

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

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Minute No. 1118

December 2, 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; Controller Mike Namie; Treasurer Tom Flickinger; Finance Director Josh Hatfield; Human Resources Director Shelli Arnold; Planning representative Gracie Abel; Information Technology representative Earl Dean; Executive Secretaries Marie Trossman and Patrick Geho; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; Observer-Reporter Publishing Co. representative Barbara Miller; WJPA representative Joe Jasek; and concerned citizen Joyce Ellis.

Mrs. Vaughan called the meeting to order at approximately 2 p.m., and announced this meeting is video and audio live streamed via Facebook.

Commissioner Irey Vaughan led the meeting with a prayer.

Commissioner Maggi led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1117 dated November 19, 2020.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1117, 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 Certificate of Recognition congratulating Joyce D. Ellis as being named the Observer Reporter's Person of the Year. Ms. Ellis gratefully thanked the commissioners for this presentation. Ms. Ellis remarked that her passion has always been to give back to the community.

PUBLIC COMMENTS

None

OLD BUSINESSBID AWARD

Solicitor Grimm recommended the Board, on behalf of Purchasing, award the bid contract for auto parts from Smith's Auto Supply, Washington, Pa. This contract will be effective January 1, 2021 through December 31, 2023, with the option to extend for two additional two-year periods. This bid is being awarded to the lowest most responsive and responsible bidder meeting requirements.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving bid contracts for solid waste collection and disposal to the above listed vendors.

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, award the bid contract for paint and paint supplies to the following lowest most responsive and responsible bidders meeting requirements:

- Sherwin Williams Company, Washington, Pa.
- PPG, Cranberry Township, Pa.

These contracts will be effective January 1, 2021 through December 31, 2024, at a percent discount from list price.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid contracts for paint and paint supplies with the vendors listed above.

Roll call vote taken:

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

Motion carried unanimously.

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BID REJECTION

Solicitor Grimm recommended the Board, on behalf of Purchasing, approve the rejection of all bids for the Washington County Parking Garage/Plaza Renovations. Bids came in over budget.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid rejection for the Washington County Parking Garage/Plaza Renovations. Bids came in over budget.

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, of the following board appointments: **First Responders/Public Safety:** Anthony Andronas, Shawn Bukovinsky, Larry Pollock, Dennis Ahlborn, and Mike Morra; **Housing Authority:** Sally Mounts; **Tourism Promotion Agency:** John Haynes, Matt Uram, Terri Hobbs, Carol D'Angelo, and Lexi Kusturris; **Planning Commission:** Emmanuel Paris and Lisa Scarmazzi and the reappointment of Joe Manning; **Washington County Authority:** Christie Dobbis Olsavsky.

- Mr. Maggi remarked he wasn't aware until this morning the appointments and reappointments were going to be voted on.
- Mrs. Vaughan remarked this was noted according to emails previously sent this morning.
- Mr. Maggi asked whose terms were expired on the Tourism Promotion Agency.
- Mrs. Vaughan did not have this information in front of her at the moment, but these are vacancies according to the list sent by the Chief Clerk.
- Mrs. Vaughan and Mr. Maggi agreed the terms of both Alan Veliky and John Rheel serving on the Washington County Authority are due to expire on December 31, 2020.
- Mr. Sherman would like to appoint Christie Dobbis-Olsavsky to the Washington County Authority.
- Mr. Maggi asked if Alan Veliky and John Rheel are both coming off, and Mrs. Vaughan replied they are.

Mr. Maggi remarked there is nothing against any one of these appointments, however, he made a motion to reappoint John Rheel to the Washington County Authority.

The motion died due to lack of a second.

Mr. Sherman made a motion to approve the above as presented; seconded by Mrs. Vaughan, approving the 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 an ordinance to abandon the Ten Mile #5, Hawkins Bridge site on Hull Road in Deemston Borough through ordinance per Section 2634 of the County Code. The road is no longer opened to traffic and the bridge is no longer in place.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the ordinance to abandon the Ten Mile #5, Hawkins Bridge site on Hull Road.

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 agreement with Dan Derber and Kathleen Martincic, property owners of parcel 220-004-00-00-0036-00 where Hull Road terminates in Deemston Borough. The property owners have requested the abutments from Ten Mile #5, Hawkins Bridge to remain in place whereby the property owners will assume ownership and responsibility for the abutments upon County abandonment of the bridge site.

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Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Dan Derber and Kathleen Martincic.

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 ordinance to abandon the Raccoon #12, Elliot Bridge site on Greene Road in Smith Township through ordinance per Section 2634 of the County Code. The road was closed by Smith Township and the property owner wishes to assume ownership of the bridge.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the ordinance to abandon the Raccoon#12, Elliott Bridge site on Greene Road.

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 agreement with Gertrude Greene, property owner of parcels adjacent to the Raccoon #12 Bridge where Greene Road terminates in Smith Township. The property owner has requested the bridge remain in place whereby the property owner will assume ownership and responsibility for the bridge upon County abandonment of the bridge site.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Gertrude Greene.

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 work order under the existing contract with Maccabee Industrial in the amount not to exceed \$46,500 for the removal and disposal of the main girder beams on the Buffalo #21 and Buffalo #22 bridges on Camp Buffalo Road in Blaine Township. Costs will be paid with Act 44 funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the work order with Maccabee Industrial for the removal and disposal of the main girder beams on the Buffalo #21 and Buffalo #22 bridges.

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 ordinance to abandon the Buffalo #21, Nahan Bridge site on Camp Buffalo Road (T611) in Blaine Township. T611 was vacated by Blaine Township by ordinance on November 20, 2006 and the bridge no longer carries public traffic. The Pennsylvania Game Commission will assume ownership of the abutments and bridge site upon abandonment and removal of the superstructure.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the ordinance to abandon the Buffalo #21, Nahan Bridge site on Camp Buffalo Road.

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 ordinance to abandon the Buffalo #22, Noble Bridge site on Camp Buffalo Road (T611) in Blaine Township. T611 was vacated by Blaine Township by ordinance on November 20, 2006 and the bridge no longer carries public traffic. The Pennsylvania Game Commission will assume ownership of the abutments and bridge site upon abandonment and removal of the superstructure.

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Moved by Mr. Sherman; seconded by Mr. Maggi, approving the ordinance to abandon the Buffalo #22, Noble Bridge site on Camp Buffalo Road.

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 agreement with the Pennsylvania Game Commission whereby the County will remove the superstructure of the Buffalo #21 bridge on Camp Buffalo Road in Blaine Township and abandon the bridge site. The Game Commission will assume ownership and responsibility of the abutments remaining and the bridge site upon County abandonment of the bridge.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with the Pennsylvania Game Commission of ownership and responsibility of the abutments of the Buffalo #21 bridge site upon County abandonment of the bridge.

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 agreement with the Pennsylvania Game Commission whereby the County will remove the superstructure of the Buffalo #22 bridge on Camp Buffalo Road in Blaine Township and abandon the bridge site. The Game Commission will assume ownership and responsibility of the abutments remaining and the bridge site upon County abandonment of the bridge.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with the Pennsylvania Game Commission of ownership and responsibility of the abutments of the Buffalo #22 bridge site upon County abandonment of the bridge.

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 Amendment No. 1 to the professional consulting services agreement with Maximus Consulting Services, Inc. for the countywide indirect cost allocation study. The amendment will extend the current engagement through March 31, 2022, will cover calendar years 2019 and 2020 and is in the amount of \$27,800 (\$13,900 per year).

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the amendment with Maximus Consulting Services, Inc. for the countywide indirect cost allocation study

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 grant agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency for the hazardous materials response fund program. The agreement is in the amount of \$25,860 and will be for the period of July 1, 2020 through June 30, 2021. The agreement will be electronically signed by Finance Director Joshua Hatfield per the previously approved resolution.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the grant agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency for the hazardous materials response fund program.

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 Human Resources, of the 2021 fee schedule with TASC for the county's flexible spending account plan. The fees are a one-time renewal fee of \$640 and a per-participant, per quarter fee of \$4.18. The fees remain unchanged from the 2020 plan year.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the 2021 fee schedule with TASC for the county's flexible spending account plan.

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 Chief of Staff, of a resolution authorizing and directing Diana Irey Vaughan, Chair, to sign on its behalf any and all closing documents related to the purchase and sale of parcels numbers 720-01-00-00-0001-07 and 720-01-00-00-0001-010 at or adjacent to 95 West Beau Street, Washington, Pennsylvania, 15301. This resolution shall supersede the previously adopted resolution dated November 20, 2020.

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

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – No; Mrs. Vaughan – 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 for drug and alcohol testing services for DOT-regulated random lottery draws. This agreement will be effective January 1, 2021 through December 31, 2021, and rates will remain the same.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Washington Hospital Occupational Medicine Center.

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 the renewal of the Share and Ride Program Consortium with Washington Hospital Occupational Medicine Center for drug and alcohol testing services for non-regulated random lottery draws. This agreement will be effective January 1, 2021 through December 31, 2021, and rates will remain the same.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Washington Hospital Occupational Medicine Center.

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 the renewal of the current Employee Assistance Program (EAP) agreement with the Washington Health System for counseling services to all full-time employees and eligible family members. This agreement will be effective January 1, 2021 through December 31, 2021. The annual contract authorization amount \$16,143.00 and the monthly fee for employees remains at \$1.69.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Washington Health System.

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 Children and Youth Services, of the following provider agreements for the period of July 1, 2020 through June 30, 2021. No additional county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Adelphoi Village – ART	\$50,000
Adelphoi Village – MST	140,000
Adelphoi Village – IHPTA	425,000
City Mission – Promise House	350,000
TOTAL	<u>\$965,000</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 Purchasing and Court Administration to authorize the advertising for proposals (RFP's) for the digitization of all County/Court records documents, located and arranged within various Washington County records storage vicinities.

Note: The Washington County Records Center, along with its offsite storage counterpart, maintain approximately 15,500 records containers in need of digitization, which span an overall area of roughly 19,000 cubic feet. Outfits who wish to submit proposals must possess the manpower, resources, and precision to efficiently fulfill a blueprint of this magnitude.

The objectives of this prospective strategy include the development of enhanced information retrieval methods systems, along with the facilitation of the improved handling and classification of incoming records data. Complete proposal expectations include the generation of effective advanced information management procedures, as well as preferred remote access retrieval capabilities. Washington County is seeking proposals on behalf of qualified bidders, who are capable of successfully fulfilling.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the authorization to advertise for the digitization of all County/Court records documents, located and arranged within various Washington County records storage vicinities.

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 Elections/Voter Registration, of payment to Election Systems & Software, Chicago, IL for a software license and maintenance renewal in the amount of \$18,050 and a hardware license and maintenance renewal in the amount of \$158,550. Costs will be paid from their operating budget.

Note: This is the first year we are paying separately for the licensing and maintenance fees from the election budget. The first year for 2020 was included in the original purchase price that was paid through Act 13 and the GEMS grant from the State.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving payment to Election Systems & Software for software and hardware licenses maintenance renewal.

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 Recorder of Deeds, of a professional service agreement with Ford Business Machines, Inc., Connellsville, Pa., for the purpose of the conversion of old property records (76 boxes) in order to have more records available in electronic form. The total estimated cost is \$20,000 and will be paid from the Recorder of Deeds Records Improvement Fund. This agreement will be effective December 2, 2020 through December 31, 2021, with options to extend.

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Note: Scope of Work will be to scan and index the records in the On-Base system at .07 cents per page up to 11x17 (oversized .30 cents), as well as provide discovery and design of best methods of capturing, indexing and retrieval of existing paper documents. This agreement will be available for all County Offices in need of scanning services.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the professional service agreement with Ford Business Machines, 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 Purchasing and Human Resources, of the extension of our current agreement with Inservco Insurance Services for worker's compensation & loss prevention claims at the following rates.

- \$12,360.00 January 1, 2021 through December 31, 2021.
- \$12,730.00 January 1, 2022 through December 31, 2022.
- \$13,112.00 January 1, 2023 through December 31, 2023.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement extension with Inservco Insurance Services.

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 Recorder of Deeds, of the purchase of one Verizon jetpack from Verizon to be utilized by Tammy Wardman. The cost of the service is \$39.99/month and will be paid from their operating budget. Equipment is free with activation.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the purchase of one jetpack from Verizon.

Roll call vote taken:

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

Motion carried unanimously.

ANNOUNCEMENTS

An Executive Session was held at 10 a.m. on Wednesday, December 2, 2020, following the Agenda meeting to discuss personnel. The regularly scheduled Salary Board and Retirement Board meetings will be immediately following today's meeting.

SOLICITOR

None.

There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 2:22 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

December 16, 2020
 ATTEST: *Cynthia J. Guffer*
 CHIEF CLERK

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