

MINUTE BOOK

BOARD OF COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMB LIMITED E1808491KV

Minute No. 1162

November 30, 2022

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 Mike Namie; Finance Director Josh Hatfield; Human Resources Director Shelli Arnold; Recorder of Deeds Carrie Perrell; Register of Wills James Roman; Controller April Sloane; Treasurer Tom Flickinger; Chief Deputy Sheriff Anthony Mosco and Captain Anthony Interval; Executive Secretaries Marie Trossman and Randi Marodi; Chief Clerk Cynthia B. Griffin; Administrative Assistant Joyce Thornburg; Secretary Paula Jansante; Planning representative Kalie Chasko; WJPA representative Joe Jasek and concerned citizens Jim Piper, Frank Byrd, Fred Bender, Susan Bender, Annie Shaner, Bruce Bandel, Joyce Mayernik, and Frank Gambino.

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

Mrs. Vaughan led the meeting with a prayer.

Mr. Maggi led the Pledge of Allegiance.

Mrs. Vaughan entertained a motion approving Minute No. 1161 dated November 17, 2022.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving Minute No. 1161 as written.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

None

RECESS FOR PHOTOSPUBLIC COMMENT

Mrs. Vaughan stated that the views and opinions expressed by the speakers during public comment are exclusively those of the speakers and do not reflect or represent those of the Washington County Board of Commissioners and have not been verified.

The following Washington County residents addressed the Commissioners during public comment:

Recorder of Deeds Carrie Perrell, gave an update about her office, stating that they have moved to an electronic record-keeping system for financial records, which is going well. She also discussed the impact that the increased interest rates have had in her office, which historically received about \$500 in interest and is expected to see that increase to \$25,000 to \$30,000 per year.

Annie Shaner noted that next year is vital because of the municipal elections, pointing out that local elections matter more than anything. She said the row offices, commissioners, and judgeships affect our lives more than the national elections. She encouraged everyone to do their homework and educate themselves about these positions.

Bruce Bandel read a letter from Dr. Jeffrey S. Elias and Mrs. Erica Chauvet who visited the election office on Nov. 8, 2022, with letters declaring them as representatives of state Sen. Douglas Mastriano and state Rep. Tim O'Neal, respectively. He said that for almost 40 minutes, Dr. Elias and Mrs. Chauvet were denied entry as election night watchers, which they believe was a violation of Pennsylvania election law.

Register of Wills Jim Roman continued reading the letter that was presented by Bruce Bandel, seeking an explanation as to why Dr. Elias and Mrs. Chauvet were denied access to the room for almost 40 minutes. He said election integrity is a growing concern across the country, state, and country. He said that when voters doubt the legitimacy of the election process, they can become disenfranchised and quit voting. He added that it is imperative that the election office and the elections board ensure that transparency is of utmost priority. He said we need to follow the law and make sure people vote.

THE BOARD OF COMMISSIONER'S RESPONSE

None

OLD BUSINESSBID AWARD

Solicitor Grimm recommended the Board, on behalf of Purchasing, award the bid for electrical supplies (pick-up) for all Washington County facilities to The Hite Company, Washington, PA., based on their percent discount from catalog cost as submitted in their bid proposals. The contract will be effective January 1, 2023 through December 31, 2025, with the option to renew for two additional two-year periods. This bid has been awarded to the lowest, most responsive, and responsible bidder meeting the requirements.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid for electrical supplies for all Washington County facilities to The Hite Company.

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, award the bid for the furnishing and installation of the Cross Creek fencing project to OI'7 Construction, Ironton, OH. The total cost is \$75,809 and will be paid from gas lease funds. This bid has been awarded to the lowest, most responsive, and responsible bidder meeting the specifications.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid to OI'7 Construction for the furnishing and installation of the Cross Creek fencing project.

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 kitchen and housekeeping supplies to the following vendors:

- A-Z Janitorial Services, Washington, PA
- Jack Frye Sales & Service, Monongahela, PA
- Pyramid School Products, Tampa, FL
- Central Poly Bag Corp., Linden, NJ

The contract will be effective January 1, 2023 through June 30, 2023, with the option to renew for four additional six-month periods. 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 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, award the bid for promotional items to Authentic Promotions, Carmichael, CA., at the across-the-board discount of 25% from the vendor's website for pens, magnets, cups, and clothing items, plus the cost of decoration. The contract will be effective January 1, 2023 through December 31, 2024, with the option to renew for two additional two-year periods. This bid has been awarded to the lowest, most responsive, and responsible bidder meeting specifications.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid for promotional items to Authentic Promotions.

Roll call vote taken:

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

Motion carried unanimously.

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Solicitor Grimm recommended the Board, on behalf of Purchasing and Building and Grounds, award the bid for window washing to Squeegee Squad, Jeanette, PA. at a total cost of \$31,560. The contract will be effective November 30, 2022 through December 31, 2025. This bid has been awarded to the lowest, most responsive, and responsible bidder meeting specifications.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the bid for window washing to Squeegee Squad.

Roll call vote taken:

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

Motion carried unanimously.

BID CONTRACT EXTENSION

Solicitor Grimm recommended the Board, on behalf of Purchasing and the Coroner, extend the request for proposal (RFP) for post-mortem laboratory services to NMS Labs, Willow Grove, PA based on their submitted 2023 fee schedule. All work will be done on an as-needed basis. This contract extension will be effective January 1, 2023 through December 31, 2025, with the option to renew for an additional three-year period, unless terminated pursuant to the terms of the contract. All services will be charged to the Coroner's budget.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the extension of our bid contract with NMS Labs.

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, extend the bid contract for plumbing supplies to the following vendors effective January 1, 2023 through December 31, 2024:

- Colt Plumbing, Mechanicsburg, PA at the Category B discount of 25%
- McKean Plumbing & Heating, Washington, PA at the Category A and B discount of 15%
- W.W. Grainger, Lake Forest, IL at the Category B discount of 5% off CRP

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the extension of our 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 Correctional Facility, extend the bid contract for the furnishing and delivering of produce for the Correctional Facility to Albano's Produce, Washington, PA under the same terms and conditions as the original contract. This contract extension will be effective January 1, 2023 through December 31, 2024, and is contingent upon Prison Board approval.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the extension of our bid contract with Albano's Produce.

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 Finance and the Redevelopment Authority of the County of Washington as agent for Washington County Airport, to adopt a resolution approving the submission of plans to the Commonwealth of Pennsylvania, Department of Community and Economic Development to designate the Washington County Airport as an airport land development zone.

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

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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 Redevelopment Authority of the County of Washington as agent for Washington County Airport, of a contractual consent of landowner with the Commonwealth of Pennsylvania, Department of Environmental Protection for well cleanout and plugging activities of abandoned or orphaned oil and gas wells located on airport property. The work will be done at no cost to the County and the area will be restored to its original or better condition.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the contractual consent of landowner with the Commonwealth of Pennsylvania, Department of Environmental Protection.

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 Sheriff's office, to accept a vehicle donation from EQT Corporation for use by the Sheriff's office's DARE program. The vehicle is a 2014 Jeep Grand Cherokee, has approximately 47,500 registered miles, has a dealer fair market value range of \$14,961 to \$17,284, and will be conveyed on an as-is basis. Per the Sheriff's office, the vehicle has recently been inspected and was visually inspected by the Sheriff.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the vehicle donation from EQT Corporation for use by the Sheriff's office's DARE 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 Public Safety, of a renewal grant agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency for the emergency management performance grant program. The agreement is in the amount of \$131,645 and will be for the period of October 1, 2021 through September 30, 2022. The agreement will be electronically signed by Finance Director Joshua Hatfield per the previously adopted resolution.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the renewal grant agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency for the emergency management performance grant 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 the 2023 renewal fee and administrative fee for TASC as the County's flexible spending plan administrator. The renewal fee is \$684.48 and the administrative fee is \$4.62 per employee, per month.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the 2023 renewal fee and administrative fee for TASC as the County's flexible spending plan administrator.

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 professional services contract with The Cameron Wellness Center of the Washington Health System to provide employee wellness services effective January 1, 2023 through December 31, 2023. The rates of the contract will remain the same.

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Moved by Mr. Sherman; seconded by Mr. Maggi, approving the renewal contract with The Cameron Wellness Center of the Washington Health 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 Human Resources, of a contract between the County of Washington and SEIU Local 668 (Residual). The contract will be effective January 1, 2023 through December 31, 2025, that includes a 3% annual raise in 2023, a 3% annual raise in 2024 and a 2.25% annual raise in 2025.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the contract between the County of Washington and SEIU Local 668 (Residual).

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, approve the new County Animals in the Workplace Policy that prohibits employees from bringing their household pets to work. The only exception to this policy is the service animal with proper documentation.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the new County Animals in the Workplace 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 the following provider agreements for the period of July 1, 2022 through June 30, 2023. No additional county funds are required.

	<u>PROVIDER</u>	<u>AMOUNT</u>
Bair Foundation		\$600,000
A Child's Place		250,000
	TOTAL	<u>\$850,000</u>

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the provider agreements 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, on behalf of Purchasing, of authorization to advertise bids for election supplies for Washington County.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving authorization to advertise for bids for election supplies.

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 linen supplies for Washington County.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving authorization to advertise for bids for linen supplies.

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, of authorization to advertise for bids for fire alarm inspections.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving authorization to advertise for bids for fire alarm inspections.

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 a professional services agreement with PSI Engineering, to include the 2022-2023 General Fee Schedule for all county facilities on an as-needed basis, for the purpose of providing air quality control testing, including abatement projects. All other terms and conditions of the current agreement remain in full force.

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

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 Public Safety, of an agreement with Timeclock Plus, LLC., San Angelo, TX, to provide a web-based application to replace an outdated Google spreadsheet used for scheduling. This agreement will be effective November 30, 2022 for a period of 12 months and the total cost is \$2,250.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the agreement with Timeclock Plus, 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, of the extension of our current lease agreement with the Senate of Pennsylvania for the district office of Senator Camera Bartolotta located in the Crossroads Building, Washington, PA, for an additional four-year period under the same terms and conditions as the original agreement. This agreement will be effective January 1, 2023 through December 31, 2026.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the extension of our current lease agreement with the Senate of Pennsylvania for the district office of Senator Camera Bartolotta.

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 Public Safety, of the renewal of our annual service agreement with SynergIT to provide support for the HP blades, servers, and SAN systems located in the 911 Center. This agreement will be effective January 1, 2023 through December 31, 2023, with an option to extend for an additional year, and the base cost of the support services is not to exceed \$75,000 per year. The cost is based on 8.5 hours of pre-scheduled services only (3-4 days per month). Services outside this scope of work would require written approval from Washington County and would be billed separately.

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

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 Information Technology, of a maintenance agreement with Vertiv Services, Inc., Westerville, OH to include two preventative maintenance visits per year per site for the Emerson/Liebert UPS Systems located in the Courthouse, Courthouse Square and Public Safety. This agreement will be effective January 1, 2023 through December 31, 2023. The total cost is \$36,487.81 and will be paid from Information Technology 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 Information Technology, of an extension to our current software license agreement #11493 with Service Express, Inc., Grand Rapids, MI for the purpose of providing maintenance on the 911 HP hardware components. This agreement will be effective through December 31, 2025. The total cost is \$9,187.20 per year and will be paid from the Public Safety operating budget and wireless money.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the extension of our software license agreement with Service Express, 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 Public Safety, of a maintenance and support agreement with MRA, Incorporated, Washington, PA for software for the radio console purchased on the GSA contract from Avtec. This maintenance agreement will be effective January 1, 2023 through December 31, 2023, at a total amount of \$77,487.93. The total cost of this maintenance will be paid from the Public Safety state-collected surcharge funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the maintenance and support agreement with MRA, Incorporated for software for the radio console.

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 Public Safety, of a maintenance agreement with MRA, Incorporated, Washington, PA for software and hardware for the logging recorder purchased on the GSA contract from Eventide. This maintenance agreement will be effective January 1, 2023 through December 31, 2023, at a total amount of \$26,550. The total cost of this maintenance will be paid from the Public Safety state-collected surcharge funds.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the maintenance agreement with MRA, Incorporated for software and hardware for the logging recorder.

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 Tuesday, November 29, 2022, following the agenda meeting to discuss personnel and litigation. The regularly scheduled Salary Board and Retirement Board meetings will be immediately following today's meeting.

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SOLICITOR

None

There being no further business, Chairman Vaughan declared the meeting adjourned at approximately 2:29 p.m.

THE FOREGOING MINUTES WERE SUBMITTED FOR APPROVAL:

December 16, 2022

ATTEST: Cynthia S. Huff
CHIEF CLERK