

## MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1316649LD

Minute No. 1072

December 6, 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 Lay Minister Robert VanKirk of the Alliance Church of Washington, Washington, Pa.; American Legion Post 175 representative Rich Warco; 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; Human Resources Acting Director Andrea Johnston; Treasurer Francis King; Marquette representatives Lee Martin and Sarah Wilson; Raylient Asset Management representative David Rice; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Bruce Sakalik and concerned citizens Frank Byrd and Tom Lonich.

Mr. Maggi called the meeting to order at approximately 10:04 a.m.

Mr. VanKirk led the meeting with a prayer.

Mr. Warco led the Pledge of Allegiance.

Mr. Maggi entertained a motion approving Minute No. 1071 dated November 15, 2018.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving Minute No. 1071, as written.

Roll call vote taken:

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

Motion carried unanimously.

#### SPECIAL ORDER OF BUSINESS

None.

(RECESS FOR PHOTOS)

#### PUBLIC COMMENTS

Frank Byrd expressed his concern regarding a seventh judge for Washington County. He believes public hearing should be held for discussion of this expense. And he believes the district attorney should stay located in the court house.

#### OLD BUSINESS

#### BID AWARDS

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, approve the bid award contract with Scalise Industries Corporation, Lawrence, Pa. for the provision of HVAC and preventative maintenance. This agreement will be effective January 1, 2019 through December 31, 2020, with the option to renew for two additional one-year periods. All time and material repairs are to be done on an as needed basis at the rates of between \$104.50 and \$164.65/hr. emergency rate, and for projects over \$25,000, at the rate of \$103 and \$159/hr. emergency rate. Material is vendor's cost plus a 16-20% markup. This bid is

being awarded to the lowest most responsive and responsible bidder meeting requirements. This award for the correctional facility is contingent upon prison board approval.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the contract with Scalise Industries Corporation.

Roll call vote taken:

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

Motion carried unanimously.

Solicitor DeHaven recommended the Board, on behalf of the Purchasing Department, approve the bid award contract with The Hite Company, Washington, Pa. for electrical supplies (pick up) for all Washington County facilities. This agreement will be effective January 1, 2019 through December 31, 2020, with the option to renew for two additional two-year periods. This bid is being awarded to the lowest most responsive and responsible bidder meeting requirements, based on their percent discount from catalog cost as submitted in their bid proposals.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the contract with The Hite 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 the Purchasing Department, approve the bid award contract for plumbing supplies to the following vendors:

- Colt Plumbing, Mechanicsburg, PA at the Category B discount of 25%.
- McKean Plumbing & Heating, Washington, PA at a 15% discount from both Category A & B.
- W.W. Grainger, Lake Forest, IL at the Category B 5% discount off CRP.

This agreement will be effective January 1, 2019 through December 31, 2020, with the option to renew for two additional two-year periods at a total yearly cost of approximately \$10,000. This bid is being awarded to the lowest most responsive and responsible bidders meeting specifications. All work is to be done based on a time and material rate on an as needed basis.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the contract for plumbing supplies with the following vendors.

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 the Purchasing Department and Building and Grounds, approve a change order with Emcor Services Scalise Industries, Lawrence, Pa. for the

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installation of a boiler at the Courthouse Square during weekend hours at a cost of \$8,433.18. The total cost for the project is \$88,400.18 and will be paid from Act 13 funds.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the change order with Emcor Services Scalise Industries.

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 Court Administration, of a purchase of service agreement with Anastasa Williams, Esq., to represent a parent or parents of dependent children in cases in which a conflict of interest exists within Southwestern Pennsylvania Legal Services, as determined by the Court. This agreement will be effective January 1, 2019, and will automatically renew annually, unless terminated by either party with a 60 day written notice. The contract authorization amount will be \$25,000 (\$2,083.33 for 11 months and \$2,083.37 for the 12<sup>th</sup> month).

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement with Anastasa Williams, Esq.

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 a purchase of service agreement with Jennifer Dickquist, Esq., to represent a parent or parents of dependent children in cases in which a conflict of interest exists within Southwestern Pennsylvania Legal Services, as determined by the Court. This agreement will be effective January 1, 2019, and will automatically renew annually, unless terminated by either party with a 60 day written notice. The contract authorization amount will be \$25,000 (\$2,083.33 for 11 months and \$2,083.37 for the 12<sup>th</sup> month).

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement with Jennifer Dickquist, Esq.

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 a purchase of service agreement with James Jeffries, Esq., to represent a parent or parents of dependent children in cases in which a conflict of interest exists within Southwestern Pennsylvania Legal Services, as determined by the Court. This agreement will be effective January 1, 2019, and will automatically

renew annually, unless terminated by either party with a 60 day written notice. The contract authorization amount will be \$25,000 (\$2,083.33 for 11 months and \$2,083.37 for the 12<sup>th</sup> month).

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase of service agreement with James Jeffries, Esq.

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 following reappointments: Washington County Authority: Dennis Dutton and Kenneth McWilliams; Behavioral Health and Developmental Services: Nelson Solow, Emily Stavovy, Michael Pecosh, Dr. Jennifer Ripepi and Marie Ripepi; Conservation District: John Hunter, Williams Iams and Larry Maggi as the county commissioner director; Farmland Preservation: Mac Carter and Jeremy Matinko; Hospital Authority: Dr. John Holets and Dennis Dutton; Housing Authority: Jim McDonald; Industrial Development Authority: Steve Johnson; and Planning Commission: Kenneth Kulak.

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

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 Coroner, of a revised fee schedule to be compliant with the codification of the county code known as Act 154 of 2018. This act will be effective December 23, 2018.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the revised fee schedule.

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 revision to the previously approved right of way agreement across the Panhandle Trail with Mark West Energy for an additional 85 feet of temporary workspace required to complete the bore under the trail and three areas of repair paving.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the revision to the right of way agreement with Mark West Energy.

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 Juvenile Probation, of a grant application with Pennsylvania Commission on Crime and Delinquency (PCCD) for equipment upgrades for the LEADER program. The application amount is \$20,000.00 and will be for the period of November 15, 2018 through December 14, 2019.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant application 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 Finance and Juvenile Probation, of a grant application with Pennsylvania Commission on Crime and Delinquency (PCCD) for equipment upgrades for the Jobs program. The application amount is \$20,000.00 and will be for the period of November 15, 2018 through December 14, 2019.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the grant application 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 Finance and Public Safety, of a grant agreement with Pennsylvania Emergency Management Agency (PEMA) for statewide interconnectivity funding. The grant agreement is in the amount of \$49,800.00 and will be for the period of January 1, 2019 through December 31, 2019.

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

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 a renewal of the Opt-Out rate for health insurance to remain the same as 2018 at a rate of \$200 per month.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the Opt-Out rate for health insurance.

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 a renewal of the annual contract for medical coverage with Highmark Blue Cross Blue Shield. This agreement will be effective January 1, 2019 through December 31, 2019. There is no change in the premium.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with Highmark Blue Cross Blue Shield.

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 a renewal of the annual contract for retirees over age 65 with Highmark Freedom PPO Blue. This agreement will be effective January 1, 2019 through December 31, 2019. Rates will remain the same.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with Highmark Freedom PPO Blue.

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 a renewal of the annual contract for dental coverage with United Concordia. This agreement will be effective January 1, 2019 through December 31, 2019. The monthly rates will increase as follows:

- Individual - \$19.87
- Individual plus one - \$37.54
- Family - \$58.16

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with United Concordia.

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 2019 W.E.L.L. program beginning January 1, 2019 through October 31, 2019 as follows:

- An employee will receive \$100.00 for completing the Highmark Share Care Wellness Real Age Test on-line and participate in the multiphasic blood testing. If the employee's spouse participates in the wellness profile on-line and the multiphasic testing, the employee will receive an extra \$50.00.
- An employee will receive an extra \$50.00 for completing the following exams:
  - Preventative Exam
  - Dental Exam
  - Vision Exam
  - Flu Shot

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- An employee will receive an extra \$100.00 for completing 150 points worth of wellness activities of their choice.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the 2019 W.E.L.L. 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 Human Resources, of a renewal of the current contract with Colonial Supplemental Insurance. This agreement will be effective January 1, 2019 through December 31, 2019.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with Colonial Supplemental Insurance.

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 a professional service contract with Mon Valley Hospital to provide multiphasic blood screening services for employees and spouses. This agreement will be effective January 1, 2019 through December 31, 2019. The contract authorization amount is \$30.00 per person.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Mon Valley Hospital.

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 DOT drug and alcohol testing consortium with the Washington Hospital Occupational Medicine Center to provide drug and alcohol testing for DOT-regulated random lottery draws. This agreement will be effective January 1, 2019 through December 31, 2019. The rates will remain the same as 2018.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with Washington Hospital Occupational Medicine 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 a professional services contract with The Cameron Wellness Center of the Washington Health System, for the purpose of providing employee wellness services. This agreement will be effective January 1, 2019 through December 31, 2019, and the rates will remain the same as 2018.

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

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 Employee Assistance Program (EAP) agreement with the Washington Hospital for counseling services to all full-time employees and eligible family members. This agreement will be effective January 1, 2019 through December 31, 2019. The annual contract fee is \$16,143 and the monthly fee for employees remains at \$1.69.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the contract with Washington Hospital.

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 provider agreement with Thomas Campbell Apartments for space and staff to provide the Nutrition Program at the Christian Church Homes Senior Community Center. This agreement will be effective October 1, 2018 through September 30, 2019 and annually thereafter. The contract authorization amount is \$4,000 per year, and no additional county funds are required.

Moved by Mrs. Vaughan seconded by Mr. Shober, approving the provider agreement with Thomas Campbell Apartments.

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 the following provider agreement addendums for the period July 1, 2017 through June 30, 2018. No additional county funds are required.

| <u>PROVIDER</u>          | <u>FROM</u>      | <u>TO</u>        |
|--------------------------|------------------|------------------|
| Blueprints               | \$160,000        | \$160,339        |
| Pressley Ridge           | 2,500            | 7,314            |
| Wesley Spectrum Services | 3,000            | 3,185            |
| <b>TOTAL</b>             | <b>\$165,500</b> | <b>\$170,838</b> |



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

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 provider agreements with the list of the following providers. These agreements will be effective July 1, 2018 through June 30, 2019. No additional county funds are required.

| <u>PROVIDER</u>                             | <u>AMOUNT</u>           |
|---|-------------------------|
| Dr. Eric Bernstein                          | \$100,000               |
| Erie County                                 | \$50,000                |
| Pathways Adolescent Center                  | \$450,000               |
| Washington County Drug & Alcohol Commission | \$249,600               |
| <b>TOTAL</b>                                | <b><u>\$849,600</u></b> |

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

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 provider agreement with Therapeutic Early Intervention Services for the period of July 1, 2018 through June 30, 2019, and supersedes the Letter of Agreement dated August 16, 2018. The contract authorization amount is \$44,000 and no additional county funds are required.

Moved by Mrs. Vaughan seconded by Mr. Shober, approving the provider agreement with Therapeutic Early Intervention Services.

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 and Voter Registration, of payment to Elections Systems & Software, Chicago, Illinois for the software and maintenance license renewal. The total amount is \$18,050 and will be paid from their operating budget.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving payment to Elections Systems & Software.

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 and the Redevelopment Authority, of expenditures from both Hayes Mechanical in the amount of \$21,924 and Schultheis Electric in the amount of \$5,705.93 for an emergency purchase of a new boiler and electrical hookups at the Airport ABC Hanger. Costs will be paid with airport gas lease funds.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving payment to Hayes Mechanical and Schultheis Electric.

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 and the Correctional Facility, of payment to Johnson Controls for a new fire pump head and smaller jockey pump and relief valve to replace failing units at the correctional facility. The total amount is \$30,300 and will be paid from capital funds.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving payment to Johnson Controls.

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 and Public Safety, of payment to MRA, Inc., Washington, Pa. in the amount of \$39,733 for the PSAP Upgrade, Newland School Road Site Development including shelter with all necessary supplies/equipment to refurbish the 8 x 12 equipment shelter.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving payment to MRA, 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 the renewal and payment of the annual software support and maintenance agreement for Court Automation with Tiburon, Inc., Pleasanton, Calif. for the FACTS Case Management System. This agreement will be effective January 1, 2019 through December 31, 2019. The total cost is \$51,314 and will be paid from their operating budget.

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

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 Purchasing Department and Information Technology, to enter into a professional services agreement with Nortec Communications, Carnegie, Pa. for the purpose of providing professional services on an as needed basis at their 2019 rate schedule with an amount not to exceed \$20,000.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the agreement with Nortec Communications.

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 extension to our current agreement with Time Savers, Inc., Waynesburg, Pa., for the purpose of providing after-hours drug and alcohol screening for county employees on an as needed basis. This agreement will be effective through December 31, 2019.

Moved by Mrs. Vaughan; seconded by Mr. Maggi, approving the extension of the current agreement with Time Savers, Inc.

Roll call vote taken:

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 and Court Administration, to enter into a five-year lease agreement with Cecil Town Center, LLC (Thomas & Lynn Casciola) for office space for MDJ 27-3-06 (McDonald). This agreement will be effective January 1, 2019 through December 31, 2023, and shall continue for one additional five-year term based on negotiated lease terms through October 31, 2028. The rental rate is \$15.95/sq. ft. or \$3,322/month, including utilities with a 2.5% increase annually.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the lease agreement with Thomas & Lynn Casciola.

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 an extension of our current lease agreement with Danaus Plexippus, Belle Vernon, Pa. for MDJ 27-01-03 (Hopkins) for office space at a monthly rate of \$3,053. This agreement will be effective month-to-month until the new requests for proposals are received.

Moved by Mrs. Vaughan, seconded by Mr. Shober, approving the extension of our current lease agreement with Danaus Plexippus.

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 and Planning Commission, of the purchase of one standard wood pavilion to be placed at the Shelter 2 site at Ten Mile Creek Park from Pete Jeffrey & Associates, Indianola, Pa. The total cost is \$26,156 and will be paid with oil and gas funds. The proposed purchase would be placed via CoStars 14, and therefore does not require bidding.

Moved by Mrs. Vaughan; seconded by Mr. Shober, approving the purchase from 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 Purchasing and the Sheriff's Department, of the purchase of two 2018 Ford Inceptor Utility Model K8A AWD vehicles, at a total cost of \$77,476. The proposed purchase would be made via PA State Contract/COSTARS 13, and therefore does not require bidding. The proposed vendor is C. Harper Ford, Inc., of Belle Vernon, 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.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Purchasing Department and Recorder of Deeds, of a payment for the proposed restoration of historic deed books with Kofile Preservation, Essex, Va., at an amount not exceed \$150,000, and will be paid from the Recorder of Deeds improvement fund. The proposed restoration is under the state contract, and therefore, does not require bidding.

Moved by Mr. Shober; seconded by Mr. Maggi, approving the restoration of historic deed books.

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 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 \$20,100 to \$20,600 and from \$10,900 to \$11,100 for written quotes (with the annual adjustment for inflation). The new limits will be effective January 1, 2019, and is in compliance with state requirements. This booklet was developed and approved in 1994 and revised Minute No. 725 dated August 7, 2003, and Minute No. 932 dated September 6, 2012.

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 \$20,100 to \$20,600 and from \$10,900 to \$11,100 for written quotes (with the annual adjustment for inflation). The new limits will be effective January 1, 2019, and is in compliance with state requirements. This booklet was developed and approved in 1994 and revised Minute No. 728 dated September 18, 2003, and Minute No. 932 dated September 6, 2012.

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.

### ANNOUNCEMENTS

The regularly scheduled Salary and Retirement Board meetings will be immediately following today's meeting.

### SOLICITOR

Solicitor DeHaven presented to the Board for their consideration and approval of tax refunds in the amount of \$18,922.96.

MARKWEST LIBERY MIDSTREAM &  
RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District AMWELL  
Parcel 020-002-00-00-0017-00A  
Amount \$853.25

MARKWEST LIBERY  
MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District AMWELL  
Parcel 020-008-00-00-0014-00A  
Amount \$368.65

MARKWEST LIBERY MIDSTREAM  
& RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District AMWELL  
Parcel 020-016-00-00-0001-00A  
Amount \$352.21

SWIHART CHARLES F & PATRICE M  
723 AMITY RIDGE ROAD  
AMITY, PA 15311  
Tax Year: 2018  
District AMWELL  
Parcel 020-020-00-00-0020-01  
Amount \$236.23

WEST PENN POWER CO TAX DEPT  
D-5  
800 CABIN HILL DRIVE  
GREENSBURG, PA 15601  
Tax Year: 2018  
District CARROLL  
Parcel 130-004-00-00-0020-01B  
Amount \$920.42

MARKWEST LIBERY MIDSTREAM &  
RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District CHARTIERS  
Parcel 170-003-00-00-0007-00A  
Amount \$1,267.62

ELEANORE J STEFANCIC TRUSTEE  
97 EBLERT ROAD  
W. ALEXANDER, PA 15376  
Tax Year: 2018  
District DONEGAL  
Parcel 230-015-00-00-0006-02  
Amount \$405.78

MARKWEST LIBERY MIDSTREAM &  
RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District INDEPENDENCE  
Parcel 370-009-00-00-0019-00A  
Amount \$672.55

SUN RAY PROP LLC  
32 CEMETERY ROAD  
CHARLEROI, PA 15022  
Tax Year: 2018  
District N. CHARLEROI  
Parcel 500-004-00-01-0001-00  
Amount \$741.33

MARKWEST LIBERY MIDSTREAM &  
RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District ROBINSON  
Parcel 550-018-00-00-0001-00  
Amount \$1,612.21

MARKWEST LIBERY MIDSTREAM &  
RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District SMITH  
Parcel 570-030-00-00-0003-00A  
Amount \$1,503.38

MARKWEST LIBERY  
MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District BLAINE  
Parcel 050-006-00-00-0007-00A  
Amount \$460.86

ELISH REVOC TR C/O  
GEORGE & JOYCE ELISH  
500 CIRCLE LANE  
CANONSBURG, PA 15317  
Tax Year: 2018  
District CECIL  
Parcel 140-007-00-00-0039-02  
Amount \$6.43

MARKWEST LIBERY  
MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District CHARTIERS  
Parcel 170-003-00-00-0012-00A  
Amount \$1,287.63

MARODY VINCENT  
620 HIGHLAND AVENUE  
N. CHARLEROI, PA 15022  
Tax Year: 2018  
District FALLOWFIELD  
Parcel 320-007-05-13-0005-00  
Amount \$145.41

MARKWEST LIBERY  
MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District MT PLEASANT  
Parcel 460-006-00-00-0028-00A  
Amount \$389.8

SWAREK JEFFREY S &  
CHRISTINE L  
1024 OAKWOOD DRIVE  
CANONSBURG, PA 15317  
Tax Year: 2018  
District N. STRABANE  
Parcel 520-012-04-00-0037-00  
Amount \$682.75

SLOVAK BENEFICIAL SOCIETY  
OF ROSCOE  
P.O. BOX 312  
ROSCOE, PA 15477  
Tax Year: 2018  
District ROSCOE  
Parcel 560-003-00-01-0001-00  
Amount \$95.72

WALLO WILLIAM M & ELLEN  
G  
115 WREN WAY  
WASHINGTON, PA 15301  
Tax Year: 2018  
District S. STRABANE  
Parcel 600-007-04-02-0004-00  
Amount \$42.4

MARKWEST LIBERY MIDSTREAM  
& RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District CANTON  
Parcel 120-001-00-00-0005-01A  
Amount \$418.41

MONIODES LISA  
2 PRISTINE PLACE  
CANONSBURG, PA 15317  
Tax Year: 2018  
District CECIL  
Parcel 140-009-06-00-0038-00  
Amount \$1.43

MARKWEST LIBERY MIDSTREAM  
& RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District DONEGAL  
Parcel 230-009-00-00-0006-00A  
Amount \$1,221.41

MARKWEST LIBERY MIDSTREAM  
& RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District HOPEWELL  
Parcel 350-006-00-00-0003-00A  
Amount \$703.71

MARKWEST LIBERY MIDSTREAM  
& RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District MT. PLEASANT  
Parcel 460-011-00-00-0001-00A  
Amount \$478.19

FORMAN PETER  
537 CORTLAND DRIVE  
FINLEYVILLE, PA 15332  
Tax Year: 2018  
District PETERS TOWNSHIP  
Parcel 540-001-08-00-0016-00  
Amount \$4.53

MARKWEST LIBERY MIDSTREAM  
& RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District SMITH  
Parcel 570-003-00-00-0014-00A  
Amount \$1,580.30

WTB HOUSING LP  
130 SEVENTH STREET, SUITE 320  
PITTSBURGH, PA 15222  
Tax Year: 2018  
District WASHINGTON 4<sup>TH</sup> W  
Parcel 740-001-00-03-0001-00  
Amount \$345.3

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1316649LD

MARKWEST LIBERY MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District BUFFALO  
Parcel 060-001-00-00-0021-00A  
Amount \$1,663.07

MARKWEST LIBERY MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District BUFFALO  
Parcel 060-001-00-00-0021-00A  
Amount \$179

MORAN MICHAEL JAMES JR & MICHELLE LY  
2037 ST PATRICK DRIVE  
MCDONALD, PA 15057  
Tax Year: 2018  
District CECIL  
Parcel 140-006-18-00-0041-00  
Amount \$61.12

MARKWEST LIBERY MIDSTREAM & RESOURCES  
539 S. MAIN STREET  
FINDLAY, OH 45840  
Tax Year: 2018  
District CHARTIERS  
Parcel 170-013-00-00-0008-00A  
Amount \$104.06

PATEL MITHUN & DHRUPTI  
617 SAGEWOOD DRIVE  
VENETIA, PA 15367  
Tax Year: 2018  
District PETERS TOWNSHIP  
Parcel 540-001-06-00-0009-00  
Amount \$80.26

PATEL MITHUN & DHRUPTI  
617 SAGEWOOD DRIVE  
VENETIA, PA 15367  
Tax Year: 2018  
District PETERS TOWNSHIP  
Parcel 540-001-06-00-0009-00  
Amount \$37.54

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

Roll call vote taken:

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

Motion carried unanimously.

There being no further business, Chairman Maggi declared the meeting adjourned at approximately 10:30 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

*December 19*, 2018

ATTEST:

*Cynthia B. Suffern*  
CHIEF CLERK