

**WORK SESSION: TUESDAY, FEBRUARY 27, 2024, 1:00 P.M.**

Location: Commissioners Meeting Room, Basement.

\*Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-309-205-3325 or-1-646-876-9923. enter meeting number 988 9066 9264, and enter the meeting passcode 423423.

**CALL TO ORDER:**

Commissioner Kessling called the meeting to order.

**MOMENT OF SILENT REFLECTION:**

Commissioner Kessling called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

Commissioner Kessling requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

**ROLL CALL:**

**MEMBERS PRESENT:**

Commissioner Kessling, Commissioner Burke, Commissioner Webster, and Chief Clerk Hemminger.

**MEMBERS ABSENT:**

Solicitor Nathan Karn and Assistant Solicitor Jeff Muriceak.

**OTHERS PRESENT:**

Kay Stephens (Altoona Mirror), A.C. Stickel IV and Brian McCulley (Controller), Lindsay Dempsey and Brandon Meck (Finance), Rebecca Robinson (Purchasing), Katherine Swigart (Human Resources), Paul Shaffer (Public Works – Highway), Sam Dunkle (Court Administration), Mindy Hostler, Brooke McCreedy, and Tiffany Treese (CYF), Sue St Martin (Tax Claim), Scott Andrews (Social Services), Carol Dannenberg (Holidaysburg Watchdog Group), Allison Senkevich and Lori Guyer (Commissioners), Abbie Tate and Brooke Lafferty (Prison), and Nate Taylor (Public Access Channel).

**EXECUTIVE SESSION ANNOUNCEMENT:**

Chief Clerk Nicole Hemminger confirmed there were two Executive Sessions.

The first Executive Session was held on Monday, February 26, 2024 at 10:00am with Commissioner Kessling, Commissioner Webster, Commissioner Burke and Grant Wills, GIS Director, to discuss the purchase of property.

The second Executive Session was held on Tuesday, February 27, 2024 at 12:00pm with Commissioner Kessling, Commissioner Webster, and Commissioner Burke to discuss a personnel matter.

**APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES – 2/20 AND 2/22**

Commissioner Kessling called for the approval Board of Commissioners Meeting Minutes of 2/20 and 2/22. 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 Kessling called for public comment. There were no comments.

**COMMISSIONER COMMENTS:**

Commissioner Kessling called for commissioner comments.

Commissioner Kessling noted that Blair County celebrated its 178<sup>th</sup> birthday and recognized National Future Farmer of America Week, which took place February 17-24, 2024.

**CONSENT AGENDA:**

**Resolution 99 – 2024:**

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

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT       |
|----------------|----------------|--------------|
| 2/27/24        | 240227CY       | \$436,581.72 |
| 2/27/24        | 240227SS       | \$52,824.59  |
| 2/27/24        | 240227WW       | \$144,608.36 |

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

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT     |
|----------------|----------------|------------|
| 2/21/24        | 240221RA       | \$3,985.27 |

c. Ratification of Total Payroll, for the Check Dated 2/23/2024, in the total amount of \$864,000.69

d. **2024 Budget Transfer:** To cover fees from the final class of the first group to have completed Nygren Training Solutions' training October 2023 to February 2024.

| From                        | \$       | To                                |
|-----------------------------|----------|-----------------------------------|
| 01105-42070 Human Resources | \$170.74 | 012011-42070 APO                  |
| 01105-42070 Human Resources | \$170.74 | 113201-42070 CYF                  |
| 01105-42070 Human Resources | \$170.74 | 113202-42070 CYF Annex            |
| 01105-42070 Human Resources | \$170.74 | 01136-42070 Finance               |
| 01105-42070 Human Resources | \$170.74 | 01202-42070 JPO                   |
| 01105-42070 Human Resources | \$682.92 | 01209PO-42070 Prison              |
| 01105-42070 Human Resources | \$170.74 | 01150-42070 Register and Recorder |

01105-42070 Human Resources \$341.48 01151-42070 Sheriff  
 01105-42070 Human Resources \$170.75 75504-42070 Social Services  
 01105-42070 Human Resources \$170.75 01111-42070 Tax Claim  
 01105-42070 Human Resources \$170.75 01109-42070 Treasurer

e. **2024 Budget Transfer:** To cover fees from the final class of the second group to have completed Nygren Training Solutions' training October 2023 to February 2024.

| From                                 | To                          |
|--------------------------------------|-----------------------------|
| 01105-42070 Human Resources \$639.87 | 762011-42070 APO            |
| 01105-42070 Human Resources \$639.87 | 08607-42070 Fort Roberdeau  |
| 01105-42070 Human Resources \$639.88 | 75504-42070 Social Services |

f. **2024 Budget Transfer:** To cover expenses incurred by Evey Black due to solicitor work on behalf of the County.

| From  | To                    |
|---|-----------------------|
| 01101GCO-44080 General County Operations \$1,165.21 | 01111-44080 Tax Claim |

g. **County Road 101 Road Closure Request:** Requesting approval to conduct the Freedom Township Volunteer Fire Company's 132<sup>nd</sup> Annual Convention Parade on Saturday, August 17, 2024, from 1:00 p.m. to 6:00 p.m. Parade will begin at Municipal Street and end at Benton Road, closing Everett Road between Eicher Lane and Glunt Lane.

h. **Resignations:** Ginter, Michael, FT, Correction Officer, Prison, \$21.53/hr., effective 2/14/2024; Wyant, Denise, PT (999 max/year), Tipstaff, Court Administration, \$12.71/hr., effective 3/1/2024.

i. **Retirement:** Whitesel, Jay B., FT, Deputy Warden-Operations, Prison, \$58,444.36, effective 3/1/24.

j. **Rescinded Resignation:** Branting, Jazlin R., FT, Parole and Probation Officer, APO, \$16.95/hr.

k. **Employments:** Closson, Makenzie A., PT Temp (avg. 29 hrs./week), Temporary Department Assistant, JPO, \$12.71, effective 2/26/24/24; Guyet, Lori, FT, Administrative Coordinator, Commissioners, \$15.66/hr., effective 2/26/24.

Motion by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 99-2024.

**STAFF REPORTS & SPECIAL BUSINESS**

**Social Services:**  
 Scott Andrews requested ratification of the automatic renewal of 3-three Adobe Acrobat Sign Solutions licenses for the Social Services department in the total amount of \$1,259.64 for 2024.

Mr. Andrews explained that this item was not a ratification, but in fact, an approval. He noted for future renewals of the Adobe terms and conditions, the three-3 licenses will automatically renew on an annual basis at the price at time of renewal.

Chief Clerk Hemminger added that in December of 2023, when these licenses came up for renewal, the credit card that was on file belonged to a former Blair County employee and was not able to be charged for the renewal.

Discussion followed.

**Prison:**

Warden Abbie Tate requested approval for the award, rejection or rebidding of the bids received for food and non-food items for the Blair County Prison.

Warden Tate recommended the following:

Award the bids received from vendors US Foods, Feesers, Inc., ARG Reliable Inc., and Bimbo Bakeries USA, Inc.

Reject the bids received from vendors Shaver Foods, New England Foods, Roy's Lemonade, Ritchey's, Majestic International Spice, and Spicy Spuds due to minimum delivery requirements and non-compliance to bid specifications.

Reject the bids received from US Foods for Skim Milk ½ pint and ARG Reliable Inc. for Skim Milk Gallon and rebid Skim Milk ½ pint and Skim Milk Gallon.

**Resolution 100-2024:** Approving the award, rejection or rebidding of the bids received for food and non-food items for the Blair County Prison.

Motion by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 100-2024.

**Tax Claim:**

i. Sue St Martin requested approval of an agreement between the County of Blair on behalf of Blair County Tax Claim Bureau and InfoCon for the electronic transfer of unpaid 2023 taxes submitted by up to twenty-five (25) local tax collectors at the rate of \$95.00 per municipality for a maximum amount of \$2,375.00.

Ms. St Martin noted that her staff was able to complete the transfer of unpaid taxes for 13 of the 25 local tax collectors, which reduced the total amount of this agreement to \$1,140.00 for the remaining 12 local tax collectors.

Discussion followed.

**Children, Youth, and Families:**

i. Tiffany Treese requested approval of a FY 2023/2024 Agreement for Purchases Under Bidding Threshold between the County of Blair, Blair County Children, Youth and Families and Rentokil North America d/b/a Rentokil Steritech d/b/a Ehrlich.

No further discussion.

- ii. Tiffany Treese requested approval of a FY 2023/2024 Renewal Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Alternative Living Solutions.  
No further discussion.
- iii. Tiffany Treese requested approval of a FY 2023/2024 Renewal Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Cornell Abraxas Group, LLC.  
No further discussion.
- iv. Tiffany Treese requested approval of a FY 2023/2024 Contract between the County of Blair, on behalf of Blair County Children, Youth and Families and Impact Counseling Services, LLC.  
No further discussion.
- v. Tiffany Treese requested approval of a FY 2023/2024 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and JusticeWorks YouthCare, Inc.  
No further discussion.
- vi. Tiffany Treese requested approval of a FY 2023/2024 Renewal Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Bethany Christian Services of Central Pennsylvania.  
No further discussion.

**Human Resources:**

- i. Katherine Swigart requested approval of the revisions made to the Internet User Application/Licensing Agreement for Government Agencies to pull motor vehicle records (MVRs) at no cost to the County.  
Ms. Swigart clarified this Agreement was revised due to the changeover of Board of Commissioners for 2024.  
Discussion followed.
- ii. Katherine Swigart requested approval of a grievance settlement agreement between the County of Blair and AFSCME (American Federation of State, County, and Municipal Employees), AFL-CIO, District Council 83.  
No further discussion.

**Resolution 101-2024:** Approving a grievance settlement agreement between the County of Blair and AFSCME (American Federation of State, County, and Municipal Employees), AFL-CIO, District Council 83.

Motion by Commissioner Kessling, seconded by Commissioner Burke and unanimously approved to adopt Resolution 101-2024.

**Commissioners:**

- i. Commissioner Webster requested approval to distribute a Request for Qualifications for an Architect of Record for Architectural Retainer Services for the Blair County Courthouse and various county projects.  
Chief Clerk Hemminger also noted that this service was discussed during budget meetings and money was allocated to having an Architect on record for the County.  
Commissioner Burke confirmed there are several projects pending due to the County not having an architect and that having an Architect of Record would be beneficial to moving these projects forward.

Discussion followed.

- ii. Chief Clerk Hemminger requested approval of Reimbursement Agreement (R24090001) between the County of Blair and the Commonwealth of Pennsylvania, acting through the Department of Transportation, for Bridge 33 and authorizing Nicole Hemminger to sign said agreement.  
Chief Clerk Hemminger explained that PennDOT cannot determine the amount of reimbursement that the County will receive until the engineering agreement for the design is finalized and the final cost for the construction of Bridge 33 is put out to bid. She also noted that the agreement states the County will be responsible for 5% of both the engineering costs and construction costs.

Discussion followed.

- iii. Chief Clerk Hemminger requested approval of a Property Damage Release by and between the County of Blair and Erie Insurance for damages by an Erie insured driver on or about January 27, 2024 for the consideration of \$7,500.00 for repairs.

Chief Clerk Hemminger said she needs to clarify a few questions with Solicitor Karn and will have more information to share at the Business Session on Thursday.

Discussion followed.

Old Business:

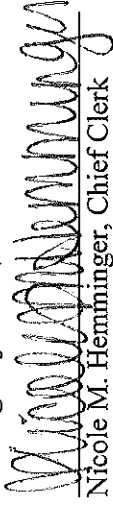
None.

New Business:

None.

Adjourn:

Meeting Adjourned,



Nicole M. Hemminger, Chief Clerk