

WORK SESSION: TUESDAY, FEBRUARY 14, 2023, 10:00 A.M.

Location: Commissioners 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 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 Solicitor Karn.

Others Present:

Jim Ott (Sheriff) Helen Schmitt (Public), Sue Ammerman (Kay Stephens (Altoona Mirror), Melissa Harpster (Commissioners Office), AC Stickel (Controller), Carol A. Dannenberg and Scotlyn Mummert (Hollidaysburg Community Watchdog), Rich Huether (Farmland Preservation), Jay Whitesal (Prison), Glenn Nelson (Fort Roberdeau), Jim Pooler (Public Works/Building Maintenance), Brian Walters (HR), Rebecca Robinson (Purchasing), Tricia Maceno and Theresa Rudy (Social Services), Lindsay Dempse (Finance), Paul Shaffer (Public Works), and Tiffany Treese (CYF).

Upcoming Meetings

Wednesday, February 15, 2023	10:00 a.m.	Board of Assessment Appeals
	2:30 p.m.	*Salary Board (Commissioners Meeting Room)
Thursday, February 16, 2023	8:30 a.m.	*Prison Board (Commissioners Meeting Room)
	9:30 a.m.	*Records Improvement Committee (Commissioners Meeting Room)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
	1:00 p.m.	*Board of Elections Meeting (Commissioners Meeting Room)
Friday, February 17, 2023		
Monday, February 20, 2023		Presidents' Day Courthouse Closed
Tuesday, February 21, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

Approval of Meeting Minutes – 01/31/23 and 02/02/23:

Commissioner Erb called for corrections or changes to the meeting minutes of 01/31/23 and 02/02/23.

There were no corrections or changes noted.

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

Public Comment:

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

Commissioner Comments:

Commissioner Erb called for commissioner comments.

Commissioner Webster stated that she had the opportunity to attend the Roaring Spring Borough Council meeting Monday evening, and was excited to hear the presentation by ABCD Corp. on the potential construction of an athletic complex on the form site of Appvion Paper.

Commissioner Burke provided some preventative education recognizing childhood dental health month.

Commissioner Erb stated that Blair County was notified of an allocation of funds for the Whole Home Repairs Program, in an amount less than anticipated. He stated that he was happy to report that the county received an email from DCED stating they had made a calculation error and the county's allocation would be adjusted from \$741,000.00 to \$1,131,362.00.

Consent Agenda:

Resolution 71-2023:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/14/2023	230214SS	270,893.90
02/14/2023	230214CY	149,940.47
02/14/2023	230214WW	153,194.89

Which include payment of the following invoice:

- Thomas and Chandra Jandora, in the total amount of \$1,550.00.

b. Ratification of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/09/2023	230209RF	\$ 161.45
02/08/2023	230210FP	\$258,556.50
02/06/2023	230206FS	\$ 1,383.73
02/02/2023	230202WC	\$ 12,168.65

c. Ratification of Total Payroll for the Check Dated February 10, 2023, in the total amount of \$951,018.50.

d. **2023 Budget Transfer:** Charges received from Justifacts for the month of January 2023.

From	\$	To
01101GCO-42000 General County Operations	\$117.75	762011-42000 APO
01101GCO-42000 General County Operations	\$348.48	013201-42000 CYF
01101GCO-42000 General County Operations	\$129.10	01158-42000 District Attorney
01101GCO-42000 General County Operations	\$129.10	01161MD-42000 MDJ Dunio
01101GCO-42000 General County Operations	\$138.53	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$367.60	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$147.75	01602-42000 Public Safety – EMA
01101GCO-42000 General County Operations	\$147.75	01103HW-42000 Public Works – Highway
01101GCO-42000 General County Operations	\$125.10	011192-42000 Records Management
01101GCO-42000 General County Operations	\$117.75	01151-42000 Sheriff

e. **2022 Budget Transfer:** Second half of the security camera installation project.

From	\$	To
01202-46060 JPO	\$2,363.50	36101-46060 Capital Reserve

f. **2023 Budget Transfer:** Second half of the security camera installation project.

From	\$	To
36101-46060 Capital Reserve	\$2,363.50	01202-46060 JPO

g. **2023 Budget Transfers:** Insurance deductible fee from PCoRP:

From	\$	To
01101GCO-44960 General County Operations	\$1,000.00	01103HW-44960 Highway
01101GCO-44960 General County Operations	\$1,000.00	01602-44960 EMA

h. **Employment:** Amber D. Phillips, FT, Director, Cost and Fines, \$19.71/hr., effective 02/07/23; Robin D. Collins, PT, Probation Officer Support, APO, \$11.58/hr., effective 02/13/23; Andrea G. Dotts, FT, Caseworker I, CYF, \$17.29/hr., effective 02/13/23; and Kellie M. Novack-Glunt, From, FT, Telecommunicator, Public Safety/911, \$16.54/hr., To, PT, Telecommunicator, Public Safety/911, \$16.54/hr., effective 02/17/23.

i. **Resignations:** Kimberly A. Weber, FT, Custodian, Public Works/Custodial Services, \$17.39/hr., effective 02/06/23; Gladys J. George, FT, Department Clerk I, Domestic Relations, \$11.20/hr., effective 02/08/23; Shauna E. Ulrich, FT, Administrative Support, Public Safety/EMA, \$12.16/hr., effective 02/09/23; Allen M. Kidd, FT, Deputy, Sheriff's Office, \$15.75/hr., effective 02/13/23; and Danielle C. Simmons, PT, Telecommunicator, Public Safety/911, \$17.30/hr., effective 02/17/23.

Commissioner Burke noted her abstention due to a conflict of interest on the payment of an invoice to Thomas and Chandra Jandora.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 71-2023 with the abstention as noted.

Staff Reports & Special Business:

Farmland Preservation:

Rich Huether requested approval of an Agreement for the Sale and Purchase of an Agricultural Conservation Easement between the Commonwealth of Pennsylvania in Perpetuity and Linda M. Longenecker, 801 Poverty Hollow Road, Williamsburg, PA and the County of Blair, acting through its Agricultural Land Preservation Board, in the total purchase price of \$122,288.00. Said easement will be 100% Commonwealth. The Commonwealth shall reimburse all costs of easement at the time of settlement. Approximately half of the easement cost will be paid/reimbursed by the Federal Farmland Preservation Program.

Mr. Huether stated that the easement would be 100% Commonwealth with no county funds. He stated there are additional restrictions on a federal easement and approximately 50% of the easement cost will be federally reimbursed.

Discussion followed.

Children, Youth and Families:

i. Tiffany Treese requested approval of a FY 20/22 renewal Purchase of Service Agreement and a Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and Centre County Youth Services Bureau.

Discussion followed.

ii. Tiffany Treese requested approval of a FY 20/21 renewal Purchase of Service Agreement and a Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families (CYF), and KidsPeace National Centers.

Discussion followed.

- iii. Tiffany Treese requested approval of the CWIS FY 20/21 Child Accounting and Profile System Agreement between the County of Blair, on behalf of Children, Youth and Families and Avanco International, Inc., in the total fixed price amount of \$5,149.58, effective July 1, 2020 through June 30, 2021.

Discussion followed.

- iv. Tiffany Treese requested approval of a Child Accounting and Profile System Application Service Provider Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, in the amount of \$37,218.00, for the Case Management Software System, for the period of July 1, 2020 through June 30, 2021.

Discussion followed.

- v. Tiffany Treese requested approval of a HIPAA Business Associate Agreement Addendum between the County of Blair on behalf of Blair County Children, Youth and Families and AVANCO International, Inc., for the Child Accounting and Profile System Application Service (CAPS).

Discussion followed.

Department of Emergency Services:

Sue Ammerman requested approval of a Service Agreement between the County of Blair, Blair County 911 Center and Ravine Industries, for embroidered logo uniform shirts, in an amount not to exceed \$2,800.00 for one-1 year.

Commissioner Burke asked Ms. Ammerman if more than one-1 quote was obtained for this service. Ms. Ammerman responded no.

Discussion followed.

Social Services:

Theresa Rudy requested approval for the submission of the FY 21/22 Income and Expense Report for the Human Services Block Grant (HSBG) for the Mental Health (MH), Intellectual Disabilities (ID), Drug and Alcohol (D&A) and Human Services (HS) Programs.

Mrs. Rudy provided the following information pertaining to the FY 21/22 Income and Expense Report for the Human Services Block Grant (HSBG) for MH, ID, D&A and HS Programs and the retained earnings for the fiscal year.

Discussion followed.

Block Grant Reporting		Costs Eligible for DHS Participation (2)							Balance of Funds (3)	Adjustments (4)	Total Fund Balance (5)
Sources of Funding:	Appropriation	DHS Allocation (1)	Mental Health	Intellectual Disabilities	Homeless Assistance	HSS	D&A	Total			
1 State Human Services Block Grant	Multiple	\$5,528,040	\$3,602,267	\$665,981	\$230,024	\$119,216	\$717,734	\$5,335,222	\$192,818	\$0	\$192,818
2 SSBG	Multiple	\$126,848	\$15,980	\$110,968	\$0	\$0	\$0	\$126,848	\$0	\$0	\$0
3 Reserved		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4 CMHSBG	70167	\$158,861	\$158,861	\$0	\$0	\$0	\$0	\$158,861	\$0	\$0	\$0
5 Reserved		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total for Block Grant		\$5,813,749	\$3,777,008	\$776,949	\$230,024	\$119,216	\$717,734	\$5,620,931	\$192,818	\$0	\$192,818

Retained Earnings	
I. Unexpended Allocation	\$192,818
II. Maximum Retained Earnings (5%)	\$276,402
III. Amount to be Returned to DHS	\$0
IV. Total Requested Retained Earnings	\$192,818

Prior Year Retained Earnings	
I. FY 20-21 Retained Earnings	\$271,915
II. Total Expended Retained Earnings-5%	\$271,915
III. Amount to be Returned to DHS	\$0

Resolution 72-2023: Approving the submission of the FY 21/22 Income and Expense Report for the Human Services Block Grant for the Mental Health, Intellectual Disabilities, Drug and Alcohol and Human Services Programs.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 72-2023.

