

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED F1808491KV

Minute No. 1127

April 1, 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; Human Resources Director Shelli Arnold; Children and Youth Services Director Anne Schlegel and employees Jane Zupancic and M. C. Henderson-Jones; Planning representative Gracie Abel; Information Technology representative Earl Dean; Executive Secretaries Marie Trossman and Randi Marodi; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; The Rev. Gena Sheller of Fairhill Manor Christian Church; American Legion Post #22 representative Robert Branch and WJPA representative Bruce Sakalik.

Mrs. Vaughan called the meeting to order at approximately 10 a.m., and announced this meeting is video and audio live streamed via Facebook.

The Rev. Gena Sheller led the meeting with a prayer.

Mr. Branch led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1126 dated March 18, 2021.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1126, as written.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Mrs. Vaughan read the proclamation announcing April as Child Abuse Prevention 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.

Children & Youth Services (CYS) Director Anne Schlegel accepted the proclamation on behalf of her department, and thanked the Commissioners for their ongoing support. Ms. Schlegel stated that Washington County is charged with protecting children and help families thrive. The theme for this year is Strong Communities strengthen Families. Throughout the community blue pinwheels have been placed to raise awareness against child abuse. Ms. Schlegel remarked on the CYS website, there is a 45 page tool kit which offers prevention techniques and what the community can do to prevent the abuse. The CYS department has a digital copy that can be emailed and the tool kit can also be found on the Human Services model. The website is co.washington.pa.us, and the app is called Washington County Human Services.

Mr. Maggi read the proclamation announcing April as 8-1-1 Safe Digging 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.

Marcos Bernal from the PA One Call System, Inc., accepted the proclamation virtually via ZOOM and thanked the Commissioners for the proclamation. He stated this helps protect the infrastructure not only in Pennsylvania but nationally. It is noted that on a national level, a facility is damaged every three minutes. He also remarked how important it is for homeowners to always call first.

Mrs. Vaughan read the proclamation announcing April as Sexual Assault Awareness 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.

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Joanna Dragan of the SPSHS Care Center accepted the proclamation virtually via ZOOM. Ms. Dragan thanked the Commissioners for the ongoing attention and recognition. She also thanked her staff for continuing the wonderful job that they do every day. She stated it is very for everyone to educate themselves. April 6, 2021, is the SAAM Day of Action and everyone is encouraged to wear a teal colored shirt. Ms. Dragan also stated the hotline number is 888-480-7283.

Mrs. Vaughan remarked that victims of sexual assault also feel the repercussions years later. Mrs. Vaughan thanked Ms. Dragan and her staff.

Mr. Maggi read the proclamation announcing April 4 – 10, 2021, as National Library Week.

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.

Jessica Miller of the Washington County Library System accepted the proclamation virtually via ZOOM. Ms. Miller thanked the Commissioners for this recognition. She was really looking forward to building off of 2019 where they had several thousand books checked out. Then during 2020 the pandemic hit us hard. What could have been a disaster for libraries in Washington County, actually was not. This was due to the libraries rising to the occasion. Ms. Miller stated one of the ways to keep the libraries moving was to have curbside checkout. She also remarked that some libraries were able to conduct socially distanced programs, and there will be a summer reading program this year. She stated that all Washington County libraries will continue to work hard for the public during 2021.

Mr. Maggi read the proclamation announcing April 1, 2021, as Chrome Federal Credit Union Day.

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.

PUBLIC COMMENTS

None

OLD BUSINESS

BID AWARD

Solicitor Grimm recommended the Board, on behalf of Purchasing, approve the bid award contract for the furnishing, delivering and/or installation of landscaping supplies for all county buildings to the following vendors based on their per unit cost submitted in their bid proposals. This contract will be effective April 1, 2021 through December 31, 2021. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

- New Look Landscaping, Washington, Pa.
- Venetia Landscape Supply, Venetia, Pa.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid award contract for landscaping supplies with the above 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, approve the bid award contract for the furnishing and delivering of office supplies to the following vendors. This contract will be effective May 1, 2021 through April 30, 2024, with the option to extend for two one-year periods. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

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- W.B. Mason Co., Inc., Versailles, Pa., – 67.2% discount – catalog items; 47.2% discount – miscellaneous office equipment; 42.2% discount – toner
- HiTouch Business Services LLC, La Vergne, Tenn., – 55% discount – miscellaneous office equipment

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid award contract for office supplies 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 and the Chief of Staff, approve the bid award proposal for fleet management services to BBL Fleet, Bridgeville, Pa. effective April 1, 2021.

Moved by Mr. Maggi, seconded by Mr. Sherman, approving the bid award proposal for fleet management services to BBL Fleet.

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 Planning Commission, of a resolution to submit a grant application the Pennsylvania Department of Conservation and Natural Resources (DCNR) for the Cross Creek Park Lakeshore Trail.

- Total Cost Estimate: \$887,045
- DCNR Grant Request: \$300,000
- DCED grant previously submitted (unsecured): \$250,000
- County Oil and Gas Lease match: \$337,045

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the resolution to submit grant applications for the Cross Creek Park Lakeshore Trail.

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 memorandum of understanding with the Local Government Academy (LGA) for the Washington County Comprehensive Plan Update to provide in-kind services valued at \$10,000 for blight assessment and recommendations under the housing portion of the comprehensive plan. The term of the memorandum of understanding is March 18, 2021 through June 30, 2021, to coincide with the study being conducted by LGA.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the memorandum of understanding with the Local Government Academy for the Washington 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 Finance and the Correctional Facility, of a Business Associate agreement with PrimeCare Medical, Inc. related to privacy and security provisions of HIPPA, ARRA and HITECH and regulations promulgated under each act. This agreement was approved at the Prison Board meeting held on March 31, 2021.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the Business Associate agreement with PrimeCare Medical, Inc.

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 Adult Probation, of a renewal agreement with the Commonwealth of Pennsylvania, Pennsylvania Parole Board for the State Offender Supervision Fund program. The agreement enables the County to receive its portion of state supervision funding estimated to be at \$456,530 for the period of July 1, 2020 through June 30, 2021.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the renewal agreement with the Commonwealth of Pennsylvania, Pennsylvania Parole Board for the State Offender Supervision Fund 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 the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency for the Adult Probation Grant-In-Aid program. The agreement is in the amount of \$152,580 and is for the period of July 1, 2020 through June 30, 2021.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency for the Adult Probation Grant-In-Aid 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 Human Resources, of the revision to the Dress Code Policy allowing employees to wear jeans, as appropriate, based on their job responsibilities, determined by the respective department head and/or elected official. All other provisions of the policy will remain the same.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the revision to the Dress Code 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 Children and Youth Services, of a provider agreement with Venango County for residential placement services for the period of July 1, 2020 through June 30, 2021. The contract authorization amount is \$100,000 and no additional county funds are required.

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

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, of authorization to advertise for proposals for a new Washington County logo design.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the authorization to advertise for a new Washington County logo design.

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 Treasurer, of an addendum to our current agreement with The Master's Touch LLC, Spokane Wash., to include eNotices (taxes) for the Washington County Treasurer's office in the amount of \$1,000.00, a one-time set up fee. This addendum will be in effect from April 1, 2021 for a one-year period.

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Note: There will be no fee until year two at a rate of .12 per registered parcel, assuming we renew the contract.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the addendum with The Master's Touch 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 Purchasing and the Correctional Facility, to enter into a software and service contract with for Inmate Telephone Services with Beacon Software Solutions, Inc., Ocala, FL. Beacon JMS: ICSolutions will provide the Beacon Jail Management System at no cost to the county, including installation and the first three years' maintenance. This contract shall remain in effect for three years from April 1, 2021 with optional renewals thereafter. This service for the Correctional Facility was approved at the Prison Board meeting on March 31, 2021.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the contract with Beacon Software Solutions, 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 an addendum to our fiber use agreement with DQE Communications LLC, Pittsburgh, Pa. for the purpose of upgrading the internet connection for the Crossroads Building to 2 GB. The monthly rate will increase from \$1,750 to \$2,250, and will be paid from their operating budget.

Note: Per our Information Technology Department, we currently have 1 GB. As we move additional staff into Crossroads, we are seeing performance issues so this will address those issues. "If approved, it will be one to two weeks before DQE gets the line change installed."

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the fiber use agreement with DQE Communications.

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 Planning Commission, respectfully requests the Commissioners approve the purchase of one 2021 Ford F350 diesel 4x4 regular cab dump truck, including plow and salt spreader, hydraulics and equipment for use throughout the county parks from Woltz & Wind Ford. The total cost is \$87,916 and will be paid from gas and oil funds. The requested truck would be purchased via DGS Costars 25, and therefore does not require bidding. The proposed truck would replace an aged 2001 F350 with 86,740 miles, which will be used for other services.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the purchase of a 2021 Ford F350 diesel 4x4 regular cab dump truck from Woltz & Wind Ford.

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 Planning Commission, of the purchases of a John Deere 5075E utility tractor and flex wing rotary cutter in the amount of \$55,551.97 and the purchase of a Ventrac slope mower in the amount of \$28,862.55 from Middletown Tractor Sales, Washington, Pa. to be utilized at Cross Creek and Mingo Creek parks. Costs will be paid from gas and oil funds.

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Moved by Mr. Maggi; seconded by Mr. Sherman, approving the purchases of a John Deere 5075E utility tractor and flex wing rotary cutter and a Ventrac slope mower.

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 of the purchase of one Samsung phone from Verizon for Carlos Correa, Director of Information Technology. The monthly service cost is \$39.99/month and will be paid from their operating budget.

Moved by Mr. Maggi; seconded by Mr. Sherman, approving the purchases of a Samsung phone 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. Wednesday, March 31, 2021, following the agenda meeting to discuss personnel and litigation. The regularly scheduled Salary Board meeting will be immediately following today's meeting. All county offices will be closed on Friday, April 2, 2021 in observance of Good Friday.

SOLICITOR

None

There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 10:37 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

April 13, 2021

ATTEST: *Cynthia B. Huff*
CHIEF CLERK