

**WORK SESSION: TUESDAY, FEBRUARY 6, 2024, 1:00 P.M.**

Location: Commissioners Meeting Room, Basement.

*\*Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-309-205-3325 or-1-646-876-9923. enter meeting number 988 9066 9264. and enter the meeting passcode 423423.*

**CALL TO ORDER:**

Commissioner Kessling called the meeting to order.

**MOMENT OF SILENT REFLECTION:**

Commissioner Kessling called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

Commissioner Kessling requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

**ROLL CALL:**

**MEMBERS PRESENT:**

Commissioner Kessling, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger and Solicitor Nathan Karn.

**OTHERS PRESENT:**

Kay Stephens (Altoona Mirror), Rich Huether (Ag Farmland Preservation), Lindsay Dempsey (Finance), Rebecca Robinson (Purchasing), A.C. Strickel IV (Controller), Melena Koegler and Brian Walters (Human Resources), Scott Schultz (Court Administration), Glenn Nelson (Fort Roberdeau), Mark Taylor (EMA/911), and Nate Taylor (Public Access Channel).

**EXECUTIVE SESSION ANNOUNCEMENT:**

Chief Clerk Nicole Hemminger announced four-4 Executive Sessions.

The first Executive Session was held on Friday, February 2, 2024 at 9:00am with Commissioner Kessling, Commissioner Webster, Commissioner Burke, Human Resources Manager Melena Koegler, and herself to interview one-1 candidate for an open position within the County.

The second Executive Session was held on Friday, February 2, 2024 at 3:00pm with Commissioner Kessling, Commissioner Webster, Commissioner Burke, Human Resources Manager Melena Koegler, and herself to interview one-candidate for an open position within the County.

The third Executive Session was held on Friday, February 2, 2024 at 10:00am to discuss one-1 employee discipline matter.

The fourth Executive Session was held on Monday, February 5, 2024 at 2:15pm with Commissioner Kessling, Commissioner Webster, and Commissioner Burke, and herself to discuss one open position within the County.

**APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES - 1/30 AND 2/1**

Commissioner Kessling called for the approval Board of Commissioners Meeting Minutes of 1/30 and 2/1. **There were no corrections or changes noted.**

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

**PUBLIC COMMENT:**

Commissioner Kessling called for public comment. **There were no comments.**

**COMMISSIONER COMMENTS:**

Commissioner Kessling called for commissioner comments.

Commissioner Burke mentioned Governor Josh Shapiro was presenting his Budget Address today and included several of the same priorities that the County Commissioners Association of Pennsylvania (CCAP) established for 2024, which included increased funding for inmates with mental health issues, mental health services for K-12 students, and funding for a 48-bed juvenile male facility.

Commissioner Kessling announced that the Commissioners will be hosting Open Discussion at the end of their Business Sessions held on Thursdays, which will include a specific topic of the Commissioners' choosing. He also mentioned that the public is welcome to attend this discussion and provide comments during that time or submit comments through [publiccomment@blairco.org](mailto:publiccomment@blairco.org). The first topic at the next Business Session on February 15<sup>th</sup> will be a discussion on trails in the County.

**CONSENT AGENDA:**

**Resolution 63 – 2024:**

a. Payment of the following 4-four Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/06/2024	240206CO	\$33,536.90
02/06/2024	240206SS	\$143,519.23
02/06/2024	240206TC	\$74,919.79
02/06/2024	240206WW	\$230,468.59

b. Ratification of the following 4-four Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/01/2024	240201FN	\$117,021.75
02/01/2024	240201HI	\$550,218.94
01/29/2024	240129ML	\$28,089.98
01/29/2024	240130RA	\$30.12

c. **2023 Budget Transfer:** To cover fees from Justifacts, Inc., for November and December 2023:

From	\$	To
01101GCO-42000 General County Operations	\$305.50	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$150.25	012012-42000 APO Satellite
01101GCO-42000 General County Operations	\$117.75	01107-42000 Assessment
01101GCO-42000 General County Operations	\$152.25	01112-42000 Controller
01101GCO-42000 General County Operations	\$207.14	01152-42000 Coroner
01101GCO-42000 General County Operations	\$353.63	013201-42000 CYF
01101GCO-42000 General County Operations	\$162.19	01202-42000 JPO
01101GCO-42000 General County Operations	\$158.19	01160FM-42000 Judge Miller
01101GCO-42000 General County Operations	\$1,713.15	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$188.19	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$159.05	01157-42000 Public Defender
01101GCO-42000 General County Operations	\$224.75	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$154.65	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$300.50	01151-42000 Sheriff

d. **2023 Budget Transfer:** To cover legal fees from McNeess Wallace for November and December 2023:

From	\$	To
01101GCO-44080 General County Operations	\$1,144.56	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$16,433.06	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$4,077.00	013201-44080 CYF
01101GCO-44080 General County Operations	\$120.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$870.00	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$960.00	01103HW-44080 Highway
01101GCO-44080 General County Operations	\$1,110.00	01102-44080 Solicitors
01101GCO-44080 General County Operations	\$17,225.50	013201-44080 CYF

e. **2023 Budget Transfer:** To cover fees from Nygren Training Solutions for the December 14, 2023, class:

From	\$	To
01105-42070 Human Resources	\$321.31	013201-42070 CYF
01105-42070 Human Resources	\$321.31	013202-42070 CYF Annex
01105-42070 Human Resources	\$321.30	01136-42070 Finance
01105-42070 Human Resources	\$321.30	34156-42070 Domestic Relations
01105-42070 Human Resources	\$321.30	01202-42070 JPO
01105-42070 Human Resources	\$321.30	01150-42070 Register and Recorder
01105-42070 Human Resources	\$321.30	01209PO-42070 Prison
01105-42070 Human Resources	\$321.30	01151-42070 Sheriff
01105-42070 Human Resources	\$321.30	01109-42070 Treasurer

f. **2024 Budget Transfer:** To cover enrollment costs for attendees at session 4 of 5 via Nygren Training Solutions.

From	\$	To
01105-42070 Human Resources	\$253.17	012011-42070 APO
01105-42070 Human Resources	\$253.17	013201-42070 CYF
01105-42070 Human Resources	\$253.17	113202-42070 CYF Annex
01105-42070 Human Resources	\$253.17	01136-42070 Finance
01105-42070 Human Resources	\$253.17	01202-42070 JPO
01105-42070 Human Resources	\$253.17	01209PO-42070 Prison
01105-42070 Human Resources	\$253.17	01150-42070 Register and Recorder
01105-42070 Human Resources	\$253.17	01151-42070 Sheriff
01105-42070 Human Resources	\$253.18	75504-42070 Social Services
01105-42070 Human Resources	\$253.18	01109-42070 Treasurer

g. **2024 Budget Transfer:** To cover enrollment costs associated with the January 18, 2024, session 4 of 5 via Nygren Training Solutions.

From	\$	To
01105-42070 Human Resources	\$421.96	762011-42070 APO
01105-42070 Human Resources	\$421.95	34156-42070 Domestic Relations
01105-42070 Human Resources	\$421.95	08607-42070 Fort Roberdeau
01105-42070 Human Resources	\$421.95	01113-42070 GIS
01105-42070 Human Resources	\$421.95	75504-42070 Social Services

h. **District Attorney:** Requesting approval of one-1 Pennsylvania State University Student Intern, Joanthan Ebersole for the period of May 20, 2024 through August 2, 2024 (150 hours). Internship is for credit only and at no cost to the county.

i. **Resignations:** Riley, Madison, FT, Clerk Typist I – Receptionist, CYF, \$13.57/hr., effective 1/25/24; Frye, Barbara, FT, Case Manager, Domestic Relations, \$15.52/hr., effective 2/1/24; Descavish, Kathryn, FT, Correctional Case Manager, Prison, \$11.87/hr., effective 2/7/24; and Heaton, Jestelynn, FT, Correctional Case Manager, Prison, \$11.87/hr., effective 2/13/24.

j. **Termination:** Mollica, John, Corrections Officer, Prison, FT, \$21.53/hr., effective 2/2/24.

k. **Employments:** DeShong, Franklin, FT, Corrections Officer, Prison, \$21.53/hr., 40 hours per week, effective 2/5/24. Henry, Sharon, FT, Department Clerk I, Domestic Relations, \$11.03/hr., 35 hours per week, effective 2/5/24; and Littlehale, Brian, FT, Caseworker I, CYF, \$20.00/hr., 37.5 hours per week, effective 2/5/24.

l. **Status Changes:** Sullivan, Phillip, FT, Telecommunicator, Public Safety – 911, \$18.20/hr. to Lead Telecommunicator, \$18.62/hr. in 2023, then \$19.09/hr. in 2024, effective 5/13/23; Morgan, Allison, FT, Program Specialist, CYF, 35 hours per week, \$46,823.14 annual to Supervisor – Casework, CYF, effective 2/5/24; Makosky, Susan, FT, Warrant Clerk, Sheriff, \$12.42/hr., to FT, Administrative Support, JPO, \$12.42/hr., effective 2/6/24; White, Ryley, FT, Receptionist, Court Administration, UMWA-C Nonexempt, 35 hours per week, \$10.76/hr., to FT, Judicial Secretary, Senior Judge Pool, Nonunion Excluded, \$12.16/hr., effective 2/12/24; and Mosel-Miller, Tracy, FT, Deputy Controller, Controller, 35 hours per week, \$48,677.46 to Temporary Department Assistant, Controller, \$14.74/hr., effective 2/2/24.

m. **Correction to Status Change from 1/30:** Hamel, Cassandra, Administrative Support, Public Safety – EMA, \$12.16/hr., to Administrative Assistant, Controller, \$13.40/hr., effective 1/27/24.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 63-2024.

## **REPORTS & SPECIAL BUSINESS**

### **Ag Land Preservation:**

i. Rich Huether requested approval of a Service Contract between the County of Blair, on behalf of the Blair County Agricultural Land Preservation Board, and Agrarian Associates, Inc. for the easement appraisal of the Penn England Family Limited Partnership – Royer Farm in the total amount of \$1,650.00 to be reimbursed by the Commonwealth of PA at time of closing.

Mr. Huether mentioned that this particular farm has 115 acres for easement consideration. He also reiterated that Farmland Preservation makes an annual request of the County's allocation of Act 13 funds. This expense will be which is reimbursed by the Commonwealth at the time of closing.

Discussion followed.

ii. Rich Huether requested approval of a Service Contract between the County of Blair, on behalf of the Blair County Agricultural Land Preservation Board, and Agrarian Associates, Inc. for the easement appraisal of the England Family Limited Partnership – Dilling Farm in the total amount of \$1,650.00 to be reimbursed by the Commonwealth of PA at time of closing.

Mr. Huether mentioned that this particular farm has 125 acres for easement consideration.

Discussion followed.

### **Department of Emergency Services:**

Mark Taylor requested approval to reinstate the Blair County 911 Steering Committee.

Mr. Taylor clarified that this committee was active prior to Covid in 2021, but has not met since that time, and mentioned the committee will be comprised of 16 Commissioner-appointed members from various police, fire, and EMS personnel.

Discussion followed.

### **Children, Youth, and Families:**

Chief Clerk Nicole Hemminger requested approval to extend the Lease Agreement between the County of Blair, on behalf of Children, Youth, and Families, and JJ Keller Family Limited Partnership for an additional one-year term.

Chief Clerk Hemminger stated that this is the first of two extensions available under Article 1, Section 1.02 of the case terms.

### **Court Administration:**

i. Scott Schultz requested approval to submit a Discretionary Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for funding for the Blair County DUI Court program in the total amount of \$5,666.16.

Mr. Schultz mentioned that both of these are annual requests. There are currently 50 active DUI participants and the Adult Probation staff does not have the capacity to receive any additional, new applicants.

Discussion followed.

ii. Scott Schultz requested approval to submit a Discretionary Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for funding for the Drug Court program in the total amount of \$6,036.02.

Discussion followed.

### **Human Resources:**

i. Brian Walters requested approval of the payment of the Patient-Centered Outcome Research Institute (PCORI) fee established by Health Care Reform to support clinical effectiveness research for plan year 04/01/22 – 03/31/23 in the total amount of \$1,914.00.

Discussion followed.

ii. Brian Walters requested approval of a renewal agreement between the County of Blair and Ameriflex to administer Flexible Spending Accounts (FSA) and Dependent Care Accounts (DCA) on behalf of the eligible enrolled employees of the County of Blair. Changes that the County of Blair will adopt for the plan year that County of Blair will adopt for the plan year April 1, 2023, through March 31, 2024, are increases to the 2024 maximum Health FSA funding limit of \$3,200.00 and FSA carry-over (rollover) limit to \$640.00 annually; and for authorization for Brian Walters to complete the online renewal with AmeriFlex, implementing the aforementioned changes, and electronically signing on behalf of Commissioner Dave Kessler as the authorized representative of the County of Blair.

Mr. Walters confirmed that this is contract has a 3-year rate guarantee.

Discussion followed.

iii. Brian Walters requested approval to offer MetLife Pet Insurance at a discounted, self-paid individual group rate to all benefit-eligible County of Blair employees effective March 5, 2024 at no cost to the County.

Mr. Walters confirmed that the County would not administer this program, but simply offer it to benefit-eligible employees.

Discussion followed.

- iv. Brian Walters requested approval of a two-year Renewal Contract between County of Blair and Vision Benefits of America ("VBA"), to provide County-funded, base group managed vision care benefits to eligible enrolled employees under Base Vision Plan #4487, at the current cost of \$0.75 per employee, per month, for the period of April 1, 2024, to March 31, 2026.

Mr. Walters confirmed that there was no increase in costs from prior year contracts.

Discussion followed.

**Finance:**

Lindsay Dempse requested approval of the agreement between the County of Blair and Cummings Trophies & Engraving for products and services including, but not limited to, custom office supplies; services/products will be provided on a per quote basis via a County approved Purchase Order.

Commissioner Webster questioned whether there was a local company in Blair County that could offer the same or similar services as Cummings Trophies since they are located in Johnstown.

Ms. Dempse confirmed that the reason Cummings Trophies was chosen was due to their product offering and the fact that many local companies would not take on small, custom orders.

Discussion followed.

**Park and Recreation Advisory Board:**

Chief Clerk Nicole Hemminger requested approval to keep the rental rate for the pavilions at Valley View Park at \$70 and set the rental fee for the Amphitheater at \$100.

Chief Clerk Hemminger reminded the Board that there is a \$5.00 rental fee that is paid to CBRC for the administering of our online pavilion rentals.

**Resolution 64-2024:** Approving the request to keep the rental rate for the pavilions at Valley View Park at \$70 and set the rental fee for the Amphitheater at \$100.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 64-2024.

**Old Business:**

None.

**New Business:**

None.

**Adjourn:**

Meeting Adjourned,

  
Nicole M. Hemminger, Chief Clerk