

BUSINESS SESSION: TUESDAY, MARCH 20, 2020, 10:00 A.M.:

Location: Commissioners Meeting Room, Basement, New Addition.

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster (by phone), Chief Clerk Hemminger and Solicitor Karn.

Others Present: Jennifer Sleppy and Sarah Chuff (Finance), Kay Stephens (Altoona Mirror), A. C. Stickel (Controller), Ashley Gehrdes, Deb Barbella, Georgette Ayers (Children Youth and Families).

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.

PUBLIC COMMENT:

There were no comments noted.

UPCOMING MEETINGS:

Monday, March 23, 2020		
Tuesday, March 24, 2020		
Wednesday, March 25, 2020		
Thursday, March 26, 2020	10:30 a.m.	Salary Board Meeting (Commissioners Mtg. Rm., Basement)
Friday, March 27, 2020		
Monday, March 30, 2020		
Tuesday, March 31, 2020	10:00 a.m.	Commissioners Work Session (Commissioners Mtg. Rm., Basement)
Wednesday, April 1, 2020		
Tuesday, April 2, 2020	8:30 a.m.	Park & Recreation Advisory Board Mtg. (Conference Room 2B, 2 nd Floor)
	6:30 p.m.	Fort Roberdeau Association Mtg. (White Oak Hall, Fort Roberdeau)
Friday, April 3, 2020		
Monday, April 6, 2020		
Tuesday, April 7, 2020	10:00 a.m.	Commissioners Business Session (Commissioners Mt. Rm., Basement)

Commissioner Burke stated that there would be a Sports and Convention Center Authority Meeting on Wednesday, March 25, 2020. The meeting has been moved to a phone conference.

COMMISSIONERS COMMENTS:

Commissioner Erb called for Commissioner Comments.

Commissioner Webster announced that the Blair County COVID-19 Task Force is holding their first meeting at the same time as the commissioner's meeting this morning. This meeting is held in accordance with the principals of the National Emergency Management System. This meeting with all local decisions makers will coordinate planning efforts and statements will be released when practical.

Commissioner Burke stated that she thanks the public for being understanding of the Commissioner's efforts in decreasing the foot traffic in the Courthouse. On average, the Courthouse sees about 650 visitors a day and over the last week the numbers have been cut in half or more with only 157 yesterday. All areas of the building are doing their part to stopping the spread of COVID-19 with increased cleaning efforts, conducting meetings by phone and rescheduling non-essential business, where appropriate.

Commissioner Burke stated that she understands the increased frustration in the lack of communication by the leaders throughout all levels of government including the Commissioners. She stated the Commissioners are working tirelessly reacting to the changing regulation and information from the federal and state government. The Commissioners are working toward a determination on how essential operations will proceed under the governor's latest orders to discontinue non-essential business in the state.

Commissioner Erb stated that he has received a number of constituents reaching out to see if the County is prepared for the virus. Commissioner Erb stated that Mark Taylor, Director of Public Safety recently provided an update that shows the level of preparedness in the County. Director Taylor stated that while there are many unknowns with the virus the County has been researching and learning about the disease from other parts of the country and world. The County has been working on emergency preparedness mitigation plans, working with first responders to help assure that they have all of the equipment they need. All stakeholders in the County are working together on the COVID-19 pandemic.

Commissioner Erb welcomed Children, Youth and Families Administrator, Ashley Gehredes to the meeting and thanked her for her years of service to Blair County families. This is Ashley's last day with the County as she pursues a different career path.

CONSENT AGENDA:

Resolution 127-2020:

- a. Payment of four-4 Warrant Lists dated 03/20/2020 in the amounts of \$20,719.18 #200320CO; \$79,729.65 #200320CY; \$204,274.51 #200320MW; and \$166,575.38 #200320SS, which include payment of the following invoices received:
- **2017 Project Fund/Bond/MDJ Aigner's Office Renovation Project:** McKissick Kasun Architect, in the total amount of \$13,085.61, for contracted design services.
 - **2017 Project Fund/Bond/1875 & 1906 Courtroom's and Lawyer's Lobby Seating:** PA Correctional Industries, in the total amount of \$6,052.55, for chair cushions.
- b. 2020 Budget Transfer for additional cleaning services at the 911/Emergency Management Center and MDJ locations

FROM	TO	Amount
01101GCO – 41999 Contingency	44122 – 44100 911	\$1,500
01101GCO – 41999 Contingency	01161AB – 44100 MDJ Blattenberger	\$1,500
01101GCO – 41999 Contingency	01161BJ – 44100 MDJ Jones	\$1,500
01101GCO – 41999 Contingency	01161DD – 44100 MDJ DE Antonio	\$1,500
01101GCO – 41999 Contingency	01161FM – 44100 MDJ Miller	\$1,500
01101GCO – 41999 Contingency	01161PA – 44100 MDJ Aigner	\$1,500
01101GCO – 41999 Contingency	01161SJ – 44100 MDJ Jackson	\$1,500
01101GCO – 41999 Contingency	762012 – 44100 Adult Parole	\$1,500

Solicitor Karn stated that there is a need to add one additional item to the Consent Agenda. The Resolution from the Meeting of March 13, 2020 regarding the acceptance and award of bids for the Bridge 48 Project will need to be renumbered 122a-2020 instead of 122-2020 due to a duplicate Resolution number.

Motion by Commissioner Burke, Seconded by Commissioner Webster and unanimously approved to adopt Resolution 127-2020 with the additional item (c) noted.

UNFINISHED BUSINESS:

Adoption of Resolutions:

Resolution 128-2020: A resolution approving an Affordable Housing Trust Fund Program Disbursement, in the amount of \$3,991.17, for plumbing and downspout repairs to a property located at 728 Ski Gap Road, Claysburg, PA, leveraging at least an additional \$7,886.17 to conduct weatherization activities on the property.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 128-2020.

Resolution 129-2020: A resolution approving an Affordable Housing Trust Fund Program Disbursement, in an amount not to exceed \$10,000.00 to be equally matched (not exceeding \$10,000.00) by TEAM Effort, for the renovation of low and moderate-income housing within Blair County.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 129-2020.

Resolution 130-2020: A resolution approving a Student Assistant Program and Juvenile Probation Office Agreement between the Blair County Juvenile Probation Office and the Altoona Area School District to ensure the participation of a Juvenile Probation Officer on the school district's Student Assistance and Intervention Team (SAP), for the period of February 18, 2020 through June 30, 2020.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 130-2020.

Resolution 131-2020: A resolution approving a Base Plan (#4487) Contract Renewal between the County of Blair and Vision Benefits of America, Inc. (VBA) with the monthly renewal administrative fee remaining the same at actual claims incurred plus an administrative fee amount equal to .75 cents per employee per month, for the period of April 1, 2020 through March 31, 2022.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 131-2020.

Resolution 132-2020: A resolution approving the purchase of one (1) used John Deere 310SL Backhoe/Loader with two (2) hours of use, in the total amount of \$93,455.90; and the trade-in of one (1) Case 580SM Backhoe/Loader with BH BKT with 1645 hours of use, in the total trade-in allowance amount of \$20,000.00, for a total balance due of \$73,455.90 for said purchase.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 132-2020.

Resolution 133-2020: A resolution approving a Software Support Maintenance Renewal Agreement between the County of Blair and Optical Storage Solutions, Inc., for twenty-one (21) full Landex Licenses

for the Register of Wills/Recorder of Deeds Office, two (2) licenses for the Assessment Office; and one (1) Hot Site Hosting and Record Alert System, in the total amount of \$25,865.00, for the period of May 1, 2020 through April 30, 2021.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 133-2020.

Resolution 134-2020: A resolution approving a copier/lease agreement between the County of Blair, Blair County Elections/Voter Registration Office and Doing Better Business, for the lease of one (1) Ricoh IM 550 Black and White MFP Copy/Print/Scan/Fax Machine, 57 pages per minute, two (2) 550-sheet paper trays (up to 8.5" x 14"), in the total monthly amount of \$98.00 for a term of sixty (60) months, which includes 3,000 pages monthly, plus \$0.008 per excess page. Lease will fall under the Master Lease Agreement dated March 16, 2017.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 134-2020.

Resolution 135-2020: A resolution approving two (2) quotes received and an agreement for professional services/under-bidding requirements between the County of Blair, on behalf of the Board of Elections and Election Systems and Software, LLC a Delaware Limited Liability Company for Coding (\$25,912.00) of the 2020 General Primary Ballot and On-Site Support Services (\$16,575.00), in the total amount of \$42,487.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 135-2020.

Resolution 136-2020: A resolution approving the Polling Place Lease Agreements between the County of Blair and the Property Owners for the 2020 Primary Election and the 2020 General Election.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 136-2020.

Resolution 137-2020: A resolution approving the submission of a Senior Judge Grant Reimbursement Application to the Administrative Office of Pennsylvania Courts (AOPC), in the total amount of \$12,980.00 for costs incurred for Senior Judge Chambers and Support Staff Services for fiscal calendar year 2019.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 137-2020.

Resolution 138-2020: A resolution approving the submission of a Language Access Grant Reimbursement Application to the Administrative Office of Pennsylvania Courts (AOPC), in the total amount of \$6,348.07 for costs incurred for Court Interpreter Services for fiscal calendar year 2019.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 138-2020.

Resolution 139-2020: A resolution approving a FY 19/20 Purchase of Service Renewal Agreement between the County of Blair, Blair County Children, Youth and Families (CYF) and Evolution Counseling Services, LLC.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 139-2020.

Resolution 140-2020: A resolution approving an allocation of Park and Recreation Reserve Account Funds #035 in the amount of \$50,000.00 per year over a three (3) year period to be used as a match of grant funds for the Valley View Park Amphitheater Rehabilitation Project.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 140-2020.

Resolution 141-2020: A resolution approving a three-3 year pledge form to accompany the previously approved Sponsorship Letter seeking sponsorship funds for the Valley View Park Rehabilitation Project.

This item was held from voting until the Park and Recreation Board can add supplemental advertising pieces to the sponsorship letter. No Action taken at this time.

Resolution 142-2020: A resolution approving an allocation of Park and Recreation Reserve Account Funds #035 in an amount not to exceed \$500.00 for the purchase of various gardening tools for use in Community Service Projects by the Juvenile Probation Office and its clients at Valley View Park and other areas throughout Blair County.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 142-2020.

Resolution 143-2020: A resolution approving an allocation of Park and Recreation Reserve Account Funds #035, to the Central Blair Recreation and Park Commission, in an amount not to exceed \$7,250.00, for the following activities and programs planned for the summer of 2020 at Valley View Park:

Playground Program	(50 participants, 2 leaders)	\$3,750.00
Extra Leader Playground Program	(75 maximum participants)	\$ 750.00
Summer Concert Series		\$2,750.00

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 143-2020.

Resolution 144-2020: A resolution approving the AYSO Region #452 Valley View Park Soccer Field Usage Schedule for Calendar Year 2020 per the Lease Agreement between the County of Blair and AYSO Region #452 for the period April 1, 2020 through October 31, 2020 as follows:

Monday through Friday	5 pm to park close
Saturday and Sunday	All day (8 am to park close)

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 144-2020.

Resolution 145-2020: A resolution approving the Altoona Area Junior High School to use the Valley View Park Soccer Fields, and to rent soccer equipment from AYSO #452, in the amount of \$300.00 for the period of 3 pm to 5 pm, Monday through Friday, August 10, 2020 through October 31, 2020.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 145-2020.

Resolution 146-2020: A resolution approving the payment of Application #3, (Final) received from Stelco, Inc., in the total amount of \$2,449.22, for the Valley View Park Electrical Upgrade to the two (2) new pavilions.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 146-2020.

OLD BUSINESS:

None

NEW BUSINESS:

Katherine Swigart requested approval of a proposed Memorandum of Agreement (MOA) between the County of Blair and American Federation of State, County & Municipal Employees (AFSCME), AFL-CIO, District Council 83 (Prison), collective bargaining agreement for the period of January 1, 2016 through December 31, 2018, acknowledging, understanding, and agreeing to temporary amendments to the agreement during the period of the County's March 15, 2020 Emergency Declaration until said Emergency Declaration is revoked.

Ms. Swigart stated that the areas covered under the MOA are hours of work, sick leave and management rights. The MOA addresses specify the number of days' notice employees must be provided for schedule changes. The 2 week notice for a schedule change is now waived. The MOA also removed the need for a doctor slips as stated in the contract for absences greater than three days that are unrelated to COVID. Management still reserves the right to require the doctor's clearance if the absence is COVID related. The third portion of the MOA addresses the management rights in the contract and that County will be much more proactive in exercising management rights in the interest in public safety.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 147-2020.

Discussion of County Continuation of Operation Plan.

Commissioner Erb announced that the meeting will Recess until 4:30 p.m. today, Friday, March 20, 2020 to take care of the remaining item on the agenda.

Reconvened meeting of March 20, 2020 at 4:30 p.m., Commissioner Meeting Room Basement.

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster (by phone), Chief Clerk Hemminger and Solicitor Karn.

Others Present: Jim Hudack and Ken Dean (Social Services), Jennifer Sleppy and Sarah Chuff (Finance), Kay Stephens (Altoona Mirror), A. C. Stickel (Controller), Janice Meadows, Harry Lorenzi and Nicole Smith (Court Administration), DeAnna Heichel (Assessment Office), James Ott (Sheriff), Sally Adams and Amber Phillips (Cost and Fines), Jon Frank (Juvenile Probation), Georgette Ayers, Deb Barbella and Mary Lou Hoover (Children Youth and Families), Amanda Moore and Scott Bailey (Adult Parole and Probation), Katherine Swigart, Robin Gindelsperger and

Eric Lindskold (Human Resources), Megan Irwin (Domestic Relations), Elizabeth Doyle (president Judge), and Don Weakland (Information Technology).

New Business:

Discussion of County Continuation of Operations Plan.

Commissioner Erb stated that the Commissioners have met in multiple administrative meetings with Elected Officials, the Courts, County Department Heads, labor counsel and County Solicitor to make plans on how to address the pandemic. The governor's orders last evening to stop all non-essential business in the state and promote a stay at home order has forced the county to evaluate its essential services and the delivery model for those services.

Commissioner Erb stated that all county leaders recognize the importance of closing the courthouse to the public and allowing only necessary and essential functions to continue.

Commissioner Burke stated that with confirmed cases now closer to Blair County with a confirmed positive test in Centre County now is the time to act in a way that will make it safer for the citizens of the County.

Commissioner Erb stated that most of the businesses that utilize our services are now closed due to the governor's orders which decreases the need for the public to enter the building, with the exception of key Court and certain life-sustaining operations.

Commissioner Webster concurred with Commissioners Erb and Burke that this process has been a difficult and frustrating process.

Commissioner Burke motioned to close the Courthouse to the general public at this time of the pandemic. Commissioner Webster seconded the motion. Commissioner Erb called for further discussion and hearing no further discussion called for a vote. The motion passed unanimously.

Resolution 148-2020 is a Resolution approving the closure of the Blair County Courthouse to the General public with the exception of Court and life-sustaining operations, by appointment only.

Chief Clerk Hemminger provided to the commissioners, members of the public and staff in attendance a draft memo that will be released to the press and be available on the website which includes the best way for the public to reach out to the office they need to interact with.

Commissioner Erb stated that the governor's order has closed most non-life-sustaining business but left the decision up to each individual county on what are life-sustaining business operation in county government. Commissioner Erb called Human Resource Director Katherine Swigart to provide an update.

Ms. Swigart presented a memo outlining essential duties that are performing essential functions. She stated that different types of employees have been identified in a memo: Elected, excluded or exempt employees, non-exempt and non-union employees, and non-exempt union employees and gives directions on each category under a furlough situation.

Departments under the Courts or Elected Official maintain their 1620 rights and are able to staff their offices as they require to perform life-sustaining services as outlined by the governor.

Ms. Swigart continued to detail the memo to the Commissioners including:

- Employees on furlough will continue to accrue vacation and sick time
- Employees can redeem either sick or vacation time to cover their leave
- Employees' voluntary benefit for health care, vision or dental 100% of the premium will be covered by County through the end of April.
- Employees are encouraged to apply for unemployment compensation, the "waiting week" has been waived

Commissioner Webster asked Ms. Swigart a question regarding page three of the memo where it stated that all employees under an elected official or the courts should report to work on Monday and await further direction from their respective elected official.

President Judge Doyle stated that it was the management right under the 1620 rights that the elected officials have the ability to hire, fire and supervise their employees and this right allows for them to determine where, when and how employees will work. Judge Doyle stated that the time of this late Friday evening meeting does not allow for her or other elected official to adjust their employees' schedule therefore they are to report to duty on Monday morning. She also pointed out that Court is still performing essential functions and has the right to retain their employees.

Ms. Swigart stated that the employees would be notified as early as Saturday morning, but before 10 pm Sunday, as to their status and their need to report on Monday, March 23, 2020.

Commissioner Burke made a motion to adopt the Covid-19 County Operations Plan memo to employees dated March 20, 2020 Commissioner Webster seconded the Motion. Commissioner Erb called for further discussion and hearing no further discussion called for a vote. The motion passed unanimously.

Resolution 149-2020 is a Resolution adopting the COVID-19 County Operations Plan memo to employees dated March 20, 2020.

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk