

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED_F1808491KV

Minute No. 1100

March 18, 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 are Solicitor Jana Grimm; Chief of Staff John Haynes; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; and Observer-Reporter Publishing Co. representative Barbara Miller.

Mrs. Vaughan asked for all employees that are not required to be in attendance, to exit the meeting, following the guidelines of no more than 10 in a room.

Mrs. Vaughan called the meeting to order at approximately 1 p.m., and announced this meeting is being broadcast live with audio via Facebook and the county website.

Mrs. Vaughan led the meeting with a prayer.

Mr. Maggi led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1099 dated March 5, 2020.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1099, as written.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Mr. Sherman read a proclamation declaring April as 8-1-1 Safe Digging Month.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the proclamation.

Roll call vote taken:

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

Motion carried unanimously.

RECESS FOR PHOTOS

None.

PUBLIC COMMENTS

None.

OLD BUSINESSBID AWARD

Solicitor Grimm recommended the Board, on behalf of the Purchasing Department and Elections, approve the bid award contract for election supplies to William Penn Printing, Pittsburgh, Pa. based on their per unit bid prices. This contract will be effective March 5, 2020 through December 31, 2020. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the contract with William Penn Printing.

Roll call vote taken:

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

Motion carried unanimously.

Solicitor Grimm recommended the Board, on behalf of the Purchasing Department and the Planning Commission, approve the concrete and concrete products bid award with Judson Wiley, Washington, PA, based upon their per cubic yard costs as submitted in their bid. All items have been awarded to the lowest most responsive and responsible bidder meeting the specifications. If approved, the bid contract will be effective date of award to December 31, 2020.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving bid award to Judson Wiley.

Roll call vote taken:

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

Motion carried unanimously.

Solicitor Grimm recommended the Board, on behalf of the Purchasing Department and Building and Grounds, approve the bid award for vehicle repairs and maintenance on a time and material basis to the following vendors

- D Bennett, Washington, Pa.
Section VI – vehicle detail – complete pkg/car \$180.00; complete pkg/truck \$200.00; interior car \$100.00; and interior truck \$120.00
- Powell's Auto Body Inc., Bentleyville Pa.
Section III - body repair - \$55.00/hr.; percent discount - \$35.00/hr. + material
- Powell's Transmission Center, Bentleyville Pa.
Section II – transmission repairs - \$85.00/hr – 10% discount
- Woltz & Wind Ford, Washington, Pa.
Section II – transmission repairs - \$100.00/hr. – 10% discount;
Section III - body repair - \$52.00/ + material – 10% discount
Section VI – vehicle detail – complete pkg/car \$140.00; complete pkg/truck \$190.00 ;
interior car \$50.00; and interior truck \$70.00

Note: Discount off list price is for replacement parts.

This contract will be effective thru February 28, 2021, with the option to renew for one additional year. All items have been awarded to the lowest most responsive and responsible bidders meeting the specifications.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid awards listed above.

Roll call vote taken:

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

Motion carried unanimously.

CHANGE ORDER

Solicitor Grimm recommended the Board, on behalf of the Purchasing Department and Building and Grounds, approve the following change order #2 (Credit) with MacBracey Corp., Washington, Pa. for the courthouse windows project in the amount of (\$28,340.00) to be funded from Act 13 Monies. This will decrease the amount of the current contract to \$1,102,815.00.

Note: Cost savings for doing the work from the outside for a savings of \$130 per opening. \$130 x 218 windows for a total deduction of \$28,340. This would also change all the night work to day work. The only work being done from the interior would be the trim and final clean of the windows.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the change order with MacBracey Corp.

Roll call vote taken:

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

Motion carried unanimously.

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval, on behalf of the Prothonotary, of an agreement with Sean T. Logue, Esq., to serve as solicitor for the Prothonotary's office, at a rate of \$200/month. This agreement will be effective January 6, 2020, and shall be continuous until terminated at any time by either party upon a 30 days' written notice.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Sean T. Logue, Esquire.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Register of Wills, of an agreement with Sean T. Logue, Esq., to serve as solicitor for the Register of Wills' office, at a rate of \$200/month. This agreement will be effective January 6, 2020, and shall be continuous until terminated at any time by either party upon a 30 days' written notice.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Sean T. Logue, Esquire.

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 purchase of service credit, for retirement purposes, for Erin Jeffries, in the amount of \$187.28, and is for the period of August 22, 2011 through September 6, 2011.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of service credit.

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, to ratify the action taken on March 17, 2020, to declare the Declaration of Disaster Emergency for the County of Washington, Pennsylvania.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the ratification of the above declaration.

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, due to the current Federal and State COVID-19 and the need for social distancing, to extend the deadline for discounted County tax payments to April 30, 2020.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the extension for discounted County tax payments.

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, to solicit proposals from qualified real estate appraisers for appraisal services required to complete easement purchases through the Farmland Preservation Program.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving to solicit proposals for real estate appraisals.

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, to solicit proposals from Solar Credit (SREC) brokers to trade SRECs produced from the Cross Creek Shelter solar array.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving to solicit proposals from Solar Credit.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Finance and the Redevelopment Authority of the County of Washington, of a project activity completion extension request with the Pennsylvania Department of Community and Economic Development (DCED) for the Neighborhood Stabilization Program. The request will extend the completion date for the project to December 10, 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the project activity completion extension request.

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 of the Prothonotary's Office, to approve a renewal maintenance agreement with AJ-Allegheny Systems, LLC for the office's Kardex Lektriever file management system. The maintenance agreement is in the amount of \$1,200 and will be for the period of April 1, 2020 through March 31, 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the renewal agreement.

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 Elections Office, to ratify an application and approve an application amendment with the Commonwealth of Pennsylvania, Department of State for the Grants for Election Modernization and Security program. The application and amendment will reimburse the County up to 60% of the total cost of a certified voting system and associated equipment. The estimated reimbursement will be \$1,973,774.70

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the renewal agreement.

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 Public Safety, of a renewal grant agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency (PEMA) for the Hazardous Material Response Fund grant program. The agreement is in the amount of \$21,873.08 and is for the period of July 1, 2019 through June 30, 2020.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the renewal grant agreement.

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 Human Resources, of donated sick time policy for SEIU – PSSU that will allow employees to voluntarily donate accrued sick time to employees within the PSSU bargaining unit who meet certain criteria. This policy mirrors the Donated Sick Time Policy for SEIU Residual.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the policy.

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 Behavioral Health & Developmental Services of a provider agreement addendum with Therapeutic Early Intervention Service Provider for the period of July 1, 2019 through June 30, 2020. The contract authorization amount will increase by \$9,748 to \$33,748 and no county funds are required.

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Moved by Mr. Sherman; seconded by Mr. Maggi, approving the provider agreement addendum.

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 Children and Youth Services, of provider agreements in the amount of \$290,000 for the period of July 1, 2019 through June 30, 2020, with the list of previously approved providers. No county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Outside In School of Experiential Education, Inc.	\$150,000
Wesley Family Services	\$140,000
<u>TOTAL</u>	<u>\$290,000</u>

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the provider agreements.

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 Children and Youth Services of a provider agreement with Donnelly-Boland and Associates for the period of May 20, 2020 through May 19, 2021. The contract authorization amount is \$219,250 and no additional county funds are required.

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

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 Purchasing and Building and Grounds, to authorize advertising for bids for the repointing of the exterior of the Courthouse & Family Court Center.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the authorization to advertise for 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 Purchasing and Information Technology, of a service renewal agreement with Kronos in the amount of \$40,119.11 for software updates and support services. This agreement will be effective June 30, 2020 through June 29, 2021 and will be paid from their operating budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the service renewal agreement.

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 Purchasing and Building and Grounds, the current service agreement for the rental of floor mats and uniforms to Cintas Corporation, Bridgeville Pa., for their submitted per unit costs. The floor mats are for various county buildings and uniforms are for Building Maintenance & Garage staff. This extension will continue through December 31, 2022, with options to extend year-to-year unless canceled by providing a 30 day written notice. Total yearly cost of approximately \$4500/year.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the current service agreement.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – 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 Purchasing and Building and Grounds, to enter into a water treatment program agreement with Chem-Aqua Inc., Irving, Texas, with local offices, for the Courthouse & Courthouse Square at an annual cost of \$6400.00 to be funded from their operating budget. This agreement will be effective March 1, 2020 through February 28, 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the water treatment program agreement.

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 Purchasing and Information Technology, of an extension for the professional services agreement with Nortec Communications, Carnegie, Pa., for the purpose of providing advanced networking administration and firewall support on an as needed basis at their 2020 rate schedule, with a not-to-exceed amount of \$20,000.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the professional services agreement.

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 Purchasing and Adult Probation, of the purchase of two air cards for two new department laptops. The laptops will be used for remote work due to the COVID-19 VIRUS. The cost of this service is \$39.99 per month through Verizon Wireless which will be paid from their operating budget. The air card will be free with activation.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of two air cards.

Roll call vote taken:

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

Motion carried unanimously.

SOLICITOR

None.

ANNOUNCEMENTS

An Executive Session was held at 10 a.m. on Wednesday, March 18, 2020, following the agenda meeting to discuss personnel. The regularly scheduled Salary Board meeting will be immediately following today's meeting.

There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 1:25 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

ATTEST:

April 3, 2020
Cynthia B. Guffe
 CHIEF CLERK