

WORK SESSION: TUESDAY, JANUARY 10, 2023, 10:00 A.M.

Location: Commissioner’s 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 that 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 Assistant Solicitor Muriceak.

Members Absent:

Solicitor Karn.

Others Present:

Mark Taylor (EMA), Allison Senkevich and Melissa Harpster (Commissioner’s Office), Jim Pooler (Public Works/Building Maintenance), Scott Schultz (Court Administration), Rebecca Robinson (Purchasing), Paul Shaffer (Public Works), Sarah Seymour (Elections), Melena Koezler (Human Resources), AC Stickel (Controller), and Kay Stephens (Altoona Mirror).

Upcoming Meetings:

Tuesday, January 10, 2023	7:00 p.m.	Blair County Airport Authority (Blair County Airport)
Wednesday, January 11, 2023		
Thursday, January 12, 2023	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
	1:00 p.m.	*Solid Waste Authority (Commissioners Meeting Room)
Friday, January 13, 2023		
Monday, January 16, 2023		Martin Luther King Jr Day Courthouse Closed
Tuesday, January 17, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

Executive Session Announcement:

Chief Clerk Hemminger stated that Labor Council Attorney John Baker, HR Director Katherine Swigart, Finance Director Lindsay Dempsie and herself met with the Commissioners to discuss one-1 collective bargaining unit agreement beginning at 9:30 a.m. on Tuesday, January 10, 2023.

Public Comment:

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

Commissioners Comments:

Commissioner Erb called for commissioners comments. **There were no comments noted.**

Consent Agenda:

Resolution #7-2023:

a. Payment of the following six (6) Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
01/10/2023	230110TC	\$242,352.14
01/10/2023	230110CY	\$33,248.55
01/10/2023	230110SS	\$835,790.65
01/10/2023	230110WW	\$313,811.24
01/10/2023	230103CO	\$25,392.22
10/10/2023	230110FP	\$259,210.50

Which include payment of the following invoices:

- Blair Community Action Agency, in the total amount of \$34,806.17.
- Thomas and Chandra Jandora, in the total amount of \$1,550.00.

b. Ratification of the eleven (11) following Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
01/05/2023	230101HI	\$538,886.67
01/05/2023	230105WC	\$3,500.00
01/04/2023	230104DA	\$155.25
01/05/2023	230105HR	\$15,387.46
01/04/2023	230104WC	\$5,842.22
01/03/2023	220103FS	\$608.73
01/01/2023	230101FN	\$117,016.69
12/08/2022	221130PC	\$16,071.24
12/29/2022	221229HR	\$6,317.06
12/29/2022	221229RF	\$14.40
12/27/2022	221227FS	\$1,594.00

- c. **Bridge #82/Frankstown Branch Superstructure Replacement Project:** Requesting approval of ECMS submission, Estimate 008, in the total amount of \$16,527.66, received from Glenn O Hawbaker Inc. Expenses are 100% reimbursable through the Road Map Fund.
- d. **Bridge #82/Frankstown Branch Superstructure Replacement Project:** Requesting approval of ECMS submission Invoice #8, Part 4 , Construction Inspection, in the total amount of \$13,628.34, Invoice #10, Part 3, Construction Services, in the total amount of \$315.00, Invoice #9, Part 4, Construction Inspection, in the total amount of \$9,943.75, received from Keller Engineers. Expenses are 100% reimbursable through the Road Map Fund.
- e. **Bridge #70/County Road 101 over South Poplar Run Replacement Project:** Requesting approval of ECMS submission Invoice #2, Part 7, Construction Services, received from Keller Engineers, in the total amount of \$157.50. Expenses are 100% reimbursable through the Road Map Fund.
- f. **Bridge #67/West Loop Road Replacement Project:** Requesting approval of ECMS submission, Invoice #6, Part 4, Construction Inspection, in the total amount of \$11,893.22, received from Keller Engineers. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.
- g. **NBIS Bridge Inspection and Inventory:** Requesting approval of ECMS submission of Invoice #59, received from Stiffler McGraw, in the total amount of \$12489.99 for inspection of county owned bridges. Expenses are 80% reimbursable, with 20% paid from Act 44 Bridge Fund.
- h. **Employment:** Autumn C. Emswiler, PT, Caseworker I, CYF, \$17.29/hr., effective 01/09/23; James J. Mainello, from, PT, Sheriff Deputy, Sheriff's Office, \$15.52/per hour, To, FT, Sheriff Deputy, Sheriff's Office, \$15.52/per hour, effective 12/31/22; Abigail K. Noel, From, PT, Sheriff Deputy, Sheriff's Office, \$15.52, To, FT, Sheriff Deputy, \$15.52/per hour, effective 12/31/22; Wendy J. Myers, From PT, Probation Officer Support, APO, \$11.58/hr., To, FT, Probation Officer Aide, APO, \$11.58/hr., effective 01/09/23; and Clara M. Rininger, From, FT, Department Clerk I, Domestic Relations, \$11.03/hr., To, FT, Administrative Support, Domestic Relations, \$11.58/hr., effective 01/09/23.
- i. **Rescinding Resignation:** Francine M. Burk, FT, District Court Administrative Support, MDJ Jones, \$12.00/hr., effective 01/03/23.

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

Commissioner Erb noted his abstention due to a conflict of interest on the payment of invoices to Blair County Community Action Agency.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 7-2023 with the abstentions as noted.

Staff Reports & Special Business:

Department of Emergency Services:

Mark Taylor requested approval of a Professional Services Agreement between the County of Blair, Department of Emergency Services and Mission Critical Partners LLC for Next Generation 911 Consulting Services to the Southern Alleghenies 911 Cooperative (SAC) and the County of Blair, as defined in Schedule A of said agreement, in the total fixed fee amount of \$26,980.10, including expenses, through June 30, 2023. Should project be delayed beyond June 30, 2023, an additional six-6 month in the amount of \$6,766.50 will be invoiced to the county.

Mr. Taylor stated that Assistant Solicitor Muriceak has received the agreement.

Discussion followed.

Children, Youth and Families:

- i. Chief Clerk Hemminger requested approval of the CWIS FY 21/22 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, 2021 through June 30, 2022.

Chief Clerk Hemminger stated that Solicitor Karn has reviewed the annual agreement.

Discussion followed.

- ii. Chief Clerk Hemminger requested approval of a Child Accounting and Profile System Application Provider Service 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, 2021 through June 30, 2022.

Chief Clerk Hemminger stated that Solicitor Karn has reviewed the agreement.

Discussion followed.

- iii. Chief Clerk Hemminger requested approval of a Consulting Services Addendum to the Child Accounting and Profile System Application Service Provider Agreement, dated as of July 1, 2021, by and between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, for consultant time invoiced at the hourly rates listed below:

Category	Hourly Rate
Research Analyst	\$ 54.50
Junior Programmer	\$ 65.40
Junior Programmer Analyst	\$ 73.00
Programmer Analyst	\$ 76.20
Senior Programmer Analyst	\$ 78.70
Developer	\$ 92.50
Senior Developer	\$111.20
Project Director	\$125.00
A not-to-exceed value of \$20,000.00 for all Consulting Services has been assigned by Client. This value can be adjusted at any time during the term with written confirmation from the Client. Larger projects, Avanco will prepare a separate bid for the specific project under this Addendum.	

Chief Clerk Hemminger stated that Solicitor Karn has reviewed the addendum to the provider agreement.

Discussion followed.

- iv. Chief Clerk Hemminger 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).

Chief Clerk Hemminger stated that the agreement is the county’s standard HIPAA Business Associate Agreement Addendum.

Discussion followed.

Court Administration:

Scott Schultz requested approval of two-2 FY 21/22 Problem Solving Court Budget Modification Requests 1) moving \$250.00 from budget line item Staff Travel/Training to Participant Transportation to purchase Uber Gift Cards for Blair County Adult Drug Court; and 2) moving \$654.78 from budget line item Staff Travel/Training to Incentives for Blair DUI Court participants.

Mr. Schultz stated that the modification requests are due to unexpended funds under the Staff Travel/Training Budget Line.

Discussion followed.

Elections/Voter Registration:

Sarah Seymour requested approval of a Professional Services Agreement by and between the County of Blair, on behalf of the Board of Elections and NPC Inc., for professional services outlined in Exhibit A (Statement of Work) relating to managing data, printing, mailing and/or other related digital solutions and services for the 2023 Municipal Primary and Election as outlined below:

Mail-In/Absentee Ballot Package with Windowed Outer Envelope (Includes ballot up to 1 sheet, double sided - 8 1/2" x 14"; outer, return and secrecy envelope; and instruction sheet)	\$1.55/mail package
Annual Mail-In Ballot Application Mailing	\$0.22/mail package
Flat Program Management & Set-up Fee per Election	\$7,500

Chief Clerk Hemminger asked Ms. Seymour if this was an eligible expense under the grant. Ms. Seymour responded yes to Chief Clerk Hemminger’s question.

Discussion followed.

Purchasing:

Rebecca Robinson requested approval for authorization to participate in the Costar’s contract for the purchase of between 180 and 420 tons of sodium chloride (road salt) at a price to be determined by the bidding process for the participation period of August 2023 through July 2024 and authorization for the Blair County Procurement Specialist to submit the request on behalf of the County of Blair.

Ms. Robinson stated that this is an annual authorization request.

Discussion followed.

Commissioner’s Office:

- i. Chief Clerk Hemminger requested approval of a Grant Cooperation Agreement between the County of Blair and Alleghenies Broadband Inc. for “county funds” including, without limitation, funds received under and pursuant to a grant awarded to the County of Blair under American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2, H.R. 1319 (Mar 11, 2021) Coronavirus State and Local Fiscal Recovery Funds program) 1, that may be used to make broadband infrastructure investments in areas that are unserved or underserved by reliable, affordable broadband internet.

Discussion followed.

- ii. Allison Senkevich requested approval for the submission of an application for the 2022/2023 PCoRP Loss Prevention Grant Program, in the amount of \$16,201.93.

Mrs. Senkevich stated she provided an incorrect amount on the agenda submission form, and the correct amount is \$16,348.11. She stated that any awarded funds would be used for MDJ Security Projects, and the purchase of Stop the Bleed Cabinets.

Mrs. Senkevich stated that this a “first” round request for funds, and that a second application will be prepared for submission prior to the 22/23 grant submission deadline date of May 31, 2023.

Discussion followed.

Resolution 8-2023: Approving submission of an application for the 2022/2023 PCoRP Loss Prevention Grant Program, in the amount of \$16,348.11.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 8-2023.

Park and Recreation Advisory Board:

- i. Melissa Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds (035), in an amount not to exceed \$1,200.00 to purchase supplies to upgrade the restrooms at Valley View Park with new fixtures such as paper towel dispensers, soap dispensers, etc.

Discussion followed.

- ii. Melissa Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds (035), in an amount not to exceed \$750.00 to purchase painting supplies for gates and various items at Valley View Park.

Discussion followed.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk