

## MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED E1607929LD

Minute No. 1022

Washington County Commissioners

Washington, Pennsylvania, September 15, 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 Donna Johnson, Laboratory Presbyterian Church, Washington, Pa.; Marine Corps League 1138 representative Barry Bebout; Solicitor J. Lynn DeHaven; Director of Administration Scott Fergus; Chief Clerk Cynthia Griffin; Administrative Assistant Joyce Thornburg; Executive Secretaries Joy Orndoff, Marie Trossman and Randi Marodi; Deputy Chief Clerk Mary Helicke; Planning Department representative Gracie Abel; District Attorney Gene Vittone; Controller Mike Namie; Deputy Controller Josh Hatfield; Human Resources Director Kathleen Bali; Information Technology Director Don Cortese and Assistant Director Debbie Rutan; Building and Grounds Director Justin Welsh; Washington County PA Careerlink representative Trish Brickner; SWPA Area Agency on Aging representatives Kathy Costantino, Kaaren Kusturis and Job Developer Matt Uram; TRIPIL representative Deborah Holden; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Jim Jefferson; Herald-Standard representative Stephen Farris and concerned citizen Frank Byrd.

Mr. Maggi called the meeting to order at approximately 10:00 a.m.

The Pastor Donna Johnson led the meeting with a prayer.

Mr. Bebout led the Pledge of Allegiance.

Mr. Maggi entertained a motion approving Minute No. 1021 dated September 1, 2016.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving Minute No. 1021, as written.

Roll call vote taken:

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

Motion carried unanimously.

#### SPECIAL ORDER OF BUSINESS

Mr. Shober read a proclamation recognizing Senior Employment Workers' Week.

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

Roll call vote taken:

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

Motion carried unanimously.

The proclamation was presented to SW PA Area Agency on Aging, Inc. supervisor Kathy Costantino accepted the proclamation and introduced job developer Matt Uram. Mr. Uram accepted the proclamation and introduced Trish Brickner, the sight coordinator for both Mon Valley and Washington Career Link. Mr. Uram stated Ms. Brickner goes beyond the scope to ensure success for seniors.

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Mrs. Vaughn read a certificate congratulating the Assistant Director of Information and Technology Debbie Rutan, on her completion and achievement in earning the Certified Government Chief Information Officer.

Director of Information and Technology Don Cortez congratulated Mrs. Rutan on completing this course. He also announced that Mrs. Rutan was asked that her capstone project be presented to over 500 National CIO representatives.

(RECESS FOR PHOTOS)

PUBLIC COMMENTS

None

OLD BUSINESS

BID AWARD

Solicitor DeHaven recommended the Board, on behalf of the Planning Commission, award the bid contract for the provision of concrete and concrete products based on the per cubic yard costs to Judson Wiley, Washington, Pa. This contract will be effective from the date of agreement through December 31, 2017. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the contract with Judson Wiley.

Roll call vote taken:

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

Motion carried unanimously.

BID CONTRACT EXTENSION

Solicitor DeHaven recommended the Board, on behalf of Purchasing, extend the bid contract for food and staples through September 30, 2017, to the following vendors based on the per unit cost submitted in their original bid proposals:

OHI Ice Cream Dist., Washington, Pa.    Schneider's Dairy, Inc., Washington, Pa.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the bid contract extension with the vendors listed above.

Roll call vote taken:

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

Motion carried unanimously.

CHANGE ORDER

Solicitor DeHaven recommended the Board, on behalf of Building and Grounds, approve two change orders with Grunau Company, Inc., Moon Township, Pa. for additional parts, fire hose valves sprinkler repair work and complete necessary repairs to the dry sandpipe system discovered in the overall replacement of the fire pump and controllers. The contract amount will increase from \$56,875.00 to \$62,720.22 and will be paid from Act 13 funds.

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Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the change orders with Grunau Company, Inc.

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, on behalf of the Elections Office, of payment in the amount of \$18,050 for poll book licenses effective through October 31, 2016. All costs will be paid through their operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving payment for poll book licenses.

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 an amendment to the contract for two Tyler Technology personnel to retain their services for the duration of the Board of Assessment Appeal Hearings.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with Tyler Technology.

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 Juvenile Probation, of costs associated with Juvenile Justice Week training which is held in the George Washington Hotel. The cost of the keynote speaker including travel reimbursement is \$565.54. All costs will be charged to their operating budget.

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

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 a grant modification associated with the Pennsylvania Commission on Crime and Delinquency Grant 27009 for the Juvenile Probation Leader Program. The modification changes the greenhouse and shed in the original grant to a combination greenhouse/shed and a change from \$2,719 to \$2,875. All funds are included in the grant amount of \$25,000.

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant modification for the combination greenhouse/shed.

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 an agreement with Dawood Engineers to complete the design and permitting of the Pigeon 26 bridge in Bentleyville. The contract authorization amount is \$459,395.23 and all costs will be paid 80% state and 20% county liquid fuels.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Dawood Engineers.

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, to submit a grant application to the local share account in the amount of \$400,000 for the fairgrounds entrance design.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant application for the fairgrounds entrance design.

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, of the Victims of Juvenile Offenders grant and a renewal of the Rights and Services Act grant with the Pennsylvania Commission on Crime and Delinquency. This grant in the amount of \$362,762 is for the period of January 1, 2017 through December 31, 2018. All costs are covered in the grant except for 50% of the health insurance for the four full-time employees.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant with the Pennsylvania Commission on Crime and Delinquency.

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 an agreement with Washington County and the Assistant District Attorney and Public Defender's Teamsters Local 249 ratifying the agreement of January 1, 2015 through December 31, 2018.

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Washington County and the Assistant District Attorney and Public Defender's Teamsters Local 249.

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 agreement with the Washington County Transportation Authority for management of the Medical Assistance Transportation Program (MATP) in the amount of \$2,261,080. This agreement will be effective July 1, 2016 through June 30, 2017. No additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with the Washington County Transportation Authority.

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 Behavioral Health and Developmental Services, of a purchase of service agreement with Sam Lonich, M.S., Ed.S for consulting services for the Early Intervention Service Coordination Unit. This agreement will be effective July 1, 2016 through June 30, 2017. The contract authorization amount is \$1,500 and no additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement with Sam Lonich, M.S., Ed.S.

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 Children and Youth Services, of the following provider agreements for the period of July 1, 2016 through June 30, 2017. No additional county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Community Action Southwest, Team Dad	\$20,000
Taylor Diversion Program	\$250,000
<b>TOTAL</b>	<b><u>\$270,000</u></b>

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

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 Children and Youth Services, of a purchase of service agreement addendum with Bethesda for the period of July 1, 2015 through June 30, 2016. The contract authorization amount will increase from \$300,000 to \$375,000 and no additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement addendum with Bethesda.

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 Children and Youth Services, of a purchase of service agreement addendum with George Junior Republic in Pennsylvania for the provision of foster care placement services. This agreement will be effective July 1, 2015 through June 30, 2016. The contract authorization amount will increase from \$300,000 to \$375,000 and no additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement addendum with George Junior Republic in Pennsylvania.

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 Children and Youth Services, of a purchase of service agreement with Public Catalyst, Inc. for the provision of intensive training to direct practice staff. This agreement will be effective July 1, 2016 through June 30, 2017. The contract authorization amount is \$53,000 and no additional county funds are required.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement with Public Catalyst, 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 Aging Services, of an agreement with the Pennsylvania Department of Aging to provide funding for the purchase of a 10-passenger van for the Claysville Senior Center. This agreement will be effective date of agreement through June 30, 2017. The contract authorization amount is \$42,000 and no additional county funds are required.

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with the Pennsylvania Department of Aging.

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 advertising for bids for the provision and installation of five concrete pads for five large shelters at Mingo Park.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the advertising for bids for concrete pads.

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 the current agreement with CivicPlus, Inc., Manhattan, KS for the purpose of redesigning the county website. The contract authorization amount is \$13,328.00 and will be paid from their operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract addendum with CivicPlus, 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, of an agreement with Access Information Protected for document destruction for various officers based on their per unit costs. This agreement will be on a yearly basis with automatic renewals unless cancelled providing a 30-day written notice at a yearly rate of \$3,000. Purchasing requests to cancel our current agreement with Iron Mountain as the county is not being serviced as per agreement.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with the Access Information Protected and cancelling the current agreement with Iron Mountain.

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, of a software upgrade with Sungard Public Sector, Inc., Chicago, IL to add a fixed assets module for inventory

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tracking and reporting purposes. This agreement includes a one-time fee for training and support along with a license and the ability to connect to the finance plus system. The contract authorization amount is \$9,575.30 charged to the purchasing operating budget plus an annual \$1,218.04 license fee charged to the IT operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Sungard Public Sector, 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 Public Safety, of the renewal of our current maintenance agreement for the CAD system with Intergraph Corp., Madison, AL. This agreement will be effective October 1, 2016 through December 31, 2017. The contract authorization amount is \$274,684.95 and will be paid from their operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Intergraph Corp.

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 Courts Information Technology, of an addendum to our current agreement with Imagesoft, Inc., Southfield, IN. for the purpose of the conversion of DRS OnBase images to the PASCES (PA State DRS) system. This quote has been submitted and approved for full reimbursement by the state upon completion.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the 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 Parks, of a purchase of 10 Rocky Mountain bathroom buildings, with chases, to be placed in Mingo Creek Park with CXT Concrete Buildings. This request is being made to add or replace facilities near Hemlock Trail, Chapel Hill and Boulder play areas, and Shelters 4, 5, 6, 7, 8, 9 and 10. The total cost is \$389,930 and will be paid from oil and gas lease funds. This purchase is being made on the PA COSTARS 14 contract, and therefore does not require bidding.



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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase with CXT Concrete Buildings.

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 a purchase of five shelters (5-9), including all materials and labor to be installed in Mingo Creek Park with Pete Jeffrey & Associates, Indianola, PA. The total cost is \$176,000 and will be paid from oil and gas lease funds. This purchase is being made on the PA COSTARS 14 contract, and therefore does not require bidding.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase with Pete Jeffrey & Associates.

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/Washington County Health Center, of a purchase of one iPhone to be utilized by Emil Sasselli, Housekeeping/Laundry Manager for after hour business. The monthly service cost will be \$50/month through Verizon which includes unlimited text and data and 300 anytime minutes and will be paid from their general fund. This purchase is being made from the PA State contract and does not require bidding.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of an iPhone.

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 Adult Probation, of a purchase of one regular phone to be utilized by April Bowen, Probation Monitor for safety and the ability to have communication with 9-1-1. The monthly service cost will be \$39.99 through AT&T and will be paid from their operating budget. This purchase is being made from the PA State contract and does not require bidding.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of a phone.

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 Children and Youth Services, of a purchase of iPhones to be utilized by staff, from Verizon or AT&T in the amount of

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\$49,680. The state will pay \$39,744 and \$9,936 will be funded through their operating budget. This purchase is being made from the PA State contract and does not require bidding.

Moved by Mrs. Vaughan; seconded by Mr. Shoher, approving the purchase of iPhones.

Roll call vote taken:

Mr. Shoher – 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, of a resolution approving the plan amendments to the Community Development Block Grant and Home Improvement Partnership Program which are part of the county's consolidated action plan.

Moved by Mrs. Vaughan; seconded by Mr. Shoher, approving the resolution for the Community Development Block Grant and Home Improvement Partnership Program.

Roll call vote taken:

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

Motion carried unanimously.

#### ANNOUNCEMENTS

An executive session was held at 10 a.m. Wednesday, September 14, 2016, following the agenda meeting to discuss personnel and real estate. The regularly scheduled Salary Board meeting will be held immediately following today's meeting.

#### SOLICITOR

None

There being no further business, Chairman Maggi declared the meeting adjourned at approximately 10:35 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

October 5, 2016  
 ATTEST: Cynthia S. Guffner  
 CHIEF CLERK