some of the areas are Big Brothers/Big Sisters, a summer employment program, dual diagnosis navigator, victim services, forensic case manager, Healthy Blair County Coalition, family shelter and the certified recovery specialist at the hospital.

Mr. Hudack stated that the county is currently funded for the first five-5 months of the year and that the remaining seven-7 months are in question.

Discussion followed.

- b. Jim Hudack requested approval of a County of Blair Demolition Fund Program Disbursement for the demolition of two-2 properties located in the City of Altoona at 306 Maple Avenue and 1318 N 4th Avenue. Total demolition cost in the amount of \$20,000.00, with the City of Altoona committing funds towards the project in the amount of \$10,000.00, and a Demolition Fund Program Disbursement in the amount of \$10,000.00.

Discussion followed.

- c. Christina Stacey requested approval for the submission of a FY 2019 Community Development Block Grant Budget Revision (CDBG) to the Commonwealth of Pennsylvania Department of Community and Economic Development (DCED) as outlined below:

Contract #C000073790

1. Reduce existing activity for Administration on behalf of Antis Township from \$20,776.00 to \$8,776.00 for a total deduction of \$12,000.00.
2. Increase existing activity for Street Improvements N. 4th and Blair Street Drainage Improvement Project from \$94,648.00 to \$106,648.00 for a total increase of \$12,000.00.

Mrs. Stacey requested authorization of a budget revision under the County of Blair's FY 2019 CDBG contract, reallocating \$12,000.00 from administration on behalf of Antis Township, increasing existing activity to the North 4th and Blair Street Drainage Project.

Discussion followed.

- d. Christina Stacey requested approval for the adoption of the following two-2, Resolutions of the County of Blair as they relate to the continued receipt of federal funding through the United States Department of Housing and Urban Development (HUD).
 1. Annual Fair Housing Resolution.
 2. Annual Re-designation Appointment of the Section 504 Officer and Grievance Procedure Resolution.

Mrs. Stacey stated that the resolution requests are annual as they relate to the continued receipt of federal funding through the US Department of Housing and Urban Development (HUD) and are part of the application process.

Discussion followed.

Court Administration:

- a. Janice Meadows requested approval of a Transportation Agreement between the County of Blair, on behalf of the Blair County Court of Common Pleas/Court Administration for Juror Transportation from the Antique Depot Parking Lot, 1401 2nd Avenue, Duncansville, PA to the Blair County Courthouse 423 Allegheny Street, Hollidaysburg, PA at the cost per bus per day of \$305.00 for the remainder of 2020 and all of 2021. Total cost for the remainder of 2020 is \$0 after reimbursement from CARES approval and \$7,930.00 for 2021.

Mrs. Meadows stated that the transportation agreement is for continued transportation of jurors from the Antique Depot in Duncansville to the Blair County Courthouse due to inadequate parking space around the courthouse.

Mrs. Meadows stated that the amount of the agreement is \$305.00 per bus per day for the remainder of 2020 and for the calendar year 2021. She stated that one bus per jury selection was budgeted in the amount of \$4,270.00 for in 2020, however, due to the COVID-19 Pandemic jury selections were expanded to 3 or 4 days with another bus added per each day for 2020.

Mrs. Meadows stated that for calendar year 2021, the proposed budget for one bus for 26 days is \$7,930.00, which includes criminal and civil jury selections days. She stated this amount is based on one bus per jury selection.

Mrs. Meadows stated that she has submitted the transportation expense for 2020 for CARES Act funding reimbursement. The \$7,930.00 for 2021 will be budgeted.

Mrs. Meadows stated that Solicitor Karn has reviewed the agreement and the certificate of insurance; however, she is still waiting on receipt of the appropriate insurance endorsements that the county requires.

Discussion followed.

Chief Clerk Hemminger asked the Board if they would prefer to have the agreement revised to reflect only the rates for the remainder of 2020 and for Mrs. Meadows' to work on obtaining a separate agreement for calendar year 2021. After further discussion, the Board concurred with Mrs. Hemminger's recommendation of splitting the agreement for the remainder of 2020 and calendar year 2021.

Discussion followed.

- b. Janice Meadows requested approval of two-2 proposals received from Morefield Communications for equipment and installation of an intercom system integrated into the courts telephone systems at District Court 24-3-01 (MDJ Miller) and District Court 24-3-03 (MDJ Aigner), in the total amount of \$748.15 per court.

Mrs. Meadows stated that the installation of the intercom systems would allow the MDJ's and/or their staff to allow participants into the courtroom without any physical contact.

Chief Clerk Hemminger presented her concerns regarding how an intercom system is going to aid in providing social distancing. She asked Mrs. Meadows if she had an opportunity to discuss with the MDJ's her suggestion presented to Mrs. Meadows in an earlier conversation of a system similar to what restaurants are using of handheld pagers/buzzers.

Mrs. Meadows stated that she would present Mrs. Hemminger's suggestion to the MDJ's at a meeting this coming Friday. Mrs. Hemminger stated if the requests for an intercom system were not removed, Mrs. Meadows would need to submit an alternate funding source for the expense because installation of an intercom system is not a valid COVID-19 related expense.

Discussion followed.

Elections/Voter Registration:

Sarah Seymour requested approval for the submission of a Customer Account Application with NPC, Inc., who will be printing and processing the County of Blair's mail-in and absentee ballots.

Mrs. Seymour stated that NPC, Inc. is requesting the Customer Account Application because the county is a new customer with them for the printing and processing of the county's mail-in and absentee ballots.

Discussion followed.

Blair County IT:

Don Weakland requested approval of a Confidentiality and/or Non-Disclosure Agreement between the County of Blair and Empire Communications Systems, Inc., pertaining to security-related projects to be completed within county buildings.

Mr. Weakland stated that Solicitor Karn prepared the agreement.

Discussion followed.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk