

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT, NEW ADDITION
TUESDAY, JANUARY 21, 2020, 10:00 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **APPROVAL OF MINUTES – TUESDAY, JANUARY 14, 2020**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**

Resolution #37-2020:

- a. Payment of two (2) Warrant Lists dated January 17, 2020, in the amounts of \$264,606.37 #200121MW; and \$63,234.59 #200121CY which include payment of the following invoice to:
 - 2017 Project Fund/Bond/Historic Finishes Restoration Project: PA Correctional Industries, in the total amount of \$18,543.53.
- b. Ratification of one (1) Warrant List dated January 17, 2020, in the amount of \$28,426.79 #200117TL.
- c. Ratification of Total Payroll for the Check Date January 16, 2020, in the total amount of \$817,666.62.
- d. 2019 Budget Transfer: For the December 2019 HealthForce Invoice.

From	\$	To
01101GCO-42000 General County Operations	\$75.00	762012-42000 APO
01101GCO-42000 General County Operations	\$50.00	012011-42000 APO
01101GCO-42000 General County Operations	\$175.00	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$75.00	01202-42000 JPO
01101GCO-42000 General County Operations	\$50.00	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$100.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$100.00	44122-42000 911 Center
01101GCO-42000 General County Operations	\$50.00	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$50.00	01602-42000 EMA
01101GCO-42000 General County Operations	\$50.00	01155-42000 Costs and Fines

- e. **Employment:** Sue P. Griep, Temporary, PT, Victim Witness Director, Victim Witness, \$26.50/hr., effective 01/18/2020; Patricia L. Knorr, Temporary, PT, Department Assistant, Court Administration, \$10.25/hr., effective 01/21/2020; Kayla Amrhein, FT, Custody Clerk/Receptionist, Court Administration, \$10.25/hr., effective 01/21/2020; Michael A. Benton, FT, Maintenance Tech/Carpenter, Public Works, \$16.43/hr., effective 01/21/2020; Tracy L. Hoffman, FT, Staff Assistant, Treasurer’s Office, \$10.25/hr., effective 01/21/2020; David M. Martel, FT, APO Officer, APO, \$25,116.39/yr., effective 01/21/2020, Tom D. Settle, PT, Operator, Office Services, \$10.25/hr., effective 01/21/2020, Gretchen R. Ankeny, PT, Archivist, Records Management, \$10.25/hr., effective 01/21/2020, Nicholas K. Gordon, FT, Victim Witness Advocate, Victim Witness/DA ‘s Office, \$20,905.54/yr., effective 01/21/2020; Christopher T. Hanna, From, PT, Deputy, Sheriff’s Office, \$13.21/hr., to FT, Deputy, Sheriff’s Office, \$15.01/hr., effective 01/20/2020 and Joseph E. Dennis, From FT, Telecommunicator, 911 Center \$14.67/hr., to PT, Telecommunicator, 911 Center, \$14.67/hr., effective 01/25/2020.
- f. **Resignations:** Charles R. Deck, FT, Deputy, Sheriff’s Office, \$15.01/hr., effective 01/15/2020; Joshua L. Herne, FT, Law Clerk, Judge Sullivan, \$38,500.02/yr., effective 01/17/2020 and Tammie J. Leaper, FT, Second Deputy, Controller’s Office, \$28,568.02/yr., effective 01/21/2020.

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Department of Emergency Services:**

- a. Requesting approval of a Hazardous Material Response Team Agreement (HMRT) between the County of Blair the Local Emergency Planning Committee (LEPC) and the City of Altoona for the employ of the Altoona Fire Department’s Hazardous Material Response Team (HMRT) in the amount of \$20,000 per year for the period of January 1, 2020 through December 31, 2023. \$5,000.00 of the \$20,000.00 amount for 2020 will be reimbursed through the Hazardous Material Response Fund (HMRF) grant.
- b. Requesting approval of a Mosquito-Borne Disease Control Grant Agreement (Contract No. C990001805) between the County of Blair and the Commonwealth of Pennsylvania, Department of Environmental Protection (DEP), in the maximum dollar amount of \$34,432.84 for the period of January 1, 2020 through December 31, 2020.

B. **Blair County Children, Youth and Families:**

- a. Requesting approval of the CWIS FY 19/20 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 (\$2,574.79 paid by the county/\$2,574.79 paid by the state).
- b. Requesting approval of a FY 19/20 Memorandum of Understanding (MOU between the County of Blair, Blair County Children, Youth and Families and the Child Advocacy Center for the sharing of information within HIPAA guidelines to provide a continuum of quality care. (No cost to the county).
- c. Requesting approval of two (2) FY 19/20 renewal Purchase of Service Agreements between the County of Blair, Blair County Children, Youth and Families and the agencies listed below:
 - Diakon Child, Family and Community Ministries
 - Pressley Ridge
- d. Requesting approval of a Sharing Agreement and a Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and PeerStar, LLC for the reciprocal sharing of information within HIPAA guidelines to provide a continuum of quality care. (No cost to the county).

C. Blair County Department of Social Services:

- a. Requesting approval of a Sub-Recipient Agreement between the County of Blair and Family Services under the FY 18 Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE), in the amount of \$75,000.00, for the demolition of a car ramp and reconstruction of the second floor for development of the new Family Shelter, 2300 North Branch Avenue, Altoona, PA.
- b. Requesting approval to amend the Sub-Recipient Agreement dated March 12, 2019, between the County of Blair and Family Services, Inc., under the FY 18 Emergency Solutions Grant (ESG) (Contract #C000070320) as listed below:

FAMILY SERVICES, INC. FOR RENOVATIONS UNDER THE EMERGENCY SHELTER COMPONENT
1. Termination of said contract.
2. Those programmatic changes and modifications detailed in Appendix B.
3. The total amount of contract shall be reduced to zero dollars & zero cents.
FAMILY SERVICES
1. Termination effective date of said contract will be May 20, 2020.
2. Those programmatic changes and modifications detailed in Appendix B.
3. The total amount of contract shall be increased to \$91,900.00.
4. All remaining terms and conditions of contract are not changed or modified and shall remain in full force and effect.

- c. Requesting approval of a FY 18 Emergency Solutions Grant (ESG) Budget Revision #2 to the Commonwealth of Pennsylvania, Department of Community and Economic Development, on behalf of Blair County Community Action and Family Services, Inc., for Rapid Rehousing and Homeless Prevention as follows.

FAMILY SERVICES, INC.
1. Increase existing activity for Rapid Rehousing/Financial Assistance from \$23,400.00 to \$31,000.00 for a total net increase of \$7,600.00.
2. Reduce existing activity for Rapid Rehousing/Rental Assistance from \$65,382.00 to \$57,982.00 for a total decrease of \$7,400.00.
3. Reduce existing activity for HMIS from \$1,273.00 to \$1,073.00 for a total decrease of \$200.00.
BLAIR COMMUNITY ACTION AGENCY
1. Reduce existing activity for Homeless Prevention/Services from \$5,740.00 to \$4,492.00 for a total net decrease of \$1,248.00.
2. Increase existing activity for Homeless Prevention/Rental Assistance from \$44,856.00 to \$46,104.00 for a total net increase of \$1,248.00.

D. Fort Roberdeau:

Requesting approval for authorization to proceed with the preparation of a 2020 Economic Development and Community Development Initiatives (EDCDI) Grant Application to the Pennsylvania Department of Community and Economic Development (DCED) by Fort Roberdeau for site accessibility and accommodations improvement.

E. Blair County Prison:

- a. Requesting approval of Amendment 1 to the TextBehind Inmate Mail Contract dated October 15, 2019 between the County of Blair on behalf of the Blair County Prison and TextBehind, Inc., reaffirming TextBehind's ownership of the Inmate Mail Screening, Processing and Management System Services and providing indemnification to the County of Blair with respect to any claims by a competitor, Smart Communications, threatening the county with patent infringement with respect to TextBehind's Services as defined by said contract.
 - b. Requesting approval of a Memorandum of Understanding (MOU) between the County of Blair, on behalf of the Blair County Prison and American Rescue Workers and the Altoona Area School District Adult Education Program outlining the basic provisions, and working relations between all parties pertaining to the Blair County Prison Re-Entry Program.
- F. Blair County IT:**
- a. Requesting approval to rescind Resolution 368-2019 dated September 3, 2019 approving a proposal received from Empire Communications for the purchase of an intercom system for the Human Resources Department (HR) to allow for communication with HR Staff before entrance into the office, in the total amount of \$5,151.30 to be paid as follows: \$2,143.99 PCoRP Grant Funds and \$3,007.31 HR Budget.
 - b. Requesting approval of a proposal received from Empire Communications for the purchase of an intercom system for the Human Resources Department (HR) to allow for communication with HR Staff before entrance into the office, in the total amount of \$5,687.28 to be paid as follows: \$2,143.99 PCoRP Grant Funds and \$3,543.29 HR Budget.
- G. Blair County Parks and Recreation Advisory Board:**
- a. Requesting approval of Change Order #1 received from Stelco, Inc., in the total increased amount of \$1,130.22 to repair underground wires and replace existing pole light with new LED light.
 - b. Requesting approval of Application for Payment #2, received from Stelco, Inc., in the total amount of \$1,187.10 for the Valley View Park electrical upgrades to the two new pavilions.
- H. Blair County District Attorney's Office:**
- a. Requesting approval of an agreement between the County of Blair, Blair County District Attorney and Karpel Computer Systems/dba Karpel Solutions for installation services of the Prosecutor by Karpel Software Program, in the total project amount of \$79,750.00 for the first year of services; first payment due in the total amount of \$37,200.00 at agreement signing; and the second payment due in the total amount of \$42,550.00 on the estimated go live date of June 8, 2020.
 - b. Requesting approval of an agreement between the County of Blair, Blair County District Attorney and Karpel Computer Systems/dba Karpel Solutions for internet based software hosting through Hosted by Karpel of the copyrighted software program Prosecutor by Karpel that has been licensed to the County of Blair, Blair County District Attorney at an initial cost of \$25,000 and future costs in the amount of \$100.00 per year per user that has access to the software.
- I. County Real Estate Tax Collection:**
Discussion concerning an Amendment to an Agreement dated October 24, 1997 between the Altoona Area School District and the County of Blair for the collection of County real estate taxes for the residents in the City of Altoona from January 1, 2020 to December 31, 2020 for a commission of 0.70%.
- J. Bridge #10 Friesville:**
- a. Requesting approval for correspondence to PennDOT to extend the reimbursement agreement between the County of Blair and PennDOT from June 30, 2020 to March 12, 2021.
 - b. Requesting approval for Notice to Proceed for Keller Engineers, Inc. to begin Part 3 of the Contract for Construction Services.
 - c. Requesting approval for Notice to Proceed for Keller Engineers, Inc. to begin Part 4 of the Contract for Construction Inspection.

d. Requesting approval for Notice to Proceed for Wen-Brooke Contracting.

K. Blair County Airport:

a. Requesting approval of a Snow Plow Lease Agreement between the County of Blair and the Blair County Airport Authority for use of county equipment when needed by the Authority beginning January 17, 2020, terminating after the Authority has replaced its snow plowing truck or May 1, 2020, whichever occurs first.

9. OLD BUSINESS

None

10. ADJOURN

WORK SESSION: TUESDAY, JANUARY 21, 2020, 10:00 A.M.:

Location: Commissioners Meeting Room, Basement, New Addition.

Members Present: Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger, Solicitor Karn.

Others Present: Brian Wiser (Keller Engineers), Glenn Nelson (Ft. Roberdeau), David Snyder (Public), Amy Wertz (CYF), Kay Stephens (Altoona Mirror), Don Weakland (IT), Jenn Sleppy and Sarah Chuff (Finance), Trina Illig and Christina Stacey (Social Services), Cris Fredrickson, Autumn Hetrick and Jim Garlick (EMA), Sarah Seymour (Elections), Jeff Hackenberg (Penn State Extension), Pete Weeks (DA's Office), James Ott (Sheriff), A. C. Stickel (Controller), Abbie Tate (Prison Warden), and Melissa Harpster (Commissioners Office).

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 all stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – TUESDAY, JANUARY 14, 2020:

Commissioner Erb called for corrections or changes to the minutes of Tuesday, January 14, 2020. **There were no corrections or changes noted.**

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

PUBLIC COMMENT:

Commissioner Erb called for public comment. There were no comments presented.

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioner comments.

Commissioner Burke stated that while attending the January 15 Southern Alleghenies Planning and Development Commission (SAP&DC) Board of Directors Meeting she was asked to share that the Greater Altoona Career and Technology Center's Cosmetology Students would be providing free haircuts to Veterans.

Commissioner Erb extended congratulations to Hollidaysburg Area School District Swim Coach Deb Salomon on surpassing the 500-win mark. He also extended congratulations to the Swim Team and wished both Coach Salomon and the team continued success.

Commissioner Webster – no comments.

CONSENT AGENDA:

Resolution #37-2020:

- a. Payment of two (2) Warrant Lists dated January 17, 2020, in the amounts of \$264,606.37 #200121MW; and \$63,234.59 #200121CY which include payment of the following invoice to:
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- b. Ratification of one (1) Warrant List dated January 17, 2020, in the amount of \$28,426.79 #200117TL.
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- e. **Employment:** Sue P. Griep, Temporary, PT, Victim Witness Director, Victim Witness, \$26.50/hr., effective 01/18/2020; Patricia L. Knorr, Temporary, PT, Department Assistant, Court Administration, \$10.25/hr., effective 01/21/2020; Kayla Amrhein, FT,

Custody Clerk/Receptionist, Court Administration, \$10.25/hr., effective 01/21/2020; Michael A. Benton, FT, Maintenance Tech/Carpenter, Public Works, \$16.43/hr., effective 01/21/2020; Tracy L. Hoffman, FT, Staff Assistant, Treasurer's Office, \$10.25/hr., effective 01/21/2020; David M. Martel, FT, APO Officer, APO, \$25,116.39/yr., effective 01/21/2020, Tom D. Settle, PT, Operator, Office Services, \$10.25/hr., effective 01/21/2020, Gretchen R. Ankeny, PT, Archivist, Records Management, \$10.25/hr., effective 01/21/2020, Nicholas K. Gordon, FT, Victim Witness Advocate, Victim Witness/DA 's Office, \$20,905.54/yr., effective 01/21/2020; Christopher T. Hanna, From, PT, Deputy, Sheriff's Office, \$13.21/hr., to FT, Deputy, Sheriff's Office, \$15.01/hr., effective 01/20/2020 and Joseph E. Dennis, From FT, Telecommunicator, 911 Center \$14.67/hr., to PT, Telecommunicator, 911 Center, \$14.67/hr., effective 01/25/2020.

- f. **Resignations:** Charles R. Deck, FT, Deputy, Sheriff's Office, \$15.01/hr., effective 01/15/2020; Joshua L. Herne, FT, Law Clerk, Judge Sullivan, \$38,500.02/yr., effective 01/17/2020 and Tammie J. Leaper, FT, Second Deputy, Controller's Office, \$28,568.02/yr., effective 01/21/2020.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 37-2020.

STAFF REPORTS & SPECIAL BUSINESS:

Department of Emergency Services:

- a. Cris Fredrickson requested approval of a Hazardous Material Response Team Agreement (HMRT) between the County of Blair the Local Emergency Planning Committee (LEPC) and the City of Altoona for the employ of the Altoona Fire Department's Hazardous Material Response Team (HMRT) in the amount of \$20,000.00 per year for the period of January 1, 2020 through December 31, 2023. \$5,000.00 of the \$20,000.00 amount for 2020 will be reimbursed through the Hazardous Material Response Fund (HMRF) grant.

Mrs. Fredrickson stated that the renewal agreement has changed from a three (3) year agreement to a four (4) agreement and that the amount per year has increased. She stated that the amount per year for the period of 2017 through 2019 was \$16,500.00 and the amount per year for the period of 2020 through 2023 is \$20,000.00.

Mrs. Fredrickson stated that the \$15,000.00 is an eligible expense from Act 165 monies and that \$5,000.00 is reimbursable to the county through the HMRF grant.

Discussion followed.

- b. Jim Garlick requested approval of a Mosquito-Borne Disease Control Grant Agreement (Contract No. C990001805) between the County of Blair and the Commonwealth of Pennsylvania, Department of Environmental Protection (DEP), in the maximum dollar amount of \$34,432.84 for the period of January 1, 2020 through December 31, 2020.

Mr. Garlick stated that the amount of the grant for 2019 was \$31,336.80 and that the amount of the grant for 2020 is \$34,432.84 (an increase of \$3,096.04). He stated that expenses are paid upfront by the county and those expenses are reimbursed quarterly.

Discussion followed.

Blair County Children, Youth and Families:

- a. Amy Wertz requested approval of the CWIS FY 19/20 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 (\$2,574.79 paid by the county/\$2,574.79 paid by the state).

Ms. Wertz stated that Avanco International, Inc., is the holder of the software licensing agreement for the case management system within the CYF Office. She stated this is a yearly renewal agreement and the total fixed price amount is split 50/50 between the county and the state.

Discussion followed.

- b. Amy Wertz requested approval of a FY 19/20 Memorandum of Understanding (MOU) between the County of Blair, Blair County Children, Youth and Families and the Child Advocacy Center for the sharing of information within HIPAA guidelines to provide a continuum of quality care.

Ms. Wertz stated that the MOU is at no cost to the county and provides for the sharing of information and a continuum of care within HIPAA guidelines.

Discussion followed.

- c. Amy Wertz requested approval of two (2) FY 19/20 renewal Purchase of Service Agreements between the County of Blair, Blair County Children, Youth and Families and the agencies listed below:

- Diakon Child, Family and Community Ministries
- Pressley Ridge

Ms. Wertz stated that the renewal agreement with Diakon Child, Family and Community Ministries for foster care services reflects no rate increase for FY 19/20. She stated there is one child in care.

Ms. Wertz stated that the renewal agreement with Pressley Ridge for foster care services reflects rate increases for FY 19/20 ranging from 7% to 12% and a 9% decrease, however, the county currently does not have any children in the per diem category that reflects a rate decrease. She stated that currently there is one (1) child receiving services at the per diem rate of \$71.60 (12% increase) and seven (7) children receiving services at the per diem rate of \$90.25 (9% increase).

Ms. Wertz stated that if a child is eligible for Title IV-E Federal Funding and Act 148 State Funding there would be an 80% state 20% county split.

Discussion followed.

- d. Amy Wertz requested approval of a Sharing Agreement and a Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and PeerStar, LLC for the reciprocal sharing of information within HIPAA guidelines to provide a continuum of quality care.

Ms. Wertz stated that there is at no cost to the county and that the agreements provide for the sharing of information and a continuum of care within HIPAA guidelines.

Discussion followed.

Blair County Department of Social Services:

- a. Christina Stacey requested approval of a Sub-Recipient Agreement between the County of Blair and Family Services under the FY 18 Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE), in the amount of \$75,000.00, for the demolition of a car ramp and reconstruction of the second floor for development of the new Family Shelter, 2300 North Branch Avenue, Altoona, PA.

Commissioner Erb stated that the car ramp is not your ordinary car ramp in that this is a solid concrete ramp that extends from the first floor to the second floor of the building and takes up a large amount of unusable space.

Discussion followed.

- b. Christina Stacey requested approval to amend the Sub-Recipient Agreement dated March 12, 2019, between the County of Blair and Family Services, Inc., under the FY 18 Emergency Solutions Grant (ESG) (Contract #C000070320) as listed below:

FAMILY SERVICES, INC. FOR RENOVATIONS UNDER THE EMERGENCY SHELTER COMPONENT
1. Termination of said contract.
2. Those programmatic changes and modifications detailed in Appendix B.
3. The total amount of contract shall be reduced to zero dollars & zero cents.
FAMILY SERVICES
1. Termination effective date of said contract will be May 20, 2020.
2. Those programmatic changes and modifications detailed in Appendix B.
3. The total amount of contract shall be increased to \$91,900.00.
4. All remaining terms and conditions of contract are not changed or modified and shall remain in full force and effect.

Discussion followed.

- c. Christina Stacy requested approval of a FY 18 Emergency Solutions Grant (ESG) Budget Revision #2 to the Commonwealth of Pennsylvania, Department of Community and Economic Development, on behalf of Blair County Community Action and Family Services, Inc., for Rapid Rehousing and Homeless Prevention as follows.

FAMILY SERVICES, INC.

1. Increase existing activity for Rapid Rehousing/Financial Assistance from \$23,400.00 to \$31,000.00 for a total net increase of \$7,600.00.
2. Reduce existing activity for Rapid Rehousing/Rental Assistance from \$65,382.00 to \$57,982.00 for a total decrease of \$7,400.00.
3. Reduce existing activity for HMIS from \$1,273.00 to \$1,073.00 for a total decrease of \$200.00.
BLAIR COMMUNITY ACTION AGENCY
1. Reduce existing activity for Homeless Prevention/Services from \$5,740.00 to \$4,492.00 for a total net decrease of \$1,248.00.
2. Increase existing activity for Homeless Prevention/Rental Assistance from \$44,856.00 to \$46,104.00 for a total net increase of \$1,248.00.

Discussion followed.

Fort Roberdeau:

Glenn Nelson requested approval for authorization to proceed with the preparation of a 2020 Economic Development and Community Development Initiatives (EDCDI) Grant Application to the Pennsylvania Department of Community and Economic Development (DCED) by Fort Roberdeau for site accessibility and accommodations improvement.

Mr. Nelson stated that the grant is legislative sponsored and that Senator Judy Ward has recommended Fort Roberdeau for the grant. Mr. Nelson stated that the grant is electronic. He stated that the grant amount is estimated at \$50,000.00, and requires no county match.

Discussion followed.

Resolution 39-2020: A resolution approving authorization for Glenn Nelson to proceed with the preparation of a 2020 Economic Development and Community Development Initiatives (EDCDI) Grant Application on behalf of the County of Blair to the Pennsylvania Department of Community and Economic Development (DCED) for site accessibility and accommodations improvement at Fort Roberdeau in the estimated amount of \$50,000.00 with no cost or county match.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 39-2020.

Blair County Prison:

- a. Abbie Tate requested approval of Amendment 1 to the TextBehind Inmate Mail Contract dated October 15, 2019 between the County of Blair on behalf of the Blair County Prison and TextBehind, Inc., reaffirming TextBehind’s ownership of the Inmate Mail Screening, Processing and Management System Services and providing indemnification to the County of Blair with respect to any claims by a competitor, Smart Communications, threatening the county with patent infringement with respect to TextBehind’s Services as defined by said contract.

Solicitor Karn stated that another county who uses TextBehind’s services received a letter from Smart Communications legal counsel indicating that TextBehind had violated a patent of theirs.

Solicitor Karn stated that TextBehind issued a memorandum to their clients indicating that their legal counsel searched the patent and feel that TextBehind is not violating any patent and that the indemnification language written in their contracts with their clients was sufficient.

Solicitor Karn asked TextBehind to provide the county with stronger contract language to reaffirm ownership and to provide indemnification to the county with respect to any claims by a competitor who may threaten the county with patent infringement with respect to TextBehind’s Services defined by contract.

Resolution 40-2020: A resolution approving Amendment 1 to the TextBehind Inmate Mail Contract dated October 15, 2019 between the County of Blair on behalf of the Blair County Prison and TextBehind, Inc., reaffirming TextBehind’s ownership of the Inmate Mail Screening, Processing and Management System Services and providing indemnification to the County of Blair with respect to any claims by a competitor, Smart Communications, threatening the county with patent infringement with respect to TextBehind’s Services as defined by said contract.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 40-2020.

- b. Abbie Tate requested approval of a Memorandum of Understanding (MOU) between the County of Blair, on behalf of the Blair County Prison and American Rescue Workers and

the Altoona Area School District Adult Education Program outlining the basic provisions, and working relations between all parties pertaining to the Blair County Prison Re-Entry Program.

Warden Tate stated that Solicitor Karn has reviewed the MOU which provides tutoring through the Community Preparation Program at no cost to the county.

Discussion followed.

Blair County IT:

- a. Don Weakland requested approval to rescind Resolution 368-2019 dated September 3, 2019 approving a proposal received from Empire Communications for the purchase of an intercom system for the Human Resources Department (HR) to allow for communication with HR Staff before entrance into the office, in the total amount of \$5,151.30 to be paid as follows: \$2,143.99 PCoRP Grant Funds and \$3,007.31 HR Budget.
- b. Don Weakland requested approval of a proposal received from Empire Communications for the purchase of an intercom system for the Human Resources Department (HR) to allow for communication with HR Staff before entrance into the office, in the total amount of \$5,687.28 to be paid as follows: \$2,143.99 PCoRP Grant Funds and \$3,543.29 HR Budget.

Mr. Weakland stated that because the installation of the intercom system to the Human Resources Department did not take place in 2019 as original requested and approved by Resolution 368-2019 dated September 3, 2019; there is a need to rescind that Resolution.

Mr. Weakland stated now that the project is ready to move forward in 2020, unfortunately, there a price increase of \$535.98 to the initial proposal received from Empire Communications for the purchase of the intercom system.

Discussion followed.

Blair County Parks and Recreation Advisory Board:

- a. Melissa Harpster requested approval of Change Order #1 received from Stelco, Inc., in the total increased amount of \$1,130.22 to repair underground wires and replace existing pole light with new LED light.

Mrs. Harpster stated that Change Order #1 was reviewed and approved by the Advisory Board for recommendation to the Board of Commissioners for approval.

Discussion followed.

- b. Melissa Harpster requested approval of Application for Payment #2, received from Stelco, Inc., in the total amount of \$1,187.10 for the Valley View Park electrical upgrades to the two new pavilions.

Mrs. Harpster stated that Application for Payment #2 was reviewed and approved by the Advisory Board for recommendation to the Board of Commissioners for payment approval. She stated that there is a retainage balance remaining yet to be paid.

Discussion followed.

Resolution 41-2020: A resolution approving Change Order #1 received from Stelco, Inc., in the total increased amount of \$1,130.22 to repair underground wires and replace existing pole light with new LED light; and approval of Application for Payment #2, received from Stelco, Inc., in the total amount of \$1,187.10 for the Valley View Park electrical upgrades to the two new pavilions.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 41-2020.

Blair County District Attorney's Office:

- a. Pete Weeks requested approval of an agreement between the County of Blair, Blair County District Attorney and Karpel Computer Systems/dba Karpel Solutions for installation services of the Prosecutor by Karpel Software Program, in the total project amount of \$79,750.00 for the first year of services; first payment due in the total amount of \$37,200.00 at agreement signing; and the second payment due in the total amount of \$42,550.00 on the estimated go live date of June 8, 2020.
- b. Pete Weeks requested approval of an agreement between the County of Blair, Blair County District Attorney and Karpel Computer Systems/dba Karpel Solutions for internet

based software hosting through Hosted by Karpel of the copyrighted software program Prosecutor by Karpel that has been licensed to the County of Blair, Blair County District Attorney at an initial cost of \$25,000 and future costs in the amount of \$100.00 per year per user that has access to the software.

Mr. Weeks stated that he and the District Attorney's Office Manager have been working for the past six-months at trying to replace the current outdated and poorly operating Prosecutor Management System (PMS) case management software.

Mr. Weeks stated that they have been working with a company called Karpel on the possible purchase and installation of the Prosecutor by Karpel case management system. He stated that what originally started out with a price tag of over \$100,000.00 has been negotiated down to \$79,750.00 payable in two-installments. The first installment would be due at contract signing and the second pay would be due on the estimated go live date of June 8, 2020.

Mr. Weeks stated that the Prosecutor by Karpel system has the capability of organizing information about pending cases and is able to provide updates and notifications to attorney's that will lessen their workload as well as office staff.

Mr. Weeks stated that the District Attorney's Office would pay, outside of the General Fund, the initial two-installment payments due in 2020. The District Attorney's office would request from the general fund in 2021 the annual maintenance fee which would include any ongoing technical support and updates associated with the system. This fee is quoted at approximately \$15,000.00. He stated that this cost is similar to the costs that are currently budgeted for the Prosecutor Management System (PMS) and Oracle Licensing.

Mr. Weeks stated that there are two-options available for running the Karpel system, one would be an onsite option and the second would be an off-site option. He stated that the onsite option would incur additional costs a minimum amount \$30,000.00, depending on the hardware upgrades necessary, which his office does not have the funding for. The off-site option would be at no initial cost to the county. Mr. Weeks explained the county's IT Department does have some comments on the risks associated with using the off-site option. Mr. Weeks stated that as long as the District Attorney's Office has the support and options available from Karpel he has no preference as to what site option the county decides

Commissioner Webster asked if there were policies and/or procedures that could be put into place that would better protect the county if off-site hosting were selected.

Mr. Weeks stated that he does feel that there are some mitigating steps that his office can take to protect the information they place on the system. This would include policies about what information is stored on the cloud and redaction of personal and/or protected information prior to document storage.

Don Weakland stated that the most secure option for hosting would be for the County to host on premise. Understanding that there is a cost associated with this option, Mr. Weakland stated that the policies and procedures put in place by the District Attorney's office should minimize the exposure to risk.

Solicitor Karn stated that he has worked with Don Weakland from IT and incorporated language into the contract that Don suggested to protect the county data. Solicitor Karn stated that from a legal standpoint the contracts are ready to go in an either/or state in regards to the onsite/ off-site hosting option.

Solicitor Karn stated that prior to next week's meeting he would like for the commissioners to give him direction on hosting site option they are looking at approving so that he can have a contract prepared that outlines those terms rather than the either/or state it is now.

Discussion followed.

The Commissioners instructed Solicitor Karn to revise the agreement with Karpel to reflect the use of the cloud storage option. The County will need to execute the Hosted by Karpel agreement as well.

County Real Estate Tax Collection:

A.C. Stickel presented discussion concerning an Amendment to an Agreement dated October 24, 1997 between the Altoona Area School District and the County of Blair for the collection of County real estate taxes for the residents in the City of Altoona from January 1, 2020 to December 31, 2020 for a commission of 0.70%.

Mr. Stickel stated that all Blair County municipality tax collectors with the exception of Altoona receive a fee per parcel instead of a percentage commission. He stated that the commission of 0.70% remains the same as last year.

Mr. Stickel stated that he began looking for options for the collection of county real estate taxes in late 2019 with the intention of saving the county money, and that he will continue to look for better cost saving options.

Discussion followed.

Resolution 42-2020: A resolution approving an Amendment to an Agreement dated October 24, 1997 between the Altoona Area School District and the County of Blair for the collection of County real estate taxes for the residents in the City of Altoona from January 1, 2020 to December 31, 2020 for a commission of 0.70%.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 42-2020.

Bridge #10 Friesville:

- a. Brian Wisner requested approval for correspondence to PennDOT to extend the reimbursement agreement between the County of Blair and PennDOT from June 30, 2020 to March 12, 2021.

Mr. Wisner stated that the current reimbursement agreement between the County of Blair and PennDOT is due to expire the end of June 2020. That the request for an extension to March 12, 2021 will coincide with the construction work planned for Bridge #10/Friesville that is scheduled to take place this coming season.

Discussion followed.

- b. Brian Wisner requested approval for Notice to Proceed for Keller Engineers, Inc. to begin Part 3 of the Contract for Construction Services.
- c. Brian Wisner requested approval for Notice to Proceed for Keller Engineers, Inc. to begin Part 4 of the Contract for Construction Inspection.

Mr. Wisner stated that the county has an Engineering Agreement (#L00239) with Keller Engineers and now that construction services are ready to take place he is requesting approval for Notice to Proceed for Part 3 and Part 4 of the Agreement which covers construction services and construction inspection for the 2020 season.

Discussion followed.

- d. Brian Wisner requested approval for Notice to Proceed for Wen-Brooke Construction.

Mr. Wisner stated that PennDOT has recently let and awarded the contract for construction to Wen-Brooke Construction, and is requesting approval to issue a Notice to Proceed to Wen-Brooke Construction. Mr. Wisner stated that this notice would allow Wen-Brooke to proceed with shop drawings, material ordering, etc. so that they are ready to begin construction once the weather breaks for the 2020 season.

Discussion followed.

Resolution 38-2020: A resolution approving issuance of a Notice to Proceed to Wen-Brooke Construction for the Blair County Bridge #10/Friesville Replacement Project.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 38-2020.

Blair County Airport:

Chief Clerk/County Administrator Hemminger requested approval of a Snow Plow Lease Agreement between the County of Blair and the Blair County Airport Authority for use of county equipment when needed by the Authority beginning January 17, 2020, terminating after the Authority has replaced its snow plowing truck or May 1, 2020, whichever occurs first.

Mrs. Hemminger stated that the Blair County Airport Authority's snowplow truck recently caught fire resulting in a total loss. She stated that the Authority has asked the county if they could borrow a county snowplow truck for clearing the airport runway of snow until they are able to get a replacement truck.

Mrs. Hemminger stated that the county is not charging a fee for the use of the truck; however, the county is asking the Authority to assume all other costs associated with the trucks use.

Discussion followed.

Resolution 43-2020: A resolution approving a Snow Plow Lease Agreement between the County of Blair and the Blair County Airport Authority for use of county equipment when needed by the Authority beginning January 17, 2020, terminating after the Authority has replaced its snow plowing truck or May 1, 2020, whichever occurs first.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 43-2020.

OLD BUSINESS:

None

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk/County Administrator