

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, DECEMBER 29, 2020, 10:00 A.M.**

**Public meetings are being held by conference call while the county is under the Governor's Green Phase of reopening. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **UPCOMING MEETINGS**
6. **PUBLIC COMMENT**
7. **COMMISSIONERS COMMENTS**
8. **CONSENT AGENDA**

Resolution #522-2020

- a. Payment of the following Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/23/2020	201229CY	\$34,246.25
12/23/2020	201229MW	\$703,785.00
12/24/2020	201229SS	\$207,088.79

- b. Ratification of the following Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/28/2020	201228HR	\$5,780.58
12/22/2020	201222FS	\$1,213.53
12/23/2020	201223CA	\$2,260,834.00
12/24/2020	201224MW	\$17,766.47

- c. **2020 Budget transfer:** requesting approval of a transfer FROM: 01101GCO-41999 (Contingency) TO: 36101-46060 (Capital Reserve) for \$15,900.00 for Polycom equipment needed in 3 of the Magisterial District Courts (Blattenberer, Miller and Aigner)

- d. **Employment:** Casea Detwiler, FT, Temporary, Correctional Case Manager, Prison, \$10.76/hr., effective 12/28/2020; Kevin F. Kuhn, PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to FT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020; Nichole M. Taylor, PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to FT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020; Matthew R. Shiffler, PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to FT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020; Donald E. Edelblute, PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to PT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020.

- e. **Resignations:** Matthew R. Musselman Sr., FT, Correction Officer, Prison, \$16.42/hr., effective 12/13/2020; Jared L. Stirling, FT, Correction Officer, Prison, \$20.53/hr., effective 12/25/2020; Hayden W. Hand, PT, Probation Officer Support, Adult Parole & Probation, \$10.56/hr., effective 12/26/2020;

- f. **Death:** Carl E Goodman, FT, Custodian, Public Works, \$16.31/hr., effective 12/16/2020.

9. **STAFF REPORTS & SPECIAL BUSINESS**

A. Emergency Management:

- i. Weekly COVID-19 Update
- ii. Requesting renewal of the yearly grant application for the calendar year 2021 Mosquito-borne Disease Control (MBDC) by electronic submission, Grant Application to the Pennsylvania Department of Environmental Protection (DEP), through ESA System, in the amount of \$39,397.95, for the period of 01/01/2021 through 12/31/2021.

B. Human Resources:

Requesting approval of Amendment No. 1 for the County of Blair Employee Benefit Plan, wherein "Outbreak Period" is defined and deadlines regarding special enrollment, election of continued coverage, qualifying life events, submission of claims, and filing of appeals are disregarded during the designated Outbreak Period beginning March 1, 2020.

C. Prison:

Requesting approval of a proposal received from US Foods for the purchase of a Planetary Mixer and Metal Tray Delivery Cart, in the total price of \$13,209.18.

D. Court Administration:

Requesting approval of an agreement for Transportation of Jurors to and from the Antique Depot and the Blair County Courthouse on Jury Selection Days for the Year 2021 at the cost of \$305 per bus per day.

E. Highway:

- i. Requesting approval and signature of the plans in preparation for bidding County Road 101 rehabilitation.
- ii. Requesting approval of an agreement between the County of Blair and Keller Engineers, Inc., for Engineer Designation Services for 2021 at the following hourly rates:

President	\$160.00
Vice President	\$145.00
Senior Professional Engineer	\$137.50
Professional Engineer	\$120.00
Landscape Architect	\$105.00
Professional Surveyor	\$140.00
Surveyor	\$82.50
Survey Assistant	\$63.00
Senior Designer	\$108.00
Designer	\$83.00
Senior Technician	\$85.00
Technician	\$61.50

Senior Resident Project Representative	\$90.00
Resident Project Representative	\$80.00
Administrative Support	\$45.00
Mileage (IRS Allowable)	Presently .58 mile
Report Copies (8 1/2" x 11")	.15/page (black & white) \$1.00/page (color)
Report Copies (11" x 17")	.50/page (black & white) \$2.50/page (color)
Prints (22" x 34")	\$2.75/sheet (black & white) \$8.75/sheet (color)
*Hourly rates include wages, required taxes, insurance, overhead and profit. This form of pricing is used primarily for cost plus fees.	

- iii. Requesting approval of Work Order #1 to Wen-Brooke Contracting for the stump grinding at County Bridge #10, at the cost of \$658.56.
- iv. Requesting approval of Work Order #2 to Wen-Brooke Contracting for the Guide Rail Change at County Bridge #10, at the cost of \$3,958.93.
- v. Requesting approval of Work Order #3 to Wen-Brooke Contracting for the over runs and under-runs at County Bridge #10, at the cost of (\$21,137.57).
- vi. Requesting approval of the Work Order #4 to Wen-Brooke Contracting for the final balancing of over runs and under-runs at County Bridge #10, at the cost of \$2,462.83.
- vii. Requesting approval of a change to Wen-Brooke Contracting decreasing the approved amount of \$739,999.05 by (\$14,057.25) for a final contract amount of \$725,941.80.

F. CARES FUNDS

Requesting approval of a contract extension to the Susquehanna Accounting and Consulting Services Contract dated July 2, 2020, approved on July 7, 2020 by Resolution 280-2020 extending the contract to December 31, 2021. All terms and conditions in the contract remain in effect.

- 10. **OLD BUSINESS**
- 11. **ADJOURN**

WORK SESSION: TUESDAY, DECEMBER 29, 2020, 10:00 A.M.:

Location: Participation by telephone conference only.

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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 to 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:

Scott Simmons (Commissioners Office), Melissa Harpster (Commissioners Office), Jennifer Sleppy (Finance), AC Stickel (Controller), Mark Taylor (911/E Center), Rocky Greenland and Paul Shaffer (Highway), Brian Walters (Human Resources), Jay Whitesell (Prison), Janice Meadows (Court Administration), Brian Wisner and Shawn Richey (Keller Engineers), Helen Schmitt (Member of the Public), and Phil Ray (Altoona Mirror).

Upcoming Meetings:

Wednesday, December 30, 2020	1:30 p.m.	*Commissioners Business Session Board of Commissioners
Monday, January 4, 2021	10:30 a.m.	*Salary Board (Re-Organization Meeting only)

Public Comment:

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

Commissioners Comments:

Commissioner Erb called for commissioners comments.

Commissioner Webster expressed that 2020 was a very difficult and frustrating year, so much illness and loss of life, financial loss and devastation of families. In the midst of all of this turmoil we have shown strength and perseverance in Blair County. She commended the community, businesses and citizens for adapting to problems, demands, endless changes and the pressures of 2020. She encourages everyone to go forward in 2021 with a positive and hopeful anticipation of building a better community for all.

Commissioner Erb expressed sympathy to former Blair County Commissioner Ted Beam, Jr. for the loss of his father. Ted Beam, Sr. was a very devoted and outgoing person who loved his community, he will be missed by all.

Consent Agenda:

Resolution #522-2020

a. Payment of the following Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/23/2020	201229CY	\$34,246.25
12/23/2020	201229MW	\$703,785.00
12/24/2020	201229SS	\$207,088.79

Which include payment of the following invoices:

b. Ratification of the following Warrant Lists listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/28/2020	201228HR	\$5,780.58
12/22/2020	201222FS	\$1,213.53
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d. **Employment:** Casea Detwiler, FT, Temporary, Correctional Case Manager, Prison, \$10.76/hr., effective 12/28/2020; Kevin F. Kuhn. PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to FT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020; Nichole M. Taylor. PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to FT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020; Matthew R. Shiffler. PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to FT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020; Donald E. Edelblute. PT, Telecommunicator Trainee, 911 Center, \$13.55/hr., to PT, Telecommunicator, 911 Center, \$14.67/hr., effective 11/28/2020.

e. **Resignations:** Matthew R. Musselman Sr., FT, Correction Officer, Prison, \$16.42/hr., effective 12/13/2020; Jared L. Stirling, FT, Correction Officer, Prison, \$20.53/hr., effective 12/25/2020; Hayden W. Hand, PT, Probation Officer Support, Adult Parole & Probation, \$10.56/hr., effective 12/26/2020;

f. **Death:** Carl E Goodman, FT, Custodian, Public Works, \$16.31/hr., effective 12/16/2020.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 522-2020.

Commissioner Erb expressed sympathy to Mr. Goodman's family on his passing, he was well respected and will be missed by all.

STAFF REPORTS & SPECIAL BUSINESS

COVID-19 Weekly Update:

Mark Taylor stated that this was the second straight week of decrease of cases, 175. This number continues to improve in this period, 12/28/2020 we only had 40 cases, which is the lowest it has been in months. More good news, the number most concerning each week, the positivity rate dropped from 19.3% to 15%, unfortunately we lost 23 Blair County residents, equaling a total of 168 deaths in 2020.

Mark Taylor stated that the number of patients hospitalized also decreased this week to less than 100, first time in a long time that the numbers were that low, hopefully the Christmas surge won't impact us and the vaccine is readily available.

Mark Taylor stated the hospitals are receiving the vaccine and administering to staff and EMS. Vaccines are now available and being administered at long term care facilities by CVS Pharmacy, starting January 3, 2021 they are scheduled to begin vaccinations for residents.

Mark Taylor on 12/28/2020 discussed with the State Health Department the Phase 1A vaccinations and the scheduled start of Phase 2 for the critical workforce group and this will start as soon as we have a sufficient supply of vaccines.

Mark Taylor states that there will soon be an application for registration for a vaccine which will help scheduling. The State Department of Health reported that it will be late spring or early summer before the vaccine will be available to everybody, everyone should be patient and try to prevent the spread of COVID by following the guidelines.

Discussion followed.

Emergency Management:

Mark Taylor requested renewal of the yearly grant application for the calendar year 2021 Mosquito-borne Disease Control (MBDC) by electronic submission, Grant Application to the Pennsylvania Department of Environmental Protection (DEP), through ESA System, in the amount of \$39,397.95, for the period of 01/01/2021 through 12/31/2021.

Discussion followed.

Human Resources:

Brian Walters requested approval of Amendment No. 1 for the County of Blair Employee Benefit Plan, wherein "Outbreak Period" is defined and deadlines regarding special enrollment, election of continued coverage, qualifying life events, submission of claims, and filing of appeals are disregarded during the designated Outbreak Period beginning March 1, 2020.

Mr. Walters stated that this would allow for an official documentation to our summary plan of our health plan so legally our Summary Plan Document (SPD) comports with the way it was administered during the outbreak period.

Discussion followed.

Prison:

Jay Whitesell requested approval of a proposal received from US Foods for the purchase of a Planetary Mixer and Metal Tray Delivery Cart, in the total price of \$13,209.18.

Mr. Whitesell states that having the carts allows to better serve food to inmates/housing units while the food is warm.

Commissioner Webster confirmed that the purchase is for a total of three carts.

Discussion followed.

Court Administration:

Janice Meadows requested approval of an agreement for transportation of jurors to and from the Antique Depot and the Blair County Courthouse on Jury Selection Days for the Year 2021 at the cost of \$305 per bus per day.

Commissioner Erb requested quotes from other vendors, which were received but not presented to the Commissioners, Mrs. Meadows assured the board that the quotes would be provided by days end.

Discussion followed.

Highway:

a. Brian Wisner requested approval and signature of the plans in preparation for bidding of County Road 101 rehabilitation.

Discussion followed.

b. Brian Wisner requested approval of an agreement between the County of Blair and Keller Engineers, Inc., for Engineer Designation Services for 2021 at the following hourly rates:

President	\$160.00
Vice President	\$145.00
Senior Professional Engineer	\$137.50
Professional Engineer	\$120.00
Landscape Architect	\$105.00

Professional Surveyor	\$140.00
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Prints (22" x 34")	\$2.75/sheet (black & white) \$8.75/sheet (color)
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These rates represented an average increase of one and a half percent from the 2020 rates. Mr. Wisner stated Keller Engineer has been the County's engineer of record since 2010.

Discussion followed.

- c. Brian Wisner requested approval of Work Order #1 to Wen-Brooke Contracting for the stump grinding at County Bridge #10, at the cost of \$658.56.
- d. Brian Wisner requested approval of Work Order #2 to Wen-Brooke Contracting for the Guide Rail Change at County Bridge #10, at the cost of \$3,958.93.
- e. Brian Wisner requested approval of Work Order #3 to Wen-Brooke Contracting for the over runs and under-runs at County Bridge #10, at the cost of (\$21,137.57).
- f. Brian Wisner requested approval of the Work Order #4 to Wen-Brooke Contracting for the final balancing of over runs and under-runs at County Bridge #10, at the cost of \$2,462.83.
- g. Brian Wisner requested approval of a change to Wen-Brooke Contracting decreasing the approved amount of \$739,999.05 by (\$14,057.25), an almost two percent decrease, for a final contract amount of \$725,941.80.

Mr. Wisner stated that this is a summary of work orders 1 through 4 above, which encapsulates the entire project.

Discussion followed.

CARES FUNDS

Nicole Hemminger requested approval of a contract extension to the Susquehanna Accounting and Consulting Services Contract dated July 2, 2020, approved on July 7, 2020 by Resolution 280-2020 extending the contract to December 31, 2021. All terms and conditions in the contract remain in effect.

Discussion followed.

OLD BUSINESS:

None

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk