

The regular weekly meeting of the Huntingdon County Commissioners was held on the above date and time in the Commissioners meeting room with the following being present: Commissioners O’Korn, Fluke, and Thomas; Solicitor, Peter McManamon; Chief Clerk, Michelle Cerett; Huntingdon House Executive Director, Jean Collins; District Attorney, David Smith; Register and Recorder, Jinny Cooper; Chief Tax Assessor, Ken Tucker; Planning Director, Mark Colussy; Daily News Reporter Zach Myers and visitors Bruce Pergament, Nicole Houck, Kevin Fluke and Jim Cassatt.

The meeting was called to order at 9:30 a.m. by Commissioner O’Korn followed by prayer led by Commissioner O’Korn and the Pledge of Allegiance to the flag led by Commissioner Fluke.

It was moved by Commissioner Fluke, seconded by Commissioner Thomas and carried (O’Korn, yes; Fluke, yes; Thomas, yes) to approve the minutes of the March 18<sup>th</sup> public meeting.

It was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Fluke, yes; Thomas, yes; O’Korn, yes) to approve the payment of bills.

There were two additions to the agenda today that will be addressed at the end of the meeting.

Commissioner Thomas announced that he attended the Development District Association of Appalachia annual conference in Arlington, VA. During the conference, Ed Silveti was granted a John P. Wistman vision award, which was voted on by all 13 States in the Appalachian Regional Commission. Commissioner Thomas congratulated Ed on receiving this high honor award. He also noted that there was no cost of the County for his attendance at the conference.

Commissioner O’Korn announced that he recently attended the CCAP conference. He attended a breakout session held during the conference that discussed the flood insurance premium concern.

Commissioner O’Korn also announced that he attended the United Way awards banquet a few weeks ago. Huntingdon County received an award for their increased donations to the United Way. Commissioner O’Korn thanked the employees for their increased participation.

Kevin Fluke offered public comment on an item that was on the agenda. He expressed concerns about the revised Courthouse Security policy that is to be considered later in the meeting. After hearing his concerns, Commissioner Thomas thanked Kevin for his comments but stated that he would not comment on an agenda item until it was up for discussion. Bruce Pergament offered comment on a resolution recently passed by the Blair County Commissioners that could reduce school property taxes.

There were no items addressed by the Solicitor today.

Jean Collins, Executive Director of Huntingdon County provided two novation agreements to be signed to finalize the move of the Victim/Witness position from Huntingdon House to the County. After discussion, it was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Thomas, yes; O’Korn, yes; Fluke, yes) to approve the Novation agreement for document #2013-VS-ST-23772. It was then moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (O’Korn, yes; Fluke, yes; Thomas, yes) to approve the Novation agreement for document #2013-VS-ST-23727. Jean stated that Vivian Ritchey retired as of March 28, 2014 and inquired about the status of the hiring of a new person. Michelle stated that the position has been advertised and Dave Smith is reviewing the applications. Commissioner O’Korn stated that it is his understanding that the position will be filled soon.

Jinny Cooper was present to request the hiring of Cassandra Thomas for her office. Commissioner Thomas noted that Cassandra is his niece. It was moved by Commissioner Fluke, seconded by Commissioner O’Korn and carried (Fluke, yes; Thomas, abstain, O’Korn, yes) to hire Cassandra Thomas Deputy Register and Recorder effective April 7, 2014.

Ken Tucker, Chief Tax Assessor requested approval to attend the AAP 66<sup>th</sup> annual conference on May 7<sup>th</sup> through May 9<sup>th</sup> in Seven Springs, PA for a cost of \$450.00. It was moved by Commissioner Fluke, seconded by Commissioner Thomas and carried (Thomas, yes; O’Korn, yes; Fluke, yes) to approve the conference attendance as presented.

Alexa McGraw, Court Administrator presented three contracts for approval. The contracts are for three different attorneys to provide conflict counsel for 50 cases for a set fee of \$20,000.00 per year. Alexa stated this is a new concept to Huntingdon County but it is done by other counties as well. While this will not cover all the conflict counsel cases, she feels it will greatly reduce costs. The contracts are for a period of one year and she will track the progress along with the number of cases. It was noted that since the contracts will be effective April 1<sup>st</sup>, they will be prorated for the remainder of the year.

After discussion, it was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (O’Korn, yes; Fluke, yes; Thomas, yes) to approve the conflict counsel contract with Attorney Lawrence Newtown. It was

moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Fluke, yes; Thomas, yes; O’Korn, yes) to approve the conflict counsel contract with Attorney Lance T. Marshall.

It was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Thomas, yes; O’Korn, yes; Fluke, yes) to approve the conflict counsel contract with Attorney’s Wencker and Shoaf.

Mark Colussy, Planning Director presented several items for approval today. First was authorization for the Planning Director to act as the representative for the Courthouse renovation project. The project will be starting soon and Mark feels it would be beneficial for him to coordinate payments, etc. for the project. It was moved by Commissioner Thomas, seconded by Commissioner O’Korn and carried (O’Korn, yes; Fluke, yes; Thomas, yes) to appoint the Planning Director as the representative for the renovation project.

Mark provided information on the Blueprint Communities program. In addition, he asked that the Commissioner provide support for the program and agree to contribute \$500.00 towards to participation fee. Mark stated that several other entities are interested in participating as well and are willing to contribute towards the participate fee. After discussion, it was moved by Commissioner Thomas, seconded by Commissioner O’Korn and carried (Fluke, yes; Thomas, yes; O’Korn, yes) to provide funding of \$500.00 towards the participation agreement for the Blueprint Communities program. Commissioner Thomas noted that he feels the expense may be an eligible legacy fund expense and asked that it be paid from there is possible.

Mark also informed by Commissioners of a change in the CDBG invoice approval process. Effective March 1<sup>st</sup>, 2014 a form must be completed and submitted to DCED for approval prior to any invoices being paid. Mark is requesting to be appointed as the signee for this form to expedite the process. After discussion, there was question regarding how the process would be handled for Smithfield Township.

For this reason, it was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Thomas, yes; O’Korn, yes; Fluke, no) to table this item until Mark can receive confirmation on the process and check with Smithfield Township to see how they will handle their grant funds.

Dave Smith joined the meeting at 11:00 a.m. and provided an update on the hiring of the new victim/witness advocate. He stated that he plans to hire someone in the very near future. He also stated that Vivian Ritchey is willing to work on a part-time basis until the new person is hired and trained. David also thanked the maintenance staff for their help in making the transition of the victim/witness files from Huntingdon House to the DA’s office.

Michelle Cerett requested the hiring of Heather Boonie to fill the part-time, as needed position in the Commissioner’s Office. It was moved by Commissioner Thomas, seconded by Commissioner O’Korn and carried (O’Korn, yes; Fluke, no; Thomas, yes) to approve the hiring of Heather Boonie effective April 7, 2014 as requested.

The revised Courthouse Security policy was presented for approval today. It was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Fluke, no; Thomas, yes; O’Korn, yes) to table the approval of the policy until it can be reviewed further.

It was moved by Commissioner Thomas, seconded by Commissioner O’Korn and carried (Thomas, yes; O’Korn, yes; Fluke, yes) to award the Courthouse HVAC bid to Mark Services, Inc. of Windber, PA in the amount of \$118,000.00. It was noted for the minutes that Phase I and Phase II will not be awarded at this time.

Mark Colussy noted that the electrical portion of the HVAC project was not included in the original bid. Therefore, he suggested bidding the electrical portion of the HVAC contract separately. After discussion, it was moved by Commissioner Thomas, seconded by Commissioner O’Korn and carried (O’Korn, yes; Fluke, yes; Thomas, yes) to authorize the bidding of the electrical portion of the HVAC contract.

Alexa McGraw requested approval of a contract with Lexis Nexis for the Judge to do legal research. Alexa noted that she recently cancelled a contract with Westlaw, which was much more expensive than Lexis Nexis. It was moved by Commissioner Thomas, seconded by Commissioner Fluke and carried (Fluke, yes; Thomas, yes; O’Korn, yes) to approve the contract with Lexis Nexis at a cost of \$454.00 per year as presented.

There were four veteran burial allowances and installation of one private headstone approved today.

There being no further business, it was moved by Commissioner Fluke to adjourn the meeting at 11:38 a.m.

Respectfully Submitted,

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Jeffrey Thomas, Secretary