Fort Roberdeau:

Glenn Nelson requested approval of a Letter of Engagement with Young, Oakes, Brown & Company (YOBCO) to complete a financial audit of the Fort Roberdeau Association for year ended December 31, 2022, in the estimated fee range of \$2,500.00 to \$3,500.00 to be paid by the Fort Roberdeau Association.

Mr. Nelson stated that Solicitor Karn reviewed the engagement letter.

Discussion followed.

Human Resources:

Brian Walters requested approval of a renewal rate quote received from Vision Benefits of America (VBA), for the voluntary employee buy-up vision policy, Group #3433, for the period of 04/01/23 through 03/31/25 at the following rates:

- Employee Only \$ 7.50
- 2-Party \$14.25
- Family \$19.50

Mr. Walters stated that VBA is offering a 24-month renewal of the employee-paid benefit with no rate increase to county employees. He stated that the rates would remain the same as the prior year. Assistant County Solicitor Muriceak reviewed the renewal agreement.

Discussion followed.

Highway Department:

Paul Shaffer requested approval of an equipment-servicing contract between the County of Blair and Foster Wineland for services needed to Blair County Highway Department Equipment at the following rates for year 2023:

- Shop Rate \$135.00/hr.
- Field Rate \$145.00/hr. plus travel time & mileage (\$3.85/mile)
- Steam Cleaning \$145.00/hr.
- Environmental Fees 1% of the work ordered total (capped at \$250.00)
- Shop Supplies 2% of the work order total (capped at \$500.00)
- Software Update \$25.00 plus labor to install
- Rubber Track Disposal Fee \$50.00 per machine
- Hauling Services Kenworth \$125.00/hr. plus permit costs plus 15% fuel surcharge
- (Pricing may change throughout the year, and quotes and estimates can be made available for any work that may be needed.)

Mr. Shaffer stated that Solicitor Karn reviewed the proposal.

Discussion followed.

Facility Maintenance:

Jim Pooler requested approval of an automotive repair/maintenance service agreement between the County of Blair and Zeigler Chevrolet, Inc., for county owned vehicles, at the hourly rate of \$138.00 for the period of 01/01/23 through 12/31/23.

Mr. Pooler stated that this agreement would be for all county-owned Chevrolets.

Discussion followed.

Prison:

Jay Whitesal requested approval of a quote received from Schultz Company, to replace the roof top unit #2 heat exchanger at the Blair County Prison, in the total amount of \$4,376.00.

Mr. Whitesal requested that the board consider taking action on the request before a round of cold weather arrives in the area. He stated that Solicitor Karn reviewed the quote.

Discussion followed.

Resolution 73-2023: Approving a quote received from Schultz Company, to replace the roof top unit #2 heat exchanger at the Blair County Prison, in the total amount of \$4,376.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 73-2023.

Blair County Historical Society:

Nicole Hemminger approval of a letter of support for the submission of a Keystone Historic Preservation Planning Grant Application by the Blair County Historical Society for the Baker Mansion Preservation Assessment Project.

Discussion followed.

Commissioners Office:

- i. Nicole Hemminger requested approval of an Agreement for Services for Solicitor and Assistant Solicitor between the County of Blair and Evey Black Attorneys LLC for the monthly amount of \$225.00 and abstracting at \$150.00 per hour on an as needed basis.

Chief Clerk Hemminger stated that conflict counsel Patrick Fannelli reviewed the agreement.

Discussion followed.

ii. **Deed in Lieu of Condemnation:**

Nicole Hemminger requested approval of a Resolution accepting a Deed in Lieu of Condemnation for a portion of property owned by Kathleen M. Lingenfelter (formerly owned by Kennedy Housing LLC), and rescinding the portion of Resolution 445-2021 dated 10/14/21 related to this subject property.

Chief Clerk Hemminger provided a brief synopsis of the details surrounding the need for rescinding a portion of the previously adopted Resolution relating to the property and the Deed in Lieu of Condemnation for a portion now owned by Ms. Lingenfelter.

Discussion followed.

Old Business:

Commissioners:

Requesting approval of a Letter of Commitment from the County of Blair to UPMC Altoona Foundation for American Rescue Plan Act (ARPA) funds, in the total amount of \$200,000.00, to support a new Emergency Psychiatric Assessment Treatment and Health (EMPATH) Unit.

No action taken.

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk