

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1607929LD

Minute No. 1053

Washington County Commissioners
Washington, Pennsylvania, January 17, 2018

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. Also being present Rev. William P. Feeney, Immaculate Conception Church, Washington, Pa.; American Legion Post 391 representative Harry Wilson; Solicitor J. Lynn DeHaven; Director of Administration Scott Fergus; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; Executive Secretaries Joy Orndoff and Randi Marodi; Planning Department representative Gracie Abel; Controller Mike Namie; Finance Director Josh Hatfield; Treasurer Francis King; Human Resources Director Kathleen Bali, Assistant Director Andrea Johnston and employees April Jones and Regina Osko; Warden Ed Strawn and correctional personnel; John F. Kennedy Catholic School Student Council; Catholic Schools Week representative Kathy Costantino; St. Patrick's School representative Rita Polansky; Observer-Reporter Publishing Co. representative Barbara Miller; and concerned citizens representing the farm bureau, Lisa Wherry and Drew Manko.

Mr. Maggi called the meeting to order at approximately 2:04 p.m.

Rev. Feeney led the meeting with a prayer.

Mr. Wilson led the Pledge of Allegiance.

Mr. Maggi entertained a motion approving Minute No. 1052 dated January 4, 2018.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving Minute No. 1052, as written.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Mrs. Vaughan read a proclamation declaring January 28 through February 3, 2018, as Catholic Schools Week in Washington County.

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.

Kathy Costantino, on behalf of all Catholic schools, thanked the Commissioners for this recognition. Ms. Costantino then introduced Father Dan to accept the proclamation, St. Patrick's School Dean of Students, Rita Polansky, and students Desiree Hanq and Mark Engle. Ms. Polansky thanked the Commissioners for their continued support. Miss Hanq also thanked the Commissioners for this recognition and spoke how she enjoys her Catholic education. John F. Kennedy faculty member, Mrs. Paxton, introduced the student council. She also thanked the Commissioners for this recognition.

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Mr. Shober read a retirement plaque honoring Francesco Secreti for more than 29 years of devoted service in the correction facility. Warden Strawn and the Commissioners presented the plaque to Mr. Secreti. Warden Strawn gratefully thanked Mr. Secreti for being a positive role model to the younger staff. Mr. Secreti thanked the Commissioners, Warden Strawn and his fellow jail personnel. He stated that he loved every minute of it.

(RECESS FOR PHOTOS)PUBLIC COMMENTS

None.

OLD BUSINESSBID REJECTION

Solicitor DeHaven recommended the Board approve, on behalf of the Purchasing Department, the rejection of all bids for consulting services for a facility and space efficiency study. Bids came in over budget.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the bid rejection for consulting services.

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 to enter into a grant for a storm sewer easement by Robert J. and Denise M. Champe for the installation of an outlet of the storm sewer along Airport Road.

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 Planning Commission, of an invoice from West Penn Power in the amount of \$486.08 to extend electrical service across route 844 into the parking area for the trail head in Cross Creek Park. Electrical service will feed the new restroom to be set in this lot as well as provide service for future projects. Costs will be paid with Cross Creek gas lease funds.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the payment to West Penn Power.

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 the Planning Commission, of a hay lease agreement with Curtis Hamilton for tracts 10, 11, 12 and 13 totaling 53 acres in Cross Creek Park at a payment to the county of \$20 per acre (\$1,060). This agreement will be effective January 1, 2018 through December 31, 2018.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Curtis Hamilton.

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 amendment to the division order with Range Resources for the Sandra B Eaken Unit 7H and 8H near Mingo Park. The unit size has changed from 612.5806 acres to 614.1417 acres of which the county decimal interest is .08882108 remains the same.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the amended division order 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 the Planning Commission, of the certification of county funds for program year 2018 in the amount of \$65,097.87 from 2017 Clean and Green rollback tax penalties for the purchase of agricultural conservation easements through the Farmland Preservation Program.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the certification of the 2017 Clean and Green rollback tax penalties collected be appropriated to the 2018 program.

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 the authorization to bid for the reconstruction of the Pigeon #3 bridge in Carroll Township. Costs will be paid with Act 13 unrestricted funds previously allocated.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving authorization to bid.

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 Finance and Public Safety, of an agreement with the Pennsylvania Emergency Management Agency (PEMA) for the emergency management performance grant in the amount of \$161,879.58. This agreement will be effective October 1, 2017 through September 30, 2018 and funds will be used to partially reimburse salaries and benefits of four public safety staff.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with the Pennsylvania Emergency Management Agency.

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 renewal of a professional services contract with The Cameron Wellness Center, for the purpose to provide employee wellness services. This agreement will be effective January 1, 2018 through December 31, 2018 at the following rates:

- Consulting Rate - \$4,400/annually plus mileage
- Nutritional Counseling - \$80/hour plus mileage
- Health Panel - \$275/hour
- Healthy Weight Healthy Heart Program - \$1,200 for a four-week course
- On-Site Group Exercises - \$75/hour
- Wellness Lectures - \$120/hour
- Wellness Events - \$150/hour
- Health Promotion - \$50/hour
- Diabetes Prevention Program - \$1,200 for a five-week course
- Weight Loss Challenge Program - \$400

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with The Cameron Wellness Center.

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 renewal of the current professional services contract with Carl Smith, Esquire of the law firm Weber, Gallagher, Simpson, Stapleton, Fires & Newby, LLP., to provide legal services to the county pertaining to workers' compensation claims. This agreement will be effective January 1, 2018 through December 31, 2018, at the following rates:

- Weight Loss Challenge Program - \$400
- Partner Attorney - \$180.00/hour
- Associate Attorney - \$150.00/hour
- Paralegal - \$90.00/hour

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Carl Smith, Esquire.

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 meeting and training expenses for the period of January 1, 2018 through December 31, 2018. The total expenses will not exceed \$27,255 and no additional county funds are required.

<u>EXPENSE</u>	<u>AMOUNT</u>
Meeting Food	\$5,819
Training and Outreach	12,395
SAMHSA Grant Training	2,060
Early Intervention Training	6,981
TOTAL	<u>\$27,255</u>

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

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 Purchasing Department, of the revised guidelines for suppliers to Washington County to include the following: Bid limit increases – Act NO. 2011-86. The bid limit thresholds will increase from \$18,500 to \$20,100 and from \$10,000 to \$10,900 for written quotes (with the annual adjustment for inflation). The new limits have been in effect since January 1, 2018, and is in compliance with state requirements. This booklet was developed and approved in 1994 and revised Minute No. 932 dated September 6, 2012. There have been changes in the county code and purchasing procedures that needed to be incorporated into the book, including 1801, 1802, 1803 and 23176. As per the solicitor, the county does not intend to have a bidding trigger that is more stringent than the state requirement.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the revised guidelines for suppliers.

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 Purchasing Department, of the revised Purchasing Policy and Procedure Manual to include the following: Bid Limit increases—Act NO. 2011-86: The bid limit thresholds will increase from \$18,500 to \$20,100 and from \$10,000 to \$10,900 for written quotes (with the annual adjustment for inflation). The new limits have been in effect since January 1, 2018 and is in compliance with state requirements. This booklet was developed and

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Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the revised Purchasing Policy and Procedure Manual.

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 the Sheriff's Department, of the purchase of two Ford Inceptor Utility Model K8A AWD vehicles, at a total cost of \$77,188.00. The proposed purchase would be made via PA State Contract/COSTARS 13, and therefore does not require bidding. The proposed vendor is Day Ford, Inc., of Monroeville, Pa. The cost would be covered by capital funding.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of a two utility vehicles for the Sheriff's Department.

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, January 17, 2018, following the agenda meeting to discuss personnel. The regularly scheduled Salary Board and Sinking Fund meetings will be immediately following the Board of Commissioners meeting.

SOLICITOR

None.

There being no further business, Chairman Maggi declared the meeting adjourned at approximately 2:37 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

January 30, 2018
 ATTEST: *Cynthia S. Kuffner*
 CHIEF CLERK