

# WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, October 18, 2023

- I. Invocation
- II. Approval of Minute PB 9-20-23 dated September 20, 2023
- III. Public Comment
- IV. Warden's Report
- V. Bills
- VI. Old Business
- VII. New Business
- VIII. Adjourn Meeting

D. Vaughan  
N. Sherman  
L. Maggi  
President Judge DiSalle  
A. Andronas  
J. Walsh  
A. Sloane

J. McCune  
J. Grimm  
C. Griffin  
A. Johnston  
J. Fewell

The meeting of the Washington County Prison Board was held in the conference room of the Washington County Correctional Facility, at 100 West Cherry Avenue, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Larry Maggi, and Nick Sherman; Sheriff Anthony Andronas; District Attorney Jason Walsh; Controller April Sloane. Also present were: Chief of Staff Jim McCune; Solicitor Jana Grimm; Chief Clerk Cindy Griffin and Administrative Assistant Debbie Corson; Board of Commissioner’s Administrative Assistants Marie Trossman and Randi Marodi; Human Resources Assistant Director Andrea Johnston; Financial Analyst Adam Petris; Chief Deputy Sheriff Anthony Mosco; Court Administrator Patrick Grimm; Correctional Facility Representatives Deputy Warden Christopher Cain, Major David Coddington, and Chaplin Mike Pierson; Public Defender Rose Stemple; Chief Clerk Office Assistant Stacey Stapleton; and citizen Annie Shaner.

Mrs. Vaughan called the meeting to order at approximately 11:02 a.m. and Correctional Facility Chaplain Mike Pierson led the meeting with an invocation.

Mrs. Vaughan entertained a motion to approve Minute No. PB 8-16-23 dated August 16, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi to approve Minute No. PB 8-16-23 dated August 16, 2023.

The motion was carried unanimously with the Board signifying their approval by stating “Aye.”

**PUBLIC COMMENT**

Resident Annie Shaner spoke to the board about the death penalty cases and associated costs. She also asked about coroner’s inquests and does the county conduct those anymore. She also stressed her concern about the recent shooting in Peters Township.

**BOARD’S RESPONSE**

None.

**WARDEN’S REPORT**

Warden Fewell said that overall population is up, post COVID showing an uptick in population, specifically juveniles and adult females. Most are farmed out to other facilities because they cannot house juveniles and only have limited space for females.

**Maintenance for Out of County Prisoners for August 2023**

Administrative Fee	\$12,850.25
Social Security	\$1,400.00
Tylenol	\$0.00
Monthly sub-total	\$14,250.25
Year-to-date grand total	\$127,732.07

**Program Fees and Room and Board Income for August 2023**

	<u>Billed</u>	<u>Collected</u>
Work Release Inmates	-0-	-0-
Weekend Inmates	-0-	-0-
Monthly sub-total	-0-	-0-
Year-to-date grand total	-0-	-0-

**Status of Inmates Confined at the End of August 2023**

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	54	3	57
Work Release Inmates	0	0	0
Weekend Inmates	0	0	0
	<u>Male</u>	<u>Female</u>	<u>Total</u>
Inmates Awaiting Trial and/or Sentencing	216	65	281
Total Inmates	270	68	338

<b>Examinations Performed by the Physician</b>	190
New Commitments	180
Dental Extractions	14
Medical Transports Performed by the Sheriff	9
Contracted Housing Fee/Month	\$45,217.38
Yearly Total	\$275,591.44

Warden Fewell began by recognizing Officer Kiers Gloady as employee of the month for the month of September. Warden Fewell publicly congratulated him for his service.

Warden Fewell respectfully requested the Prison Board approve the promotion of Sergeant Kimberly Reed from Correctional Officer II to Captain.

Warden Fewell respectfully requested the Prison Board approve the lateral transfer of Paul Schmidt from Correctional Officer I to Alternate Sentencing/PREA Coordinator position.

Warden Fewell respectfully requested the Prison Board approve the renewal agreement with Lexis Nexis for the inmate law library