

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1607929LD

Minute No. 1036

Washington County Commissioners

Washington, Pennsylvania, April 20, 2017

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 and Harlan G. Shober; absent Diana Irey Vaughan. Also being present: Father Bob Hanna, St. Mary's Anglican Church, Charleroi, Pa.; American Legion Post 175 representative Debra Williams; Solicitor J. Lynn DeHaven; Director of Administration Scott Fergus; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; Executive Secretaries Joy Orndoff, Marie Trossman and Randi Marodi; Planning Department representative Gracie Abel; Controller Mike Namie; Human Resources Director Kathleen Bali; Finance Director Josh Hatfield; Building & Grounds Director Justin Welsh; Children & Youth Services Director Kim Rogers and Children and Youth employees Nicole Decker, Mindy Kass, Jeannie Bruce, Dianne Bucci, Tennille Newsome-Boyles, Rachel Thomas, Lora O'Neil, Tina Stefanick, April Hayden, Laura Livingstone, Tyler Smail, Philip Kosciuszko, Dan Chunko, Dave Cincinnati, Tina Crissman, Jennifer Johnson, Patricia Piccoli, Maureen Griffin, Amanda Spartz, Joyce Wright, Hailey Mays, Kevin McCrory, Abe Cochran, Tiffany Hoye, Hayden Crow, Coreen Berry, Jenna Schilken, Joe Zaranec, Azure Hixenbaugh, Kimberly Jackson, Deb Holden, Mallory Anderson, Jeannie Schuler, Michelle Colbert, Barbara Allen and Daniel Dumire, health center employees and SEIU representatives, Theresa Pearce, Randy Popielarceyk, Mary Cheek, Leeann Howell, Dawn Futrell; Patricia Piccoli and Kathy Shaner; George Washington Coin Club representatives Christine and Isaac Yankel; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Jim Jefferson; Herald Standard representative Pat Cloonan; and concerned citizen Lisa Foltz.

Mr. Maggi called the meeting to order at approximately 10:06 a.m.

Father Bob Hanna led the meeting with a prayer.

Ms. Williams led the Pledge of Allegiance.

Mr. Maggi entertained a motion approving Minute No. 1035 dated April 6, 2017.

Moved by Mr. Shober; seconded by Mr. Maggi, approving Minute No. 1035, as written.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Mr. Shober read a proclamation declaring April 2017, as Child Abuse Prevention Month.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the above proclamation.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

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Children & Youth Services Director Kim Rogers thanked the Commissioners for always supporting their office and she thanked her office staff for their continued hard work.

Mr. Maggi read a proclamation declaring April 16 - 22, 2017, as National Coin Week.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the above proclamation.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Christine Yankel and her son Isaac were in attendance to accept the proclamation. Ms. Yankel thanked the Commissioners on behalf of the George Washington Numismatic Association and the American Numismatic Association.

(RECESS FOR PHOTOS)

PUBLIC COMMENTS

Concerned citizen Lisa Foltz spoke of her dissatisfaction of accessible housing in Washington County. Section 8 housing will probably not open up for another two years. Ms. Foltz believes anyone needing accessibility with wheel chairs or power wheel chairs has had their hopes dashed in the downtown area.

OLD BUSINESS

BID AWARD

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, award the bid contract for the furnishing, delivering and/or installation of landscaping supplies for all county buildings to the following vendors based on their “per unit” cost submitted in their bid.

Federouch Landscape Supply,
Canonsburg, Pa.

New Look Landscaping & Design, Inc.,
Washington, Pa.

This contract is effective date of agreement through December 31, 2017. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

Moved by Mr. Shober, seconded by Mr. Maggi, approving the contract with the following vendors.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of the correctional facility, award the request for proposals for inmate banking software and commissary services to Keefe Supply Company, Strongsville, Ohio, for the purpose of providing commissary items to the inmates at the correctional facility. This contract will be effective from the date of agreement, through April 30, 2022, with the option to renew for one additional two-year period. The commission rate is 40% and all hardware and software is provided free of charge. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications. Also, this bid for the correctional facility was approved at the Prison Board meeting held April 19, 2017.

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Moved by Mr. Shober, seconded by Mr. Maggi, approving the contract with Keefe Supply Company.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

BID CONTRACT EXTENSION

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, approve the extension of our current service agreement for Industrial Commodities to the following vendors based on their percentage discount from their catalog/website unit cost.

W.W. Grainger, Lake Forest, Ill. Fairmont Supply, Canonsburg, Pa.

MSC Industrial Supply Co., Pittsburgh, Pa.

This contract extension will be effective June 18, 2017 through May 31, 2018. All other terms and conditions of the current agreement remain the same.

Moved by Mr. Shober, seconded by Mr. Maggi, approving the contract extension with the vendors listed above.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of Human Services, approve the extension of the current contract for the unified payment system to Govolution, Arlington, Va. The contract extension will be on a month-to-month basis with no cost to the county. All credit card payments to the treasurer at the counter or over the internet will have a 2.5% convenience fee added to the payee's total amount owed and all electronic checks will have a \$1.49 charge added. This extension is in accordance with the terms and conditions of the original contract.

Moved by Mr. Shober, seconded by Mr. Maggi, approving the contract extension with Govolution.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

DONATION RESOLUTION

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, to adopt a resolution, in compliance of Section 1805 of the county code governing the sale or disposition of personal property for the donation of a 2008 Kubota 4 x 4 tractor, and the attachments including all removal, hauling, loading and relocation listed on the surplus auction to the State Police Trooper-B Headquarters of Washington whom has completed the application for donated equipment and met all required criteria.

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Moved by Mr. Shober; seconded by Mr. Maggi, approving the resolution.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval, on behalf of Tax Assessment, to adopt the Washington County Board of Assessment Appeals “Rules of Appeal Procedures”, as revised.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the revision to the “Assessment Rules of Appeal Procedures”.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Washington County Transportation Authority, to adopt a resolution to provide matching funds for the fiscal year 2017-2018 in the amount of \$124,431.00, which when combined with the City of Washington’s match, will make available state funds in the amount of \$1,400,000.00.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the above resolution with the transportation authority.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval to adopt a resolution in support of the Mon/Fayette Expressway from PA Route 51 to I-376 project.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the above resolution supporting the Mon/Fayette Expressway.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of the appointment of Troy Hendl and Brianne Bayer Mitchell to the Children and Youth Advisory Board.

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Moved by Mr. Shober; seconded by Mr. Maggi, approving the above listed board appointments.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Recorder of Deeds, of an agreement between the county and Progrid Conversion Services to convert recorded documentation (images) to microfilm. This agreement will be effective from the date of agreement with the option to renew on a year-to-year basis unless terminated by either party with a 90-day written notice. The cost will not exceed \$25,000 per year.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the agreement with Progrid Conversion Services.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Planning Commission and Parks and Recreation, of authorization to solicit proposals from qualified engineering firms to complete the design (including earthwork to prepare the site) and permitting of a second shelter at the Thompson Hill Development in Cross Creek Park.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the advertisement for proposals.

Roll call vote taken:

Mr. Shober – 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 contract with Steel Dog Construction for the development and installation of signs in Monongahela and Fredericktown for the newly constructed kayak launches. The contract authorization amount is \$11,200 and all costs will be paid with the Commonwealth Finance Agency grant.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the contract with Steel Dog Construction.

Roll call vote taken:

Mr. Shober – 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 performance grant for unreported recycling tonnages. The total amount to be paid to the County from the Department of Environmental Protection is approximately \$4,100.00.

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Moved by Mr. Shober; seconded by Mr. Maggi, approving the grant for unreported recycling tonnages.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Planning Commission and Parks and Recreation, of an easement statement of compliance and payment of \$4,540.54 to West Penn Power (First Energy Corp.) for the relocation of a pole at the top of Thompson Hill Road as part of the road-widening project. Costs will be paid from oil and gas lease funds.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the payment to West Penn Power for the relocation of a pole.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Planning Commission and Parks and Recreation, of a contract supplement in the amount of \$9,780.00 with HRG, Inc. for the completion of phase I archeological survey required by the PA Historical and Museum Commission in the permitting process. The revised contract authorization amount is \$47,280.00 and will be paid from oil and gas lease funds.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the contract supplement with HRG, Inc.

Roll call vote taken:

Mr. Shober – 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 new 2016-2017 provider service agreement with Cynthia Cook, Beaver Falls, Pa.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the new provider agreement.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Children & Youth Services, of a purchase of service agreement with Avanco International, Inc. to provide the child accounting and profile system (CAPS) version 10 upgrade. This agreement will be effective May 1, 2015 through August 31, 2015. The contract authorization amount will not exceed \$4,616.06 and no additional county funds are required.

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Moved by Mr. Shober; seconded by Mr. Maggi, approving the purchase of service agreement with Avanco International, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Children & Youth Services, of a purchase of service agreement with Avanco International, Inc. to provide access to the child accounting and profile system (CAPS). This agreement will be effective July 1, 2016 through June 30, 2017. The contract authorization amount will not exceed \$40,232.50 and no additional county funds are required.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the purchase of service agreement with Avanco International, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Children & Youth Services, of a purchase of service agreement with Avanco International, Inc. to provide consulting and ad hoc IT services and support. This agreement will be effective July 1, 2016 through June 30, 2017. The contract authorization amount will not exceed \$10,000 and no additional county funds are required.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the purchase of service agreement with Avanco International, Inc.

Roll call vote taken:

Mr. Shober – 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 allocation adjustments for the period of July 1, 2015 through June 30, 2016. No additional county funds are required.

<u>PROVIDER</u>	<u>FROM</u>	<u>TO</u>
Adelphoi Village – Multisystemic Therapy	\$80,000	\$81,000
Adelphoi Village – Restorative Counseling	30,000	43,000
TOTAL	\$110,000	\$124,000

Moved by Mr. Shober; seconded by Mr. Maggi, approving the above listed adjustments.

Roll call vote taken:

Mr. Shober – 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 & Youth Services, of a provider agreement with Adelphoi Village to provide foster care services. This agreement will be effective July 1, 2016 through June 30, 2017. The contract authorization amount is 2,100,000.00 and no additional county funds are required.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the agreement with Adelphoi Village.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Children & Youth Services, of a purchase of service agreement addendum with Adelphoi Village for the restorative counseling and aftercare program. This agreement will be effective July 1, 2016 through June 30, 2017. The contract authorization amount will increase from \$30,000 to \$65,000. No additional county funds are required.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the purchase of service agreement addendum with Adelphoi Village.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Building and Grounds, of a preventative maintenance agreement with Daikin Applied to cover the McQuay Chiller at the courthouse that will include two preventative maintenance visits and reports. The total cost is \$4,008.00/year and will be paid from their operating budget.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the agreement with Daikin Applied.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Court Technology, to enter into an agreement with Tiburon, Pleasanton, Calif. to provide an upgrade to the current FACTS program civil database. This upgrade will bring the civil database to the current release level of March 2017. The total cost for the upgrade is \$12,768.00 and will be paid from their operating budget.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the agreement with Tiburon.

Roll call vote taken:

Mr. Shober – 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 the Public Defender, of the purchase of two Verizon Mifi hotspots to be used by attorney(s) out in the field at preliminary hearings throughout Washington County. The total cost is \$39.99/month and will be paid from their operating budget.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the purchase with Verizon Wireless.

Roll call vote taken:

Mr. Shober – Yes; Mr. Maggi – Yes.

Motion carried unanimously.

ANNOUNCEMENTS

An executive session was held at 10 a.m. Wednesday, April 19, 2017, following the agenda meeting to discuss personnel. The regularly scheduled Salary Board meeting will be immediately following today's meeting.

SOLICITOR

None.

There being no further business, Chairman Maggi declared the meeting adjourned at approximately 10:38 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

Maggi 1, 2017

ATTEST: _____

CHIEF CLERK