

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED E1607929LD

Minute No. 1061

Washington, Pennsylvania, May 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 Diana Irey Vaughan and Harlan G. Shober, Jr.; absent is Commissioner Larry Maggi. Also being present Deacon David Nichols, Holy Trinity Church, Washington, 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; Finance Director Josh Hatfield; Treasurer Francis King; Human Resources Acting Director Andrea Johnston; Teen Outreach Director Dr. Mary Jo Podgurski and representatives LaShauna Corruthers, Amy Gough, Emily Dale, Gabrielle Hyde, Bianca Stevens and James Wright; Marquette Associates representative Lee Martin, Ph.D.; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Bruce Sakalik and concerned citizens Thomas Lonich, Rich Mahoney and Morgan Livingston.

Mrs. Vaughan called the meeting to order at approximately 10:00 a.m.

Deacon Nichols led the meeting with a prayer.

Ms. Williams led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1060 dated May 3, 2018.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving Minute No. 1060, as written.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Mr. Shober read a proclamation dedicated May as National Teen Pregnancy Prevention Month, with this years' theme across all seven youth programs run by Washington Health System Teen Outreach being "*respect online.*"

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Dr. Mary Jo Podgurski accepted the proclamation with gratitude. She praised Washington Hospital Health System and the commissioners for always supporting these programs.

(RECESS FOR PHOTOS)

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PUBLIC COMMENTS

Greater Washington County Food Bank and The Farm representative Morgan Livingston spoke on behalf of the food bank and farm. She's encouraging more people to volunteer their time for their community.

OLD BUSINESSBID AWARD

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department and Parks and Recreation, approve the bid award contract for portable toilets and pumping services to Approved Toilet Rental, McKees Rocks, Pa. This agreement will be effective June 1, 2018 through May 31, 2020, with the option to extend for two additional two-year periods. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

Moved by Mr. Shober, seconded by Mrs. Vaughan, approving the contract with Approved Toilet Rental.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

BID EXTENSIONS

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, approve the extension of our current contract for the provision, installation and repair of radio equipment and other equipment for law enforcement vehicles to both Staley Communications, Inc., Wheeling W.Va. and A.V. Luttamus Communications, Inc., Weirton, W.Va. This contract extension will be effective through February 29, 2019, and all work will be performed on an as needed and time and material basis. All other terms and conditions of the current agreement remain the same.

Moved by Mr. Shober, seconded by Mrs. Vaughan, approving the contract extension with Staley Communications, Inc. and A.V. Luttamus Communication, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, approve the extension of our current contract for ammunition with Witmer Public Safety Group, Inc., Cantersville, Pa. This contract extension will be effective through November 30, 2018. All other terms and conditions of the current agreement remain the same.

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Moved by Mr. Shober, seconded by Mrs. Vaughan, approving the contract extension with Witmer Public Safety Group, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, approve the extension of our current contract for the furnishing, delivery and installation or repair of flooring for all Washington County facilities with Don Greer's Fashion Floors, Washington, Pa. This contract extension will be effective through May 31, 2019. All other terms and conditions of the current agreement remain the same.

Moved by Mr. Shober, seconded by Mrs. Vaughan, approving the contract extension with Don Greer's Fashion Floors.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

CHANGE ORDERS

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department and the Conservation District, approve the following change orders for plumbing with John Haughey & Sons, Inc. The contract amount will increase their current contract to \$92,394.76.

- Change Order #6 add bowls and faucet in kitchen and conference room - \$1,342.98 is accepted.
- Change Order #7 install 1" meter yoke at meter pit - \$897.40 is accepted.

Moved by Mr. Shober, seconded by Mrs. Vaughan, approving the change orders with John Haughey & Sons, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department and the Redevelopment Authority, approve the following (general trades) change order with DiMarco Construction for additional excavation work. The contract amount will increase their current contract to \$2,638,000.00

- Change Order #1 additional excavation costs

The unit prices for over excavation are \$25 per cubic yard for the use of onsite materials and \$50 per cubic yard for the use of imported materials and proper disposal of unsuitable materials. The full description of the unit prices is below.

Unit Price No. A2: Over excavation and fill with onsite materials:

1. Description: Provide a unit price to add to the base proposal use of suitable excess onsite material as required by inadequate subgrade materials including excavation and disposal of the unsuitable material.

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2. Unit of measurement: Cost per cubic yard.

Unit Price No. A3: Over excavation and fill with imported materials:

1. Description: Provide a unit price to add to the base proposal use of suitable imported material as required by inadequate subgrade materials including all costs for obtaining the material from a permitted offsite location and transportation to the site, excavation, and disposal of the unsuitable material.

2. Unit of measurement: Cost per cubic yard.

Included in the base proposal is the disposal of up to 900 cubic yards of excess material from the site. This material (excess topsoil) has been stockpiled on the site and will be removed.

Based on the estimate of 3000 cubic yards of unsuitable material and 3000 cubic yards of suitable material, the total cost of the change will be \$225,000 and will be paid from Act 13 Funds.

Moved by Mr. Shober, seconded by Mrs. Vaughan, approving the change order with DiMarco Construction.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

NEW BUSINESS

Chief Clerk respectfully requests the Commissioners approve the reappointments of Leslie Grenfell and Nicholas Rawlins to the Washington County Transportation Authority.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, to enter into an Intergovernmental Cooperation Agreement (IGA) and a Memorandum of Understanding (MOU) between the County of Washington, Washington County Land Bank, West Brownsville Borough and the Brownsville School District for the purpose of participating in the County Land Bank.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the intergovernmental cooperation agreement.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 A&A Consultants, Inc. to complete construction inspection of the Phase II entrance upgrades at the Washington County fairgrounds at an amount not to exceed \$66,340.35. Costs will be paid with LSA/Greenways funds allocated to the project.

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Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the contract with A&A Consultants, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Planning Commission, of a division order with Range Resources for the Kancel Unit 13H associated with Cross Creek Park (non-surface) at a decimal interest of .00000637.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 the Pennsylvania Trolley Museum at a cost not to exceed \$41,000 for the purchase and installation of materials associated with the Fair Entrance Phase II upgrades. The county will reimburse for costs to purchase materials to replace/repair the trolley tracks and system and the Trolley Museum will provide the labor to complete the work. Costs will be paid with LSA/Greenways funds allocated to the project.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the agreement with the Pennsylvania Trolley Museum.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 the Pennsylvania State Historic Preservation Officer (SHPO) to authorize SHPO to market the Buffalo 29 bridge for relocation and adaptive reuse until August 15, 2018 after which time it may be demolished and authorizing Washington County to relocate and reuse the Wheeling 8 bridge on a trail in Cross Creek county park. These efforts will offset the replacement of the historic truss bridges.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the agreement with the Pennsylvania State Historic Preservation Officer.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 an easement agreement with ESC Brooke County Power, LLC for a 35 foot pipeline to be bored under the Panhandle Trail in Smith Township at a payment to Washington County of \$15,000. No impacts to the improved trail surfaces are permitted.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the agreement with ESC Brooke County Power, LLC.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Planning Commission, of a reimbursement agreement (R18120004) between the Commonwealth of Pennsylvania and Washington County, for Washington County Fairgrounds Entrance Phase II, for amount eligible to be reimbursed to the county of \$742,000.00. Matching county funds to be drawn from the project LSA grant and ACT 13 Greenways account.

Said motion also authorizes the Chairman of the Board, Larry Maggi, to execute the agreement as well as designates the Chairman as the authorized signature on the agreement.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Finance, respectfully requests the Commissioners approve a renewal of the county's property and casualty insurance for 2018-2019 with PA Counties Risk Pool (PCoRP) for property, boiler and machinery, general liability, inland marine and computers, automobile, law enforcement, crime, public officials and terrorism coverages. The annual premium is \$495,274, and covers the period of June 1, 2018 through June 1, 2019.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Finance and the Redevelopment Authority (RAWC), of a letter agreement proposal under the existing professional services agreement between RACW as agent for the Washington County Airport and CDI-Infrastructure, LLC dba L.R. Kimball for the completion of Federal Aviation Administration and Bureau of Aviation requirements for the construction of the public safety building at the airport. The letter agreement proposal is in the amount of \$7,500 and will be paid from Act 13 funds.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 application for the period of July 1, 2018 through June 30, 2019. The funds are provided by the Pennsylvania Department of Human Services and no additional county funds are required.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Children and Youth Services, of a provider agreement with Formative Outcomes, LLC for the provision of motivational interview training. This agreement will be effective July 1, 2017 through June 30, 2018. The contract authorization amount is \$11,500 and no additional county funds are required.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the provider agreement with Formative Outcomes, LLC.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Children and Youth Services, of a provider agreement addendum with Avanco International, Inc. to provide access to the Child Accounting and Profile System (CAPS). This agreement will be extended three-months to September 30, 2017. The contract authorization amount will be increased by \$10,058 to \$50,290.50 and no additional county funds are required.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the provider agreement addendum with Avanco International, Inc.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Purchasing Department and Clerk of Courts, to enter into an agreement with Convenient Payments, (Pineapple) LLC to provide Clerk of Courts customers the ability to utilize statewide telephone electronic payment processing

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with a daily report being provided to the Clerk of Courts. This agreement will continue unless provided a 60-day written notice. Customer fees will be added to the client transaction at no cost to the county.

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the agreement with Convenient Payments, LLC.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Purchasing Department, to enter into an agreement with Hilltop Outdoor Service's, LLC, Washington, Pa for mowing services for approximately seven acres of county property (adjoining the health center) along N. Main Street at the following rates:

- Initial brush hog, cut, weed eating - \$1,200
- Mowing every 10 days in the spring and every two weeks in the summer - \$300 per cut
- Weed eating one time per month - \$200

Moved by Mr. Shober; seconded by Mrs. Vaughan, approving the agreement with Hilltop Outdoor Service's, LLC.

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Purchasing Department and the Washington County Correctional Facility, of the purchase of an oven, water softener, proofer cabinet and serving counter. The total cost is \$44,000 and will be paid from capital funding. This purchase is made via PA COSTARS, and therefore does not require bidding. This purchase for the correctional facility was approved in the Prison Board meeting held PB 5-16-18 dated May 16, 2018.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 2018 annual action plan for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Emergency Solutions Grants (ESG) Programs.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 to execute the 2018 Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund Grant agreement with the Pennsylvania Housing Finance Agency in the amount of \$533,000.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – 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 authorizing the submission of an application to the Commonwealth of Pennsylvania's Neighborhood Stabilization Program (NSP) and designating the Redevelopment Authority as the administering agency for the NSP funds.

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

Roll call vote taken:

Mr. Shober – Yes; Mrs. Vaughan – Yes.

Motion carried unanimously.

ANNOUNCEMENTS

The agenda meeting was held at 10 a.m. Wednesday, May 16, 2018, with no executive session. The regularly scheduled Salary Board meeting has been cancelled. The Retirement Board meeting will be immediately following today's meeting. All county offices will be closed Monday, May 28, 2018, in observance of Memorial Day.

SOLICITOR

None.

There being no further business, Vice Chairman Vaughan declared the meeting adjourned at approximately 10:28 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____ *June 5*, 2018
 ATTEST: _____
 CHIEF CLERK