

**BUSINESS SESSION  
BLAIR COUNTY BOARD OF COMMISSIONERS  
PARTICIPATION BY TELEPHONE CONFERENCE ONLY  
THURSDAY, JANUARY 14, 2021, 10:00 A.M.**

*\*Public meetings are being held by conference call due to the COVID-19 Pandemic. 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**

Friday, January 15, 2021		
Monday, January 18, 2021	Martin Luther King, Jr. Day	Courthouse Office Closed
Tuesday, January 19, 2021	10:00 a.m.	*Commissioners Work Session
Wednesday, January 20, 2021	10:00 a.m.	*Board of Assessment Appeals
	10:00 a.m.	*SAP&DC (SAP&DC for meeting information)
	2:00 p.m.	*Salary Board
Thursday, January 21, 2021	8:30 a.m.	*Prison Board
	9:30 a.m.	*Records Improvement Committee
	10:00 a.m.	*Commissioners Business Session
Friday, January 22, 2021		
Monday, January 25, 2021		
Tuesday, January 26, 2021	10:00 a.m.	*Commissioners Work Session

6. **APPROVAL OF MINUTES** – January 5 and January 7, 2021

7. **PUBLIC COMMENT**

8. **UNFINISHED BUSINESS:**

**Adoption of Resolutions:**

**Resolution #007-2021**-A resolution approving the submission of a FY 2016 (Non-Entitlement Program) Community Development Block Grant Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), Contract #C000066602 as follows:

- Reduce activity for substantial rehabilitation of 424-426 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$131,509.00.
- Create activity for demolition/clearance of 424 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$56,360.00.

**Resolution #008-2021**-A resolution approving to amend a previously approved Sub-Recipient Agreement (Resolution 456-2019) between the County of Blair and Family Services, Inc., under the county’s Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program, amending the contract effective dates as follows:

- Extending the contract expiration date from December 31, 2020 to January 31, 2021.
- All terms and conditions of the contract are not changed or modified by this amendment and shall remain in full force and effect.

**Resolution #009-2021**-A resolution approving an Independent Contractor Agreement and Statement of Work between the County of Blair, on behalf of Blair County Children, Youth and Families and Computer Aid, Inc., for Professional Consultancy Service’s to support the development and submission of the county’s Need’s Based Plan and Budget and to support development of a strategic plan and leadership transition support for CYF, at the rate of \$100.00/per hour for a total of 280 hours, in the amount of \$28,000.00, for the period of January 1, 2021 through December 31, 2021.

**Resolution #010-2021**-A resolution approving an Agreement between the County of Blair and East Coast Risk Management for the services and rates associated with ongoing work associated with the completed classification and salary study as listed below:

- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. Review and/or creation of job descriptions.</li> <li>2. Establishing a value of each job title.</li> <li>3. Allocation of positions to pay grades.</li> </ol> | } | At the flat rate fee per job of \$450.00. |
|---|---|---|

4. Pay scale updates.
  - At the hourly rate fee of \$140.00.

Term effective upon date of execution and will end when either party gives the other written notice of cancellation.

**Resolution #011-2021**-A resolution approving a Professional Services Agreement and Exhibit A - Statement of Work between the County of Blair, on behalf of the Board of Elections, and NPC Inc. for managing data, printing, mailing and/or other related digital solutions and services for the 2021 Municipal Primary and Municipal Election as follows:

	Price
Mail-In/Absentee Ballot Package with <u>Windowed</u> Outer Envelope (Includes ballot up to 1 sheet, double sided - 8 1/2" x 14"; outer, return and secrecy envelope; and instruction sheet)	\$1.49/mail package
Annual Mail-In Ballot Application Mailing	\$0.19/mail package
Flat Program Management & Set-up Fee per Election	\$7,500

If required, additional ballots will be charged at \$0.50 each (ex. test deck or samples). The pricing is exclusive of postage.

**Resolution #012-2021**-A resolution approving to move the location of the Election Office to 279A Loop Road, Hollidaysburg, PA 16648, with such location serving as both the mailing address and the public access location for all election matters.

**9. OLD BUSINESS:**

None

**10. NEW BUSINESS:**

None

**11. ADJOURN:**

**BUSINESS SESSION: THURSDAY, JANUARY 14, 2021, 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 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, and Chief Clerk Hemminger.

**Members Absent:**

Solicitor Karn and Assistant Solicitor Muriceak.

**Others Present:**

Scott Simmons and Melissa Harpster (Commissioners Office), Jenn Sleppy and Sarah Chuff (Finance), Janice Meadows (Court Administration) and Kay Stephens (Altoona Mirror).

**Upcoming Meetings:**

Friday, January 15, 2021

Monday, January 18, 2021 Martin Luther King, Jr. Day Courthouse Office Closed

Tuesday, January 19, 2021 10:00 a.m. \*Commissioners Work Session

Wednesday, January 20, 2021 10:00 a.m. \*Board of Assessment Appeals

10:00 a.m. \*SAP&DC

(SAP&DC for meeting information)

2:00 p.m. \*Salary Board

Thursday, January 21, 2021 8:30 a.m. \*Prison Board

9:30 a.m. \*Records Improvement Committee

10:00 a.m. \*Commissioners Business Session

Friday, January 22, 2021

Monday, January 25, 2021

Tuesday, January 26, 2021 10:00 a.m. \*Commissioners Work Session

**Approval of Minutes:**

Commissioner Erb called for corrections or changes to the minutes of January 5 and January 7, 2021. 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 noted.

**Unfinished Business:**

**Adoption of Resolutions:**

**Resolution #007-2021**-A resolution approving the submission of a FY 2016 (Non-Entitlement Program) Community Development Block Grant Budget Modification to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), Contract #C000066602 as follows:

- Reduce activity for substantial rehabilitation of 424-426 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$131,509.00.
- Create activity for demolition/clearance of 424 W First Street, Williamsburg Borough, in the amount of \$56,360.00, for a new project total of \$56,360.00.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution #007-2021.

**Resolution #008-2021**-A resolution approving to amend a previously approved Sub-Recipient Agreement (Resolution 456-2019) between the County of Blair and Family Services, Inc., under the county's Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Program, amending the contract effective dates as follows:

- Extending the contract expiration date from December 31, 2020 to January 31, 2021.
- All terms and conditions of the contract are not changed or modified by this amendment and shall remain in full force and effect.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution #008-2021.

**Resolution #009-2021**-A resolution approving an Independent Contractor Agreement and Statement of Work between the County of Blair, on behalf of Blair County Children, Youth and Families and Computer Aid, Inc., for Professional Consultancy Service’s to support the development and submission of the county’s Need’s Based Plan and Budget and to support development of a strategic plan and leadership transition support for CYF, at the rate of \$100.00/per hour for a total of 280 hours, in the amount of \$28,000.00, for the period of January 1, 2021 through December 31, 2021.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution #009-2021.

**Resolution #010-2021**-A resolution approving an Agreement between the County of Blair and East Coast Risk Management for the services and rates associated with ongoing work associated with the completed classification and salary study as listed below:

- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. Review and/or creation of job descriptions.</li> <li>2. Establishing a value of each job title.</li> <li>3. Allocation of positions to pay grades.</li> </ol> | } | At the flat rate fee per job of \$450.00. |
| <ol style="list-style-type: none"> <li>4. Pay scale updates.<br/>At the hourly rate fee of \$140.00.</li> </ol>   |   |   |

Term effective upon date of execution and will end when either party gives the other written notice of cancellation.

Commissioner Burke stated that although she is not completely satisfied with the services provided by East Coast in terms of timeliness, she feels that the salary study presented by East Coast is the product that the prior board was looking for.

Commissioner Burke stated that she does not like feeling as though she was backed into a corner when it comes to entering into a contract; however, at this time she feels that she has no choice but to agree entering into the contract to continue to move the project forward and to avoid further delays; citing 3 departments who need work done before hiring.

Commissioner Burke stated that it is going to be necessary to maintain the study and she will advocate that the board seek other options on how to maintain the study or explore how to develop the expertise to maintain it internally, but right now, she feels that entering into the contract is the best course of action for the county.

Commissioner Webster echoed Commissioner Burke’s comments and stated that she believes the county now has a good basis and a comprehensive plan to move forward with calling the salary study “a finished product”. She stated that she believes the unhappiness with the study comes from focusing on the person holding the job, rather than the job’s tasks and skills.

Commissioner Erb stated that for the most part he agrees with Commissioners Burke and Webster’s comments; however, he stated that people want the salary study reopened and redone and that is not going to happen. He stated that the board has control over the contract and can cancel it if necessary.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution #010-2021.

**Resolution #011-2021**-A resolution approving a Professional Services Agreement and Exhibit A - Statement of Work between the County of Blair, on behalf of the Board of Elections, and NPC Inc. for managing data, printing, mailing and/or other related digital solutions and services for the 2021 Municipal Primary and Municipal Election as follows:

	<b>Price</b>
Mail-In/Absentee Ballot Package with <u>Windowed</u> Outer Envelope (Includes ballot up to 1 sheet, double sided - 8 1/2" x 14"; outer, return and secrecy envelope; and instruction sheet)	\$1.49/mail package
Annual Mail-In Ballot Application Mailing	\$0.19/mail package
Flat Program Management & Set-up Fee per Election	\$7,500

If required, additional ballots will be charged at \$0.50 each (ex. test deck or samples). The pricing is exclusive of postage.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #011-2021.

**Resolution #012-2021**-A resolution approving to move the location of the Election Office to 279A Loop Road, Hollidaysburg, PA 16648, with such location serving as both the mailing address and the public access location for all election matters.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution #012-2021.

**Old Business:**

None

**New Business:**

None

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk