

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED E1808491KV

Minute No. 1123

February 4, 2021

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; Finance Director Josh Hatfield; Human Resources Director Shelli Arnold; Clerk of Courts Director Brenda Davis; Planning representative Gracie Abel; Information Technology representative Earl Dean; Executive Secretaries Marie Trossman, Randi Marodi and Patrick Geho; Chief Clerk Cynthia B. Griffin and Administrative Assistant Joyce Thornburg; Domestic Violence Services of SWPA representative Alexandra Brooks; and concerned student Brandon Stamm.

Mrs. Vaughan called the meeting to order at approximately 10:04 a.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. 1122 dated January 21, 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1122, 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 February 2021 as Teen Violence Awareness and Prevention Month.

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

Roll call vote taken:

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

Motion carried unanimously.

Alexander Brooks, representing Domestic Violence Services of Southwestern Pennsylvania, accepted the proclamation. Ms. Brooks thanked the Commissioners for their continued support. Teens today are facing and worrying about a lot more issues. One thing teens should not be worrying about is abuse in a dating relationship. She stated for all to be a supportive adult by asking some simple questions, such as, are your friends dating, what makes a relationship healthy or unhealthy? Just listen to the response. Ms. Brooks stated that the conversation about this type of violence can begin as early as kindergarten.

PUBLIC COMMENTS

None.

OLD BUSINESSBID AWARD

Solicitor Grimm recommended the Board, on behalf of Purchasing, award the bid contract for milk to Schneider's Dairy Inc., Washington, Pa. effective February 4, 2021 through December 31, 2023. This bid has been awarded to the most responsible and responsive bidder meeting the specifications.

Note: There were two equally low bidders and Schneider met the equal low bids criteria based upon past performance and local supplier as stated in the bid documents.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid award to Schneider's Dairy, Inc.

Roll call vote taken:

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

Motion carried unanimously.

BID REJECTION

Solicitor Grimm recommended the Board, on behalf of Purchasing, approve the rejection of all bids for the roofing/engineer consultant. The county has selected an architect/engineer to handle all county consulting work.

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Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid rejection for the roofing/engineer consultant.

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, approve the rejection of all bids for the Washington County Correctional Facility roof bid. The county has selected an optional roofing system under Contract #122320-WCCF Roof.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid rejection for the Washington County Correctional Facility roof bid.

Roll call vote taken:

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

Motion carried unanimously.

BID CONTRACT PURCHASES

Solicitor Grimm recommended the Board, on behalf of Purchasing and Information Technology, to authorize the listed upgrade purchases for the Crossroads Building. The work is to be performed by Information Technologies Services, Carnegie Pa., the contract of record, and will be paid with Act 13 funds.

- Security Cameras – in the amount of \$40,485.50. This includes the back end of the camera system (servers, recorders, installation, programming and training) and 50 indoor cameras. Once these 50 cameras are in place, we will have the ability to add additional recorders and cameras as needed.
- Badge Security System – in the amount of \$20,927. This price will include the back end of the badge system (main controller, readers, installation, configuration and training) for the third floor. After initial setup, we will just pay for additional readers and nodes as needed.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the purchases from Information Technology Services for the Crossroads Building.

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 of the resolution approving the following 2021 Local Share Account (LSA) program recommendations:

PROJECT NAME	AMOUNT
Burgettstown Trail Inn Project	\$50,000
Downtown Canonsburg Façade Improvement Grant Program	\$62,500
Downtown Washington Façade Improvement Program	\$100,000
Industrial Trash Compactor for Washington City Mission	\$19,000
Long Branch Borough Community Building Metal Roofing Project	\$17,000
Marianna Borough Municipal Building Renovation Project	\$150,000
Meadowcroft Rockshelter Public Access Improvement Project	\$300,000
Montour Trail Southpointe Connector Project	\$200,000
North Franklin Township Municipal Complex Construction Project	\$150,000
Speers Bridge Project	\$88,000
Washington County Historical Society LeMoyné House Window Preservation Project	\$43,945
Collison Repair Technology Spray Booth at Western Area Career and Technology Center	\$138,327
Trinity Area School District Intermediate Unit 1 STEAM Mechanics and Technical Career Program	\$107,000
Atlas Lot Redevelopment – Charleroi	\$350,000
Downtown Washington Small Business Technical Assistance Program	\$30,000
2020 Mon Valley Sewage Authority Long Term Control Plan, Phase III	\$300,000

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2021 CIPP Repair Program (Project E - West)	\$100,000
Center West Ridge Road Sewer Authority	\$200,000
Centerville Borough Ultraviolet Light Replacement	\$145,080
East Bethlehem PLC Controller	\$56,400
Finleyville-Elrama Road Sewer Extension	\$200,000
First Street Sanitary Sewer Repair Project	\$22,500
Pump Station No. 4 Replacement Project	\$200,000
South Franklin Township/Washington County Airport and Route 18 Chartiers Creek Watershed Sanitary Sewer Project	\$270,000
Tri-County Joint Municipal Authority Uninterrupted System Service Plan	\$350,000
Village of Lawrence Sewage Facilities Project	\$300,000
Lone Pine Waterline Extension Project	\$200,000
Burgettstown Borough Little Shady Avenue Bridge Replacement	\$148,733
Centerville Clinics, Inc. Power Exam Tables (Barrier Free Examination Chairs)	\$69,985
Code Enforcement Demolition for the City of Washington	\$200,000
Donora Borough ADA Upgrades Project	\$100,000
Houston Borough 2021 Drainage Improvement & Storm Separation Project	\$125,000
Manifold Road Streambank Project	\$150,000
Mechanical Bar Screen Replacement Project	\$300,000
Tutor Library Expansion Project	\$10,000
Washington County Home Rehabilitation, Access, and Homebuyer Assistance Programs	\$391,700
West Pike Run Township Water Fill Station	\$73,645
A Center of Access for Eastern Washington County: Rehabilitating and Updating the Monongahela Area Library	\$32,500
Washington County Airport - Southside Taxiway and Apron Project	\$517,000
Pigeon Creek Wastewater Pump Station & West Alley Outfall Repairs Project	\$60,000
Home Ownership Center of Washington County	\$100,000
Washington County Marketing and Digital Promotion Initiative	\$175,000
TOTAL RECOMMENDED FUNDING	\$6,603,315

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the resolution for the 2021 Local Share Account (LSA) program recommendations as listed.

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 Heather Sheatler for the period of August 13, 2009 through October 4, 2009 and May 23, 2011 through October 23, 2011. The total cost will be \$3,151.51.

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

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 following board appointments: **Farmland Preservation Program**; reappointments of William Iams, Robert O'Brien, William Paxton and Earl Sadler; **Washington County Hospital Authority**; appointment of Karl Skrypak; and **Children and Youth Services Advisory Board**; appointment of Joanna Szalay.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the above board appointments.

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 Planning Commission, of an agreement with Peters Township for the paving of McDowell Lane during construction of the Chartiers #12 bridge replacement project. The contractor will complete all paving, and Peters Township will reimburse the county for the paving costs within 30 days of invoicing.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Peters Township for the paving of McDowell Lane.

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 change order in the amount of \$1,600 to Gary Metzinger, Cement Contractor for additional rip rap protection of Cross Creek #5 in Independence Township. The revised contract amount of \$521,529.75 will be paid with Act 13 bridge funds

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the change order with Gary Metzinger.

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 the following agreements with local fire companies for inspection and fire protection of county parks. Payment of \$1,000 will be paid upon receipt of an annual fire inspection report.

- Mount Pleasant Fire Company
- Finleyville Fire Company
- Valley Inn Fire Company
- East Bethlehem Fire Company
- Avella Fire Company

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the above listed 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 the Planning Commission, of an agreement with Mackin Engineering in the amount of \$110,000 to complete a County Comprehensive Plan update. A grant in the amount of \$55,000 to offset these costs has been received. Costs will be paid out of Planning's budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Mackin Engineering to complete a County Comprehensive Plan update.

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 submit a grant request to the Pennsylvania Recreation and Park Society for a Get Outdoors PA Grant in the amount of \$400 with a \$400 match requirement to purchase binoculars for public use during programs and summer camps in the Parks.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the grant request to the Pennsylvania Recreation and Park Society for a Get Outdoors PA Grant.

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 Services, of an agreement with Southwestern Pennsylvania Human Services (SPHS) Connect, Inc. for the local match portion of the 2019-20 permanent supportive housing services program. This agreement will be effective July 1, 2019 through December 31, 2020. The total amount is \$49,000 and will be paid from Act 13 funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Southwestern Pennsylvania Human Services (SPHS) Connect, Inc. for the local match portion of the 2019-20 permanent supportive housing services program.

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 Human Services, of an agreement with Southwestern Pennsylvania Human Services (SPHS) Connect, Inc. for the local match portion of the 2020-21 permanent supportive housing services program. This agreement will be effective July 1, 2020 through December 31, 2021. The total amount is \$49,000 and will be paid from Act 13 funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Southwestern Pennsylvania Human Services (SPHS) Connect, Inc. for the local match portion of the 2020-21 permanent supportive housing services program.

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 Adult Probation, of a renewal agreement with Washington Drug & Alcohol Commission, Inc. for the restrictive treatment program. This agreement will be effective July 1, 2020 through June 30, 2021. The total amount is \$344,941 and will be fully funded by the restrictive treatment program grant through the Pennsylvania Commission on Crime and Delinquency.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the renewal agreement with the Washington Drug & Alcohol Commission, Inc. for the restrictive treatment program.

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 a letter of agreement with Tyler Technologies for iasWorld maintenance renewal for the assessment software. This agreement will be effective March 1, 2021 through February 28, 2022, and the renewal amount is \$147,580.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the letter of agreement with Tyler Technologies.

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 a grant agreement with the Southwestern Pennsylvania Area Agency on Aging for a one-time Capital Assistance Program grant for one-time improvements and programming enhancements for the period of January 18, 2021 through May 31, 2022. The contract authorization amount is \$34,566 and no additional county funds are required.

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Moved by Mr. Sherman, seconded by Mr. Maggi, approving the grant agreement with the Southwestern Pennsylvania Area Agency on Aging for a one-time Capital Assistance Program grant.

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 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>
Family Care for Children and Youth	\$200,000
Harborcreek Youth Services	50,000
Hermitage House	330,000
Keystone Adolescent Center	600,000
TOTAL	<u>\$1,180,000</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 Human Services, of a grant agreement with the U.S. Department of Housing and Urban Development (HUD) for supplemental CARES Act funding for homeless prevention services for the period of January 29, 2021 through January 29, 2023. The contract authorization amount is \$1,752,365 and no additional county funds are required.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the grant agreement with the U.S. Department of Housing and Urban Development for supplemental CARES Act funding for homeless prevention 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, to authorize the advertising for bids for pharmacy services for all county user departments.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the authorization to bid for pharmacy services for all county user departments.

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 payment to Ford Business Machines, Inc. for the new Microsoft Office licensing. The total amount is \$13,898 and will be paid from their operating budget.

Note: Our Microsoft Licensing is being consolidated to cover the Courts and County under a single agreement and will cover the Courts licensing for their email until the new agreement is in place. We should have the new agreement to cover the entire county available for the next agenda meeting. Once that agreement is in place, the monthly charges will go away.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving payment to 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 Building and Grounds, to enter into a water-treatment program agreement with Chem-Aqua Inc., Irving,

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Texas, with local offices, for the Courthouse and Courthouse Square at an annual cost of \$6400 to be paid from their operating budget. This agreement will be effective March 1, 2021 through February 28, 2022.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the water-treatment program agreement with Chem-Aqua, 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 Information Technology, of the following payments for software maintenance renewals:

- RBA Professional Data Systems - \$23,016.60 for Informix and RBA software. This agreement will be effective for the period of January 1, 2021 through December 31, 2021.
- RBA Professional Data Systems - \$3,564 for a new software upgrade for the Informix and RBA software. This agreement in effective for the period of January 1, 2021 through December 31, 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving payments for RBA Professional Data 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 Purchasing and Information Technology, of payments to eDocs Technologies for the 2021 OnBase maintenance renewal for the period of January 1, 2021 through December 31, 2021. The total cost is \$34,128.96 for the courts and \$35,462.84 for the county.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving payment to eDocs Technologies.

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 maintenance agreement for the Emerson/Liebert UPS Systems located in the Courthouse, Courthouse Square, and Public Safety with Vertiv Services, Inc., Westerville, Ohio, for the purpose of keeping the systems mechanical and software functions up to date with two preventative maintenance visits per year/site. This agreement will be effective February 4, 2021 through December 31, 2021, at a total cost of \$32,206.89 and will be paid from the IT and Public Safety operating budgets.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the maintenance agreement with Vertiv Services, 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 the Correctional Facility, of an addendum to our current agreement with Keefe Supply Company, Strongsville, Ohio, effective February 4, 2021 through May 30, 2024, for the inmate banking software and commissary services as follows:

Note: This service for the Correctional Facility was approved at the Board of Commissioners meeting held February 4, 2021, Minute No. 1123.

Keefe Commissary Network, LLC would hire an on-location commissary representative instead of using correctional staff as we are now. This individual will manage the day-day commissary duties such as processing, distribution of orders, and discrepancies for a total of 25 hours per week in exchange for a commissary commission reduction. If Washington County Prison administration agrees, Keefe would waive their annual pricing adjustments during the 2021 calendar year.

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Proposal Overview:

- On-Location employee:
- KCN Representative at 25 hours per week.
- Commission reduction (Commissary Only): 40% to 34.25%
- Commissary Renewal
- Grant extension to forgo any pricing adjustments in 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving addendum with Keefe Supply 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 Purchasing and Building and Grounds, of an upgrade of the Total Control software, with our contract of record, Building Control Systems Inc. This upgrade is necessary for the HVAC Temperature Control System for the Family Court Center. The total cost is \$1,979, plus any applicable fees to be paid from Building and Grounds operating budget.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the upgrade of the Total Control software, with Building Control Systems 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 Information Technology, to authorize the upgrade of switching/wireless connectivity for the entire Crossroads Building from ShortestPathFirst, Reston, VA, from the PA State Costars Contract. The total estimated cost is \$406,928.59 and will be paid with Act 13 funds.

Note: This purchase is contingent upon ShortestPathFirst's approval on the PA State Contract/Costars.

Breakdown of everything included:

- 80 x EX2300-48P PoE switches for LAN closets, plus wired and virtual assistant subscription for five years.
- 80 x AP33 Mist AP with all subscriptions for five years.
- 3 x EX4600-40F top of rack switch for aggregation of all LAN closet switches. This includes an additional EX4600-EM-8F module which adds additional ports allowing for up to 30 connections each to LAN closet switches. Includes five years of support.
- 160 x EX-SFP-10GE-SR optics for uplinks on all 80 access switches, and 80 downlinks on the aggregation switches (EX4600).
- 3 x QFX-QSFP-DAC-1M DAC cable to connect and daisy chain the EX4600s together to create a virtual chassis.
- 24 hours of ShortestPathFirst Consulting at a discounted rate of \$200 per hour.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the upgrade of switching/wireless connectivity for the entire Crossroads Building with ShortestPathFirst.

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. Wednesday, February 3, 2021, 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 Monday, February 15, 2021, in observance of President's Day.

SOLICITOR

None.

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There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 10:28 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

February 16, 2021

ATTEST:

Cynthia A. Huff

CHIEF CLERK

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