

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E00718327LD

Minute No. 1018

Washington County Commissioners

Washington, Pennsylvania, June 16, 2016

The Washington County Commissioners met in regular session in the Public Meeting Room, Courthouse Square, Washington, Pa., with the following members being present: Commissioners Larry Maggi, Diana Irey Vaughan and Harlan G. Shober, Jr. Also being present: Pastor Linda Mankey, East Buffalo Presbyterian Church, Washington, Pa.; American Legion Post 793 representative Tony Pasquerilla; Solicitor J. Lynn DeHaven; Director of Administration Scott Fergus; Veterans Affairs Director Susan Meighen; Chief Clerk Irene M. Reese; Administrative Assistant Joyce Thornburg; Commissioner Administrative Assistants Joy Orndoff, Marie Trossman and Randi Marodi; Planning Department representatives Gracie Abel; Human Resources Director Kathleen Bali; Controller Mike Namie; Court Administrator Patrick Grimm; Washington Amateur Communications President Bill Steffey; Washington School District representative Joe Nicolella; Washington County Food Bank representative Don Carter; Penn State Cooperative Extension representatives Pam Paletta and Joe Conklin; Washington County Health Center representative Kathy Shaner; Domestic Relations Director Sharon Francis; Observer-Reporter Publishing Co. representative Barbara Miller; Herald-Standard representative Steve Ferris; Mon Valley Independent representative Stacy Wolford and concerned citizen Frank Byrd.

Mr. Maggi called the meeting to order at approximately 10:05 a.m.

Pastor Linda Mankey led the meeting with a prayer.

Mr. Pasquerilla led the Pledge of Allegiance.

Mr. Maggi entertained a motion approving Minute No. 1017 dated June 2, 2016.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving Minute No. 1017, as written.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

The Commissioners presented Washington School District Athletic Director Joe Nicolella with a certificate of recognition showcasing that he was recently presented as the winner of the Pennsylvania Coalition Against Domestic Violence's first Excellence in Male Leadership award for reaching out and teaching students about violence prevention, educating young student athletes about healthy relationships and respecting women. Mr. Nicolella thanked the Commissioners for recognizing his efforts in teaching his students.

Mr. Shober read a proclamation proclaiming *Amateur Radio Week*, from June 20 through June 26, 2016.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the proclamation.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

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President Bill Steffey accepted the proclamation and after thanking the Commissioners for recognizing all ham radio operators, he also stated that this event, which is more like a competition, is taking place in North Strabane Township Municipal Park, will show several amateur radio stations sending voice and data messages continuously over a 24-hour period.

Coordinator of the Washington County Farm Bureau's annual food drive, Don Carter, stated that 15,366 pounds of donations were collected and this exceeded the goal by 1,366 pounds. Vankirk Friendship 4-H Club collected 1,583 pounds of goods, winning the competition amount the 4-Hers. Monongahela Area Library was the top collector in its category.

(RECESS FOR PHOTOS)

PUBLIC COMMENTS

None.

OLD BUSINESS

BID CONTRACT EXTENSION

Solicitor DeHaven recommended the Board, on behalf of Purchasing, extend the bid contract for envelopes and stationary to Blanc Printing Company, Bridgeville, Pa. The contract will be effective September 1, 2016 through August 31, 2017, with the option to extend for one additional year. This contract extension is under the same terms and conditions as the original bid documents.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the contract extension with Blanc Printing Company.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of Purchasing, to extend the bid contract for elevator maintenance for all county facilities to Otis Elevator Company, Pittsburgh, Pa. The contract will be effective through June 30, 2017. This contract extension is under the same terms and conditions as the original bid documents.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the contract extension with Otis Elevator Company.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

BID REJECTION

Solicitor DeHaven recommended the Board approve, on behalf of the Public Safety, the rejection of all bids for the replacement of SCBA Units (Self-Contained Breathing Apparatus) that are currently outdated and authorize rebidding. Changes need to be made to the bid specs.

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Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the bid rejection and authorizing rebidding for SCBA Units.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval of addendums to the current members' agreement with the Washington County Board of Assessment Appeals which suspends their current agreement and puts into effect the new agreement that reflects changes in compensation effective August 1, 2016 through October 31, 2016.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the addendum.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of agreements for the Washington County Tax Assessment Appeals Auxiliary Board members. These agreements will be effective August 1, 2016 through October 31, 2016.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreements.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval to pledge the Washington County Vending Account funds to be used for employee activities and programs. The funds and employee activities will be administered by the Washington County Employee Activities Committee and will follow proper internal controls and procedures when processing financial transactions as well as good judgment and discretion as to how funds will be spent.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the pledge of vending account funds being used for employee activities and programs.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of the re-appointment of Mayor Scott Putnam to the Washington County Transportation Authority Board.

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the board reappointment.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Tax Assessment, of the Rules of Appeal Procedures which will govern the procedures to be followed in new or revised assessment appeals to the Washington County Board of Assessment Appeals.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the Rules of Appeal Procedures.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Redevelopment, to enter into an Agreement of Sale of Improvements with Air Charter Service, Inc. for the purchase of Air Charter's hanger and related improvements located on the property of the Washington County Airport. The purchase price is \$1,765,000 and shall be advanced by the County's Capital Account. The County shall be reimbursed through a grant from the Bureau of Aviation for 50% of the purchase price, not to exceed \$1,000,000. The 50% match needed for the Bureau of Aviation grant will be provided by a Local Share Account Grant in the amount not to exceed \$1,000,000 which was previously approved by the Board of Commissioners for use at the Airport. William McGowen is authorized to execute any and all closing documents necessary therewith.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the Agreement of Sale of Improvements with Air Charter Service, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, of an amendment to the LSA Program fiscal year 2015 to authorize a grant in an amount not to exceed \$1,000,000 to be used to match the Bureau of Aviation Grant for the purchase of the Air Charter Hanger and related improvements. These funds were previously approved for use at the Airport.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the amendment.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Court Administration, of an agreement with J. Andrew Salemme, Esquire to represent criminal

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defendants/petitioners in those cases in which a conflict of interests exist within the Public Defender's office. Attorney Salemm is replacing Attorney Tim Lyons. The contract authorization amount is \$2,083.33 per month.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with J. Andrew Salemm.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf Adult Probation, the submission of a grant application to PA Department of Transportation in the amount \$76,457 to establish a DUI Court in an effort to reduce recidivism among DUI defendants and also to free up Drug Court for drug defendants. This grant will pay the salary of one Parole officer with \$10,000 of the grant going to Drug & Alcohol for case management services. This a three-year grant with no county match and when the grant is eliminated the program will be eliminated.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant application with PA Department of Transportation.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the correctional facility, of an addendum to the current contract with Southwest Pennsylvania Human Services, Inc., for behavior services. The contract will be extended from its current expiration date of June 30, 2016 until August 31, 2016 unless terminated sooner by the County.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract addendum with Southwest Pennsylvania Human Services, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Purchasing and Tax Assessment, of an agreement with Tyler Technologies to provide two assessment specialists to assist in complex assessment appeals. The contract authorization amount is \$1,200 per day, per specialist, assuming 55 days of hearings the total cost will be approximately \$132,000.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Tyler Technologies.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Planning Commission, of two division orders with Range Resources for wells associated with the Panhandle Trail lease but drilled on property off the Park boundary. Decimal interest of 0.00398316.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the division orders with Range Resources.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Finance, to add First National Bank as an eligible depository for county funds.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving to add First National Bank as an eligible depository.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Human Resources, to adopt the new Social Media Policy which governs the use, administration, management, monitoring and retention of social media and social media content for all County employees.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the new Social Media Policy.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Human Resources, to adopt the new Bereavement Leave Policy which defines the procedure pay policy for paid time off for employees in the event of a death of a family member. This policy applies to all employees of the County, unless conflicts with the provisions of any applicable law or collective bargaining agreement.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the new Bereavement Leave Policy.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

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Chief Clerk presented to the Board for their consideration and approval, on behalf of Human Resources, of the updated Military Leave Policy which sets a procedure for employees to notify the County of their need for military leave.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the updated Military Leave Policy.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Human Resources, of the reduction of the premium rates for dental care. The rates will be effective July 1, 2016 and are guaranteed for 18 months through December 31, 2017.

<u>RATE TIER</u>	<u>CURRENT RATES</u>	<u>RENEWAL RATES</u>
Employee Only	\$18.30	\$17.02
Employee & One	\$34.57	\$32.15
Employee & Family	\$53.56	\$49.81

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the premium rate reduction for dental care.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Child Care Information Services, of the 2015-2016 provider service agreements with the list of previously approved providers.

Renita Josey, Aliquippa, Pa.

Mary Ann Petcovic, Freedom, Pa.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the 2015-2016 new provider agreements listed.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Human Services, of an Assurance of Compliance associated with the Human Services Block Grant Program application for the period of July 1, 2016 through June 30, 2017. These funds are provided by the Pennsylvania Department of Human Services and no additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the block grant application.

Roll call vote taken:

Mr. Shober - Yes; Mrs. Vaughan - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

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Chief Clerk presented to the Board for their consideration and approval, on behalf of Human Services, of a Resolution and Statement of Assurances associated with the Department of Community and Economic Development Emergency Solutions Grant application for the period of July 1, 2016 through June 30, 2018. No additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant application.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the health center, of a Consent to Assignment on behalf of AdvantageCare Rehabilitation Inc. Our current contract with AdvantageCare Rehabilitation, Inc. provides therapy services at the health center. The owner of AdvantageCare Rehabilitation, Inc. sold 50% of the company. AdvantageCare's current management will continue in place and AdvantageCare's EIN will not change as a result of this Assignment. AdvantageCare will now operate as AdvantageCare Rehabilitation, LLC following the Assignment. No additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the consent to assignment with AdvantageCare Rehabilitation, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the airport, to advertise for requests for proposals for leasing a hanger and office space.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving requests for proposals for leasing a hanger and office space.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the correctional facility, of an agreement with the County of Allegheny for the provision of housing each other's inmates on an as needed basis. The contract authorization amount is \$50 per inmate, per day, plus medical expenses to be paid from their operating budget. This was approved in the Prison Board meeting held Wednesday, June 15, 2016, Minute No. PB-6-15-16.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving agreement with the County of Allegheny.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

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Chief Clerk presented to the Board for their consideration and approval, on behalf of Public Safety, to enter into a 36-month software license agreement with Service Express, Inc., Grand Rapids, Mich. for the purpose of providing maintenance on the 911 HP hardware components. This agreement will be effective August 1, 2016 through July 31, 2019. The monthly rate will be \$4,701.00 (\$56,412.00/yr.) and will be paid from the Public Safety operating budget and wireless money.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the software license agreement with Service Express, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Information Technology, of an addendum to our current professional services agreement with Service Express, Inc., Grand Rapids, Mich. to include an updated price list for the purpose of providing maintenance on our HP hardware components. This amount will increase to \$25,000 and will be paid from the Public Safety operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the addendum to our current agreement with Service Express, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Court Automation, of an addendum to our current professional services agreement with ImageSoft, Inc., Southfield, Mich. to include one additional OnBase license and production document imaging maintenance. This will increase the total cost by \$516.00 and will be paid from the Court Automation operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the addendum to our current agreement with ImageSoft, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the health center, of an agreement with National HME, Richard Hills, Texas, for the provision of respiratory therapy services along with rental of bi-pap equipment for the health center patients based upon 2016 fee schedule. This agreement will be effective July 1, 2016 and continue for three years unless cancelled by providing a 30-day notice prior to effective date. The yearly cost is estimated to be less than \$10,000 and will be paid from the health center operating budget.

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with National HME.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Aging Services, of a one-year lease agreement with the Roman Catholic Diocese of Pittsburgh for the Bentleyville Senior Center, for the purpose of operating their Meals on Wheels Program. This agreement will be effective August 1, 2016 through August 31, 2017. The contract authorization amount is \$600/month and will be paid from their operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with the Roman Catholic Diocese of Pittsburgh.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Redevelopment Authority, to adopt a resolution approving the proposed amendments and revisions to the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs, which are part of the County's Consolidated Action Plan.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the resolution.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

ANNOUNCEMENTS

An executive session was held at 10 a.m. Wednesday, June 15, 2016, following the agenda meeting to discuss personnel. The regularly scheduled Salary Board meeting will be held immediately following today's meeting. All county offices will be closed on Monday, July 4, 2016, in observance of Independence Day.

SOLICITOR

None.

There being no further business, Chairman Maggi declared the meeting adjourned at approximately 10:44 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

July 18
 ATTEST: *Drew M. Reese*, 2016

CHIEF CLERK