

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED E1808491KV

Minute No. 1106

June 18, 2020

The Washington County Commissioners met via teleconference 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; Controller Mike Namie; Finance Director Josh Hatfield; Human Resources Director Shelli Arnold; First Assistant District Attorney Dennis Paluso; Clerk of Courts Brenda Davis; Clerk of Courts summer employee Michael Scarpelli; Executive Secretaries Marie Trossman, Randi Marodi and Patrick Geho; Chief Clerk Cynthia B. Griffin; Planning Commission representative Gracie Able; IT representative Earl Deams; Administrative Assistant Joyce Thornburg; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Bruce Sakalik; The Rev. Ben Libert of the First United Presbyterian Church of Houston; Marine Corps League Post 1138 representative Tom Shade; and concerned citizen Jim Piper.

Mrs. Vaughan called the meeting to order at approximately 10:01 a.m., and announced this meeting is being broadcast live with video and audio via Facebook and the county website.

The Rev. Libert led the meeting with a prayer.

Mr. Shade led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1105 dated June 4, 2020.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1105, as written.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Clerk of Courts Brenda Davis introduced her summer intern, Michael Scarpelli. It was also stated that he will be enlisting in the Army Reserves.

RECESS FOR PHOTOS

None.

PUBLIC COMMENTS

None.

OLD BUSINESSBID AWARD

Solicitor Grimm recommended the Board, on behalf of Purchasing and Building and Grounds, to approve the extension of our current contract for preventative maintenance for the HVAC temperature control system for the Family Court Center with Building Control Systems, Inc. This contract extension will be effective through July 31, 2021, at a yearly cost of \$3,850, and all repairs will be done as needed at a rate of \$125.00/hour, regular time. This contract extension is under the same terms and conditions as the original contract.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the extension with Building Control Systems, Inc.

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, to award the bid contract for the Joint Municipal Purchasing Program to the following vendors based on their per unit cost submitted in their bid proposals:

- Chemung Supply, Corp., Elmira, N.Y.
- Coolsprings, Uniontown, Pa.
- Culverts Inc., Coraopolis, Pa.

This contract is effective June 18, 2020 through May 31, 2021, at a total yearly cost of approximately \$10,000. This bid is being awarded to the lowest most responsive and responsible bidders meeting specifications.

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1808491KV

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid contract with the vendors listed.

Roll call vote taken:

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

Motion carried unanimously.

Solicitor Grimm recommended the Board, on behalf of Purchasing and the Planning Commission, to approve the bid award for paving of the Maintenance Hill Playground parking lot in Mingo Creek Park to Morgan Excavating, Charleroi, Pa. The total cost is \$104,989.50 and will be paid with gas and oil monies. 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 bid award with Morgan Excavating.

Roll call vote taken:

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

Motion carried unanimously.

Solicitor Grimm recommended the Board, on behalf of Purchasing and the Washington County Correctional Facility, to approve the bid award for the furnishing of cameras/DVR system to replace the security system at the correctional facility to Cornerstone Detention Products, Inc., Greenville, Wis. The total cost is \$209,160.39 and will be paid with Act 13 impact funds. 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 bid award with Cornerstone Detention Products, Inc.

Roll call vote taken:

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

Motion carried unanimously.

Solicitor Grimm recommended the Board, on behalf of Purchasing and Information Technology, to approve the bid award for proposals for an Information Technology strategic planning consultant to both Opal Business Solutions LLC, McMurray, Pa. and Ford Business Machines, Connellsville, Pa. based on their proposed hourly rates. The contracts will be effective from June 18, 2020 through completion of services. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

The scope of the consultant's involvement will be:

- To guide IT through an assessment of the current IT environment, including current capability, and resources for all departments and areas within the County. The assessment will be focused on the products and services provided by the County, and outside sources.
- To identify the gaps where the current IT environment is insufficient to meet the computing needs of this geographically dispersed and programmatically diverse Department.
- To highlight the opportunities and constraints imposed on the IT planning process by the culture and environment.
- To recommend an IT Strategy to meet the current and future needs of the County's products and services for all departments and areas within the County.

The contract will be effective June 18, 2020, through completion of services.

TO BE NOTED FOR THE RECORD: To be clear, originally there was an error when reading the companies that were awarded the bids. The two companies are Opal Business Solutions LLC, McMurray, Pa. and Ford Business Machines, Connellsville, Pa., as mentioned above.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid award with Opal Business Solutions LLC and Ford Business Machines.

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 #3 (credit) with Cleveland Marble Mosaic Company, Cleveland, Ohio, for the courthouse granite slab removal and resetting project in the amount of (\$300). The

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1808491KV

scope is for cleaning the brick pavers in front of the courthouse and cleaning the entry doors/front façade from concrete splashes. This will decrease the amount of the current contract to \$405,278.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the change order with Cleveland Marble Mosaic Company.

Roll call vote taken:

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

Motion carried unanimously.

NEW BUSINESS

County Solicitor presented to the Board for their consideration and approval, of an amended settlement agreement between the Washington County Board of Commissioners and the Washington County District Attorney's office, Eugene A. Vittone, II, District Attorney. As part of the settlement agreement, the District Attorney and defendants agreed to certain obligations in order to settle the pending lawsuit docketed in the Court of Common Pleas of Washington County at Civil Division No. 2019-4331. The District Attorney and defendants wish to amend the obligations as set forth in the settlement agreement and fully and finally resolve the Civil Action as set forth in the agreement.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the amended settlement 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 of the appointment of Dr. Leslie Scott to the Southwest Corner Workforce Development Board.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the Southwest Corner Workforce Development Board appointment.

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 appointments of Harry Thompson, Greg Atkins, Michael Klauer and the reappointment of John Brafchak, Dave Thompson, Dale Myers, Angelia Mattes, David White, and William Puchi to the Washington County Veterans Advisory Council.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the Veterans Advisory Council 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 authorization to bid for the remodeling of Hall #3 at the Washington County Fairgrounds. Costs will be paid with Local Share Grant 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 the Planning Commission, of authorization to submit a grant request to Pennsylvania Department of Community and Economic Development (PA DCED) in the amount of \$75,000 for 50% of the anticipated costs to complete an update of the Washington County Comprehensive Plan. Costs are based on proposals received by planning firms. Upon receipt of the grant, the final consultant selection and final scoping will be completed to determine the work to be completed in house to keep costs down. The consultant contract and work will

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1808491KV

be added to the Planning 2021 budget request prior to issuing a Notice to Proceed. The submission of the grant requires a resolution authorizing an application to the PA Municipal Assistance Program for grant funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving authorization to submit a grant 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, Courts and Children and Youth Services, of an agreement with Guardian ad Litem Erin Dickerson, Esq. for the provision of legal service and counsel to children involved with the Children and Youth Services agency. This agreement will be effective July 1, 2020 through June 30, 2021. The contract authorization amount is \$40,000.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving agreement with Erin Dickerson, Esq.

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, Courts and Children and Youth Services, of an agreement with Guardian ad Litem MariAnn Hathaway, Esq. for the provision of legal service and counsel to children involved with the Children and Youth Services agency. This agreement will be effective July 1, 2020 through June 30, 2021. The contract authorization amount is \$40,000.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving agreement with MariAnn Hathaway, Esq.

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, Courts and Children and Youth Services, of an agreement with Guardian ad Litem Frank Kocevar, Esq. for the provision of legal service and counsel to children involved with the Children and Youth Services agency. This agreement will be effective July 1, 2020 through June 30, 2021. The contract authorization amount is \$40,000.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving agreement with Frank Kocevar, Esq.

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, Courts and Children and Youth Services, of an agreement with Guardian ad Litem Megan L. Patrick, Esq. for the provision of legal service and counsel to children involved with the Children and Youth Services agency. This agreement will be effective July 1, 2020 through June 30, 2021. The contract authorization amount is \$40,000.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving agreement with Megan L. Patrick, Esq.

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, of an agreement with MINC for the development and delivery of a website to be known as Human Services COVID-19 Integrated Communication Platform. This agreement will be effective June 18, 2020 through December 31, 2020. The contract authorization amount is \$10,000.

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED E1808491KV

Moved by Mr. Sherman; seconded by Mr. Maggi, approving agreement with MINC.

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 Services, of the following provider agreements for housing and supportive services to homeless individuals and families. No additional county funds are required.

<u>AGENCY</u>	<u>AMOUNT</u>	<u>GRANT YEAR</u>
Connect, Inc.	\$519,288.00	5/1/2020 – 4/30/2021
Connect, Inc.	\$138,440.00	6/1/2020 – 5/31/2021
Connect, Inc.	\$ 94,138.00	8/1/2020 – 7/31/2021
Connect, Inc.	\$154,236.00	7/1/2020 – 6/30/2021
Connect, Inc.	\$176,921.00	7/1/2020 – 6/30/2021
Connect, Inc.	\$221,623.00	7/1/2020 – 6/30/2021
ARC, Inc.	\$199,990.00	5/1/2020 – 4/30/2021
TOTAL	<u>\$1,504,636.00</u>	

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the above 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 Human Services, of an assurance of compliance associated with the Human Services Block Grant application for the period July 1, 2020 through June 30, 2021. The funds are provided by the Pennsylvania Department of Human Services and no additional county funds are required.

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

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 Pressley Ridge for crisis stabilization services for the period July 1, 2020 through June 30, 2021. The contract authorization amount is \$600,000 and no additional county funds are required.

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

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 Aging Services, to enter into a memorandum of understanding with Southwestern Pennsylvania Area Agency on Aging for the Ombudsman program support for the period July 1, 2019 through June 30, 2020. This memorandum is for \$5,508.33 and no additional county funds are required.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the memorandum of understanding with Southwestern Pennsylvania Area Agency on Aging.

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 Aging Services, of an addendum to our current agreement with Southwestern Pennsylvania Area Agency on Aging for the period July 1, 2019 through June 30, 2020. The contract authorization amount will increase by \$34,681.54 and no additional county funds are required.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the addendum with Southwestern Pennsylvania Area Agency on Aging.

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 The Redevelopment Authority of the County of Washington, to authorize the advertising for bids for directional and tenant panel signs to be installed at the airport to better identify airfield location, terminal and business that have land and commercial leases. The project budget is \$35,000 and funding source is PennDOT Bureau of Aviation (BOA).

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the authorization to advertise for bids for directional and tenant panel signs to be installed at the airport.

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 addendum to our current agreement with Status Solutions, to add wide area mobil duress pendants with two-way talk and GPS location technology for Washington County on an as needed basis. The total approximate cost of the 12-month service fee is \$540 and will be funded from the user budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the addendum with Status Solutions.

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, of an addendum to our current agreement with New Look Landscaping, Washington, Pa., to add all colors of rubber mulch to our agreement effective June 18, 2020 through December 31, 2020.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the addendum with New Look Landscaping.

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 Clerk of Courts of the upgrade and replacement of the RFID Tracking software, barcode label printer and handheld device in the Clerk of Courts from Advanced Mobil Group. The total cost is \$5,600 and will be paid with Clerk of Courts automation funds. There will be no additional antenna's needed for this upgrade.

- Upgrade the out of date licenses for ViziTrace Enterprise and Smart Table with support
- Services to perform the upgrade
- New hardware, RFID Android Mobile and RFID Printer
- New ViziTrace Mobile Android Licensing and Support
- Services to implement new software and hardware

TO BE NOTED FOR THE RECORD: The RFID Tracking system allows for each physical paper file to be tagged with a radio frequency label which allows for the tracking of such files within the Courthouse and/or any other facility where the required radio antennas are installed. Files can be checked out to approved individuals or departments en masse via the RFID Smart Table devices. The system also allows for the use of a hand held device that can assist in the location of a file via its attached RFID tag. A specialized

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1808491KV

RFID Label Printer is also included in the system to custom print RFID tags for the files with Case Name, Number, etc., as required by each office.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase from Advanced Mobil Group.

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 the Correctional Facility, of a contract addendum proposal to our current agreement with COM-TEC Security System, for the purpose of installing a new security system. The proposal includes terminations of county provided cable, installation of equipment listed under Contract #052720-Camera/DVR, network switches, project management, system engineering, system programming, and on-site system start-up and training. The project cost is estimated at approximately \$348,640 and will be paid with Act 13 monies.

NOTE: This portion of the project was part of the original 2014 Security system upgrade and is contingent upon Prison Board approval.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the addendum with COM-TEC Security System.

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 Judge DiSalle, of the purchase of one jet pack wireless device from Verizon Wireless to be used for four treatment courts via zoom video and internet connectivity in the office while conducting video court proceedings. The cost of this service is \$39.99 per month, including unlimited data and will be paid from Judge DiSalle's operating budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of one jetpack wireless device.

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 Court Administration, of the purchase of three iPhones from Verizon Wireless for Monica Baronick, Josh Hanley and Kylie Lynch (Garner), to be used for all matters of communication in consideration of how criminal justice populations communicate. The iPhone is free with a cost of \$45 for the phone case and the cost of this service is \$44.99 per month, which includes unlimited talk, text, data and mobile hotspot. Both will be paid from their operating budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of three 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 Redevelopment Authority of the County of Washington, to adopt a resolution approving the amendments and revisions to the Community Development Block Grant (CDBG), and the Home Investment Partnerships (HOME) Programs, which are part of the county's consolidated and annual action plans.

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

Roll call vote taken:

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

Motion carried unanimously.

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

JMB LIMITED E1808491KV

ANNOUNCEMENTS

An Executive Session was held at 10 a.m. on Wednesday, June 17, 2020, following the Agenda meeting to discuss personnel. The regularly scheduled Salary Board meeting will be immediately following today's meeting. All county offices will be closed on Friday, July 3, 2020, in observance of Independence Day.

SOLICITOR

None .

There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 10:22 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____ July 13, 2020

ATTEST: Cynthia J. Keefer
 CHIEF CLERK