

**BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, JULY 16, 2019, 10:00 A.M.**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENT REFLECTION**
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 4. APPROVAL OF MINUTES – JUNE 25 AND JULY 9, 2019**

5. **EXECUTIVE SESSION:** The Commissioners and County Administrator met in Executive Session with labor counsel, Crystal Clark, and HR Director Katherine Swigart, on Monday, July 15, 2019 @ 8:30 a.m. concerning pending SEIU labor negotiations.

- 6. PUBLIC COMMENT**

- 7. UPCOMING MEETINGS:**

Wednesday, July 17, 2019	10:00 a.m.	Board of Assessment Appeals
Thursday, July 18, 2019	7:30 a.m.	Convention & Sports Fac. Auth. (Convention Center)
	8:30 a.m.	Prison Board (Conference Room 2B, 2 nd Floor)
	10:30 a.m.	Records Improvement Committee (Conference Room 2B, 2 nd Floor)
Friday, July 19, 2019		
Monday, July 22, 2019		
Tuesday, July 23, 2019	10:00 a.m.	Commissioners Work Session (Conference Room 2B, 2 nd Floor)
Wednesday, July 24, 2019	3:00 p.m.	Blair HealthChoices Board Meeting (Holliday Hills Dr., Hollidaysburg)
Thursday, July 25, 2019	10:30 a.m.	Salary Board (Conference Room 2B, 2 nd Floor)
Friday, July 26, 2019		
Monday, July 29, 2019		
Tuesday, July 30, 2019	10:00 a.m.	Commissioners Business Session (Conference Room 2B, 2 nd Floor)

- 8. COMMISSIONERS COMMENTS**

- 9. ANNOUNCEMENT:** Controller's Conference 2020

- 10. CONSENT AGENDA:**
 - Resolution 287– 2019:**
 - a. Payment of two (2) Warrant Lists dated July 15, 2019, in the amounts of \$142,601.15 and \$1,281,955.83 that include payments of the following invoices to:
 - **UPMC Altoona**, invoices in the total amount of \$139.38.
 - **Keller Engineers, Inc.**, invoices in the total amounts of \$1,292.60 and \$2,075.00.
 - **2017 Project Fund/Bond/Courthouse and Prison Roof Replacement Project: Keller Engineers, Inc.**, in the total amount of \$1,165.98, for documents and bidding.
 - **2017 Project Fund/Bond/New Election Equipment:** Election Systems & Software, in the amount of \$572,766.05.
 - **2017 Project Fund/Bond/Classification and Pay Study:** East Coast Risk Management, in the amount of \$12,416.67 (third installment).
 - **2017 Project Fund/Bond/Historic Finishes Restoration, Courthouse 1906 Windows: Albert Michaels Conservation, Application #2**, in the total amount of \$32,478.50.
 - **2017 Project Fund/Bond/HVAC Improvement and Interior Alterations Project: Kretina Builders, Application #8**, in the total amount of \$46,993.52; **Marc Service Inc., Application #10**, in the total amount of \$18,857.52 and **Stelco, Inc., Application #10**, in the total amount of \$125,920.08.
 - b. Ratification of one (1) Warrant List dated July 10, 2019, in the total amount of \$17,382.03.
 - c. **Blair County Bridge #67/West Loop Road:** Requesting approval of **ECMS submission to PennDOT, Invoice #1, Part 1, for Preliminary Engineering Services, received from Keller Engineers, Inc.**, in the total amount of \$4,944.59. Expense is 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

- d. **Blair County Convention & Sports Facilities Authority:** Requesting approval of the resignations of Ronald P. Muffie effective October 12, 2018, and Sean A. Albright effective November 14, 2018. Terms to expire November 12, 2019 and November 12, 2022, respectively.
- e. **Blair County Convention & Sports Facilities Authority:** Requesting approval for the appointments of Ron Beatty, filling the unexpired term of Ronald Muffie to expire November 12, 2019 and Michael Fiore, filling the unexpired term of Sean Albright to expire November 12, 2022.
- f. **2019 Budget Transfer:** Charges received from McNees Wallace for the period ending May 31, 2019.

From	Amount	To
01101GCO-44080 General County Operations	\$1487.25	01112-44080 Controller
01101GCO-44080 General County Operations	\$382.27	01101-44080 Commissioner
01101GCO-44080 General County Operations	\$256.50	01109-44080 Treasurer
01101GCO-44080 General County Operations	\$343.00	01158-44080 District Attorney
01101GCO-44080 General County Operations	\$343.00	08607-44080 Fort Roberdeau
01101GCO-44080 General County Operations	\$49.00	01603-44080 Veterans' Affairs
01101GCO-44080 General County Operations	\$159.25	01160ED-44080 Judge Doyle
01101GCO-44080 General County Operations	\$1415.75	01103HW-44080 Highway
01101GCO-44080 General County Operations	\$722.75	01101-44080 Commissioner
- g. **2019 Budget Transfer:** Charges received from Campbell Durrant for May 2019.

From	Amount	To
01101GCO-44080 General County Operations	\$6940.35	01209PO-44080 Prison
- h. **Employment:** Chantal M. Cisco, FT, GIS Mapper/UPI Coordinator 1, Assessment, \$25,363.34/yr., effective 07/15/19; Larissa A. Smithbower, From Telecommunicator Trainee, 911 Center, \$13.21/hr., To Telecommunicator, PT, 911 Center, \$14.32/hr., effective 07/08/19; James A. Pooler, From Custodian, FT, Public Works, \$14.42/hr., to Facilities Maintenance Coordinator, Public Works, \$35,000.16/yr., effective 07/15/19.
- i. **Resignations:** Kendra A. Verbeck, FT, Victim Witness Advocate, DA's Office, \$20,395.70/yr., effective 07/10/19.
- j. **Retirements:** Elizabeth J. Vannest, FT, Social Services Aide III, CYF, \$39,661.44/yr., effective 07/19/19.

11. UNFINISHED BUSINESS:

None

12. OLD BUSINESS:

None

13. NEW BUSINESS:

Blair County Finance:

Mid-Year Financial Report and Long Range Budget Projections.

Human Resource:

- a. Request for payment of the Patient-Centered Outcome Research Institute (PCORI) fee (Established by Health Care Reform to support clinical effectiveness research) for plan year ending March 31, 2018 in the amount of \$1,099.40.
- b. Request for approval for County Policy #401 Additional Time and Overtime effective July 16, 2019.

Blair County Adult Parole:

Requesting approval of a FY 2019/2020 Grant-In-Aid Continuation Program Application and Agreement between the County of Blair and the Commonwealth of Pennsylvania, Board of Probation and Parole, for Improvement of Adult Probation Services, in the amount of \$877,050.00, for the period of July 1, 2019 through June 30, 2020.

14. ADJOURN:

BUSINESS SESSION: TUESDAY, JULY 16, 2019, 10:00 A.M.:

Location: Conference Room 2B, 2nd Floor, New Addition.

Members Present: Commissioner Erb, Commissioner Tomassetti, Commissioner Beam, County Administrator Schmitt and Solicitor Karn.

Others Present: Jenn Sleppy and Sarah Chuff (Finance), Angela Wagner and A. C. Stickel (Controller's Office), Brian Wiser (Keller Engineers, Inc.), Rocky Greenland (Public Works), James Pooler (Maintenance), Janice Meadows (Court Administration), Amanda Moore (APO), Katherine Swigart and Karin Bruich (Human Resources), Kay Stephens (Altoona Mirror), Chris Tatar (Sheriff's Office), Nicole Hemminger and Melissa Harpster (Commissioner's 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 those present stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – JUNE 25 AND JULY 9, 2019:

Commissioner Erb called for corrections or changes to the meeting minutes of June 25 and July 9, 2019. **There were no corrections or changes noted.**

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to accept the minutes of the June 25, 2019 meeting as prepared.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to accept the minutes of the July 9, 2019 meeting as prepared.

EXECUTIVE SESSION:

County Administrator Schmitt announced that she and the commissioners met in Executive Session with Labor Counsel, Crystal Clark, and HR Director Katherine Swigart, on Monday, July 15, 2019 @ 8:30 a.m. concerning pending SEIU labor negotiations.

PUBLIC COMMENT:

Commissioner Erb called for public comment.

County Administrator Schmitt announced that there would be one addition to the agenda. She stated that Brian Wiser of Keller Engineers, Inc. would be providing an announcement regarding the Blair County Bridge #66, Lower Clover Creek Road rehabilitation project. **There were no further comments noted.**

UPCOMING MEETINGS:

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Commissioner Beam announced that the Convention & Sports Facilities Authority Meeting will be held at 7:30 a.m. on Wednesday, July 17, 2019 not Thursday, July 18, 2019.

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Beam asked Public Works Director, Rocky Greenland to introduce the newly appointed Facilities and Maintenance Coordinator, James Pooler. The Board of Commissioners extended congratulations to Mr. Pooler on his new appointment with the county. Mr. Greenland stated that Mr. Pooler has been a county maintenance employee for a few months with prior Facilities and Maintenance experience at a larger organization.

Commissioner Tomassetti stated that the current contracts for the historic courthouse restoration project are projected to be finalized by the end of the calendar year. Commissioner Tomassetti stated that John Rita (conservator) has provided some recommendations in an Aspect Study to be addressed prior to reopening the second floor area. The area includes: restrooms, main hallway and staff spaces that are in need of attention. He stated that before a reopening can occur further discussions need to take place and decisions need to be made about the extent of the restoration.

Commissioner Erb stated that the county received notification from the Pennsylvania Housing Finance Agency of a \$75,000.00 Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) fund grant award. He stated that the awarded funds will be applied towards the nearly \$3,000,000.00 Family Services Homeless Shelter project.

ANNOUNCEMENTS:

County Controller's Conference:

County Controller, A. C. Stickel provided a video presentation, featuring some of Blair County's local attractions and announced that Blair County will be host to the 2020 Pennsylvania State Association of County Controller's (PSACC) Conference. Mr. Stickel stated that the video will be presented at the 2019 Conference, which is being held next week.

Mr. Stickel stated that there is no cost to the county for hosting the conference as it is paid for by participating vendors and sponsors. The venue for hosting the event has not yet been determined.

Discussion followed.

Blair County Bridge #66 Rehabilitation Project:

Brian Wisner of Keller Engineers, Inc., provided an update on the Blair County Bridge #66 Lower Clover Creek Road rehabilitation project.

Mr. Wisner stated that due to deteriorating conditions, the bridge weight limit was reduced back in 2015 to 6 tons. The new structure will be slightly wider than the existing structure and will have no weight restrictions. All legal PA loads will be able to cross the structure and the school district will be able to resume use of the structure for normal bus routes.

Mr. Wisner stated that the project scope consists of a two-span steel I beam superstructure replacement, stone masonry abutment rehabilitation, guiderail, and approach roadway reconstruction. The cost of this project in the amount of \$600,000.00+, will be paid from the Act 13, Marcellus Shale Legacy Fund, a locally controlled funding source in place to remove structural deficiencies from bridges.

Mr. Wisner stated that the Notice to Proceed was issued on June 25, 2019 with physical work beginning yesterday, on July 15, 2019 and a contract completion date of November 28, 2019. During construction a three (3) mile detour will be in place. The detour will follow SR 2013 (Covedale Road) and T-443 (Shultz Road). He stated that all stakeholders, property owners, school district, post office, etc., have been notified of the construction and detour.

Discussion followed.

CONSENT AGENDA:

Resolution 287- 2019:

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- g. **2019 Budget Transfer:** Charges received from Campbell Durrant for May 2019.
- | From | Amount | To |
|--|-----------|----------------------|
| 01101GCO-44080 General County Operations | \$6940.35 | 01209PO-44080 Prison |
- h. **Employment:** Chantal M. Cisco, FT, GIS Mapper/UPI Coordinator 1, Assessment, \$25,363.34/yr., effective 07/15/19; Larissa A. Smithbower, From Telecommunicator Trainee, 911 Center, \$13.21/hr., To Telecommunicator, PT, 911 Center, \$14.32/hr., effective 07/08/19; James A. Pooler, From Custodian, FT, Public Works, \$14.42/hr., to Facilities Maintenance Coordinator, Public Works, \$35,000.16/yr., effective 07/15/19.
- i. **Resignations:** Kendra A. Verbeck, FT, Victim Witness Advocate, DA's Office, \$20,395.70/yr., effective 07/10/19.
- j. **Retirements:** Elizabeth J. Vannest, FT, Social Services Aide III, CYF, \$39,661.44/yr., effective 07/19/19.

Commissioner Tomassetti noted his abstentions on the payment of invoices to Keller Engineers, Inc., due to a conflict of interest.

Commissioner Erb noted his abstention to the payment of invoices to UPMC Altoona due to a conflict of interest.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 287-2019 with abstentions as noted.

UNFINISHED BUSINESS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Blair County Finance:

Jenn Sleppy presented the 2019 Mid-Year Financial Report and Long Range Budget Projections.

Mrs. Sleppy presented the County of Blair Financial Results as of June 30, 2019.

Mrs. Sleppy stated that overall county financial picture is positive, with revenues are 3.4% under budget at \$38,627,612, with the exception of tax revenue, expenditures are 17.4% under expected budget at \$22,842,112 and the county's operating surplus is \$15,785,500.

Discussion followed.

Mrs. Sleppy also presented the County of Blair Long Range Planning Results for the period of 2020-2022.

Mrs. Sleppy stated that the planning categories include:

- *Personnel Changes*
- *Fixed Asset and Capital Purchases*
- *Office Space Needs*
- *Revenue Changes.*

Proposed *Personnel Changes* over the next three years include: an additional 24 full-time and 5 part-time positions with the largest requests coming from children, youth and families (CYF). The new position totals (including estimated benefits) are \$976,554 for calendar year 2020; \$1,421,553 for calendar year 2021; and \$1,454,426 for calendar year 2022. Salary increases to current positions, with the largest requests coming from CYF, are \$1,429,921 for calendar year 2020; \$1,502,981 for calendar year 2021; and \$1,566,881 for calendar year 2022. All requests are due to increased duties for current positions for various reasons.

Mrs. Sleppy stated that 3 new positions in Assessment would result in the abolishment of 3 current positions and that the new positions would have supervisory duties and higher salaries.

The total personnel changes amount to: \$2,249,377 (2020), \$2,765,599 (2021) and \$2,858,450 (2022). She stated that all proposed personnel changes would result in continuing expenses beyond 2022.

Proposed *Fixed Asset Purchases* under \$2,500 for the next three years include: \$232,776 (2020); \$158,330 (2021) and \$145,168 (2022). She stated that the largest requests are from CYF, Assessment and Public Defender and that the majority are for technology equipment.

Proposed *Capital Purchases* for the next three years include: \$2,534,356 (2020); \$3,051,279 (2021) and \$1,403,124 (2022). Mrs. Sleppy stated that the largest requests are from IT and the Commissioner's Office. IT requests are for computers, hardware, and software licenses and requests from the Commissioner's Office include courthouse renovations and the Lakemont Dam project. She stated that various departments also requested replacement vehicles which total approximately \$550,575.

Proposed *Office Space Needs* over the next three years were the hardest category to quantify. Mrs. Sleppy stated that many requests do not have amounts associated with them and will require significant input from the Director of Public Works. Estimates were given in the following proposed amounts: \$106,000 (2020); \$58,000 (2021) and \$258,000 (2022).

Long Range Planning Result Totals:

Expense Increases: 2020 \$5,122,509; 2021 \$6,033,208; 2022 \$4,664,742.

Revenue Changes: 2020 \$2,555,750; 2021 \$2,753,000; 2022 \$55,750.

Discussion followed.

Human Resource:

- a. Karin Bruich requested approval for payment of the Patient-Centered Outcome Research Institute (PCORI) fee (Established by Health Care Reform to support clinical effectiveness research) for plan year ending March 31, 2018 in the amount of \$1,099.40.

Discussion followed.

Resolution 288-2019: A resolution approving payment of the Patient-Centered Outcome Research Institute (PCORI) fee (Established by Health Care Reform to support clinical effectiveness research) for plan year ending March 31, 2018 in the amount of \$1,099.40.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 288-2019.

- b. Katherine Swigart requested approval for adoption of Blair County Policy #401, Additional Time and Overtime, effective July 16, 2019.

Miss Swigart stated that County Policy #401, Additional Time and Overtime, will replace the Compensatory Time and Overtime Policy currently in place. She stated that if approved by the board Policy #401 will go into effect as of today, July 16, 2019.

Miss Swigart summarized the policy's purpose, scope (nonunion, nonexempt employees), definitions, procedures, flexible scheduling, and etc.

Miss Swigart stated that compensation for additional time or overtime is applicable to nonunion, nonexempt employees who are entitled to such compensation under the Fair Labor Standards Act (FLSA), as amended. She stated that employees who are classified as exempt or excluded are not eligible for additional time or overtime and that an employee's job description and responsibilities determine FLSA classifications.

Miss Swigart stated that eligible nonunion, nonexempt employees are entitled to additional time and overtime compensation for hours worked in excess of their normally scheduled workweek. She stated that all hours worked in excess of the employee's regularly scheduled workweek will be paid at the conclusion of the workweek in which they are earned, and that as of the date of Policy #401's adoption, compensatory time (comp time) cannot be earned in lieu of additional time or overtime pay. Comp time accumulated as of the date of Policy #401's adoption will be paid out to nonunion, nonexempt personnel within the month of August 2019.

Discussion followed.

Resolution 289-2019: A resolution approving the adoption of Blair County Policy #401, Additional Time and Overtime, effective July 16, 2019.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 289-2019.

Blair County Adult Parole:

Amanda Moore requested approval of a FY 2019/2020 Grant-In-Aid Continuation Program Application and Agreement between the County of Blair and the Commonwealth of Pennsylvania, Board of Probation and Parole, for Improvement of Adult Probation Services, in the amount of \$877,050.00, for the period of July 1, 2019 through June 30, 2020.

Ms. Moore stated that this is an annual submission to the Pennsylvania Board of Probation and Parole. She stated that the Supervision Funds are used for salaries, benefits and departmental operating expenses.

Discussion followed.

Resolution 290-2019: A resolution approving a FY 2019/2020 Grant-In-Aid Continuation Program Application and Agreement between the County of Blair and the Commonwealth of Pennsylvania, Board of Probation and Parole, for Improvement of Adult Probation Services, in the amount of \$877,050.00, for the period of July 1, 2019 through June 30, 2020.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 290-2019.

ADJOURN:

Meeting Adjourned,

Helen P. Schmitt, County Administrator