

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E00718327LD

Minute No. 1095

January 7, 2020

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, Larry Maggi and Nick Sherman. Also present were The Rev. Justin Amsler, McDonald Presbyterian Church, McDonald, Pa.; Retired Colonel United States Army Reserves Robert Vaughan; Solicitor Jana Grimm; Chief of Staff John Haynes; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; Executive Secretaries Marie Trossman, Joy Orndoff and Patrick Geho; Planning Department representative Gracie Abel; Finance Director Josh Hatfield; Election Office Director Melanie Ostrander; Register of Wills Director James Roman; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Bruce Sakalik and concerned citizens Tom Lonich, Daryl Price, and Thomas Barchford.

Mrs. Vaughan called the meeting to order at approximately 10 a.m., and announced this meeting is being broadcast live with audio via FaceBook and the county website.

The Rev. Amsler led the meeting with a prayer.

Mr. Vaughan led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1094 dated December 19, 2019.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1094, as written.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

None.

RECESS FOR PHOTOS)

PUBLIC COMMENTS

None.

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval, of the appointment of the law firm of Steptoe & Johnson, PLLC representative, Jana Grimm, as county solicitor. Details of the contract are being finalized and will be approved at a future meeting.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Jana Grimm and Steptoe & Johnson, PLLC, as the solicitor for Washington County.

Roll call vote taken:

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

Motion carried unanimously.

OLD BUSINESS

BID CONTRACT

Solicitor Grimm recommended the Board, on behalf of the Purchasing Department and Voter Registration, approve payment for election bags to William Penn Printing, Pittsburgh, Pa. The total amount is \$30,617.50 and will be paid from Act 13 funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving payment to William Penn Printing.

Roll call vote taken:

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

Motion carried unanimously.

NEW BUSINESS – (continued)

Chief Clerk presented to the Board for their consideration and approval, of the following board appointments to the Tax Assessment Appeals Board: Bill West, John Rheel, and Patrick Geho. The annual cost is \$38,000.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the Tax Assessment Appeals Board appointments.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, of the appointment of Nick Sherman to the SPC Commission Board and Daryl Price to the Redevelopment Authority Board.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the Redevelopment Authority Board appointments.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 renewal with Kymberly A. Secreet, for animal control services in the Washington County parks. This contract will be effective January 1, 2020 through December 31, 2020, with the option to renew for one additional year. The contract authorization amount is \$4,800 annually (\$400/month) and will be paid from Parks operating budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the contract with Kymberly A. Secreet.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 aerial easement with Robinson Power Company to cross the Panhandle Trail in the Bulger area of Smith Township. The terms of the easement restrict the minimum height to 40' above the trail; no surface impact to the trail, and a payment of \$15,000 to the county.

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Moved by Mr. Sherman; seconded by Mr. Maggi, approving the aerial easement with Robinson Power Company.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 renewal of the contract with the Pennsylvania Trolley Museum to conduct tours at the courthouse. This contract will be effective January 1, 2020 through December 31, 2020, at a total amount of \$4,000. Costs will be paid from Planning's operating budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Pennsylvania Trolley Museum.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 authorization to bid for renovations to Hall 3 at the Washington County Fairgrounds. Costs will be paid with local share funds, greenways funds and fair gas lease funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving authorization to bid.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of Finance and the Sheriff's Office, of an application and award with Washington Drug and Alcohol Commission, Inc. for the Hidden in Plain Sight Program of the DARE program. The application and award is in the amount of \$2,000 and will be used to purchase furniture, bedroom props and transport equipment.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the application with Washington Drug and Alcohol Commission, Inc.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board, on behalf of Children and Youth Services, of the cost of training and all travel related fees, within the rules of the county's travel policy, for an employee to attend an Advanced Forensic Investigation Training in Phoenix, Arizona from February 8-14, 2020. Training and all related travel expenses will be approximately \$3,360 and no additional county funds are required.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving travel to Phoenix, Arizona.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Voter Registration, of the advertising for bids for temporary technical staffing services.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving advertising of bids.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Correctional Facility, to enter into an agreement with Washington Physician Hospital Organization, Inc., including the 2020 price list for the provision of healthcare and medical services and outpatient hospital visits and specialist care to the inmates onsite at the correctional facility. This agreement is effective January 1, 2020 through December 31, 2020. The total yearly cost is \$97,512 (\$8,126/month) for onsite primary care with all outpatient services being paid on a fee for service, based on current Medicare rates, with a \$12,000 fixed monthly fee from which WPHO will pay all such claims.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Washington Physician Hospital Organization, Inc.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Information Technology, of payment to TEK Systems, for one temporary individual for the IT office at a rate of \$44/hour.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving payment to TEK Systems.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Voter Registration, of the purchase of voting equipment including image scanners, precinct scanners, ballot marking device, memory device, software, services, installation and training from Elections Systems & Software LLC, Omaha, Neb., in the amount of \$162,558. The proposed purchase is in accordance with the pricing on the PA State Contract/CoStars 39 and therefore does not require bidding. Purchasing

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also requests an agreement covering ongoing software and hardware maintenance and support for the voting equipment at a total cost of \$16,325. This agreement is effective the date of delivery through the fifth anniversary thereof and will be paid from state grant money and Act-13 funding.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of voting equipment from Elections Systems & Software, LLC.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Purchasing Department, of the purchase of four iPhones in the amount of \$200.00 per device through Verizon Wireless. The phones will be utilized by the newly elected officials: Tom Flickinger, Treasurer; Brenda Davis, Clerk of Courts; Laura Hough, Prothonotary and John Haynes, Chief of Staff; to access county emails and to be reached during and after business hours. The total cost is \$50 per month, including unlimited text and data and 400 anytime minutes.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of four iPhones.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Purchasing Department, of the purchase of one Galaxy S10 in the amount of \$200.00 through AT&T. The phone will be utilized by the newly elected official James Roman, Register of Wills to access county emails and to be reached during and after business hours. The total cost is \$50 per month, including unlimited text and data and 400 anytime minutes.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of one Galaxy S10.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – 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 \$20,600 to \$21,000 and from \$11,100 to \$11,300 for written quotes (with the annual adjustment for inflation). The new limits have been in effect since January 1, 2020, 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 2317. As per the solicitor, the county does not intend to have a bidding amount that is more stringent than the state requirement.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the revised guidelines for suppliers.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – 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 \$20,600 to \$21,000 and from \$11,000 to \$11,300 for written quotes (with the annual adjustment for inflation). The new limits have been in effect since January 1, 2020 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 purchasing procedures that needed to be incorporated into the book, including 1801, 1802, 1803 and 2317. As per the solicitor, the county does not intend to have a bidding amount that is more stringent than the state requirement.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the revised Purchasing Policy and Procedure Manual.

Roll call vote taken:

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

Motion carried unanimously.

SOLICITOR

Solicitor Grimm presented to the Board for their consideration and approval of tax refunds in the amount of \$209.64.

STALEY KERRY R. &
PEGGY ANN
59 STALEY AVENUE
WASHINGTON, PA 15301
Tax Year: 2019
District CANTON
Parcel 120-001-09-03-0011-00
Amount \$134.72

MADALINSKY MARY BETH &
ROBERT
303 FIFTH STREET
MCDONALD, PA 15057
Tax Year: 2019
District MCDONALD BORO
Parcel 470-001-00-01-0003-00
Amount \$74.92

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the above tax refunds.

Roll call vote taken:

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

Motion carried unanimously.

ANNOUNCEMENTS

An Executive Session was held at 10:30 a.m. on Monday, January 6, 2020, following the agenda meeting to discuss personnel. The regularly scheduled Salary Board meeting has been cancelled. The Board of Commissioners' meeting, Salary Board and Sinking Fund will be held on Thursday January 23, 2020. All county offices will be closed on Monday, January 20, 2020, in observance of Martin Luther King Day.

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There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 10:12 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

January 22, 2020

ATTEST:

Cynthia S. Guffey
CHIEF CLERK

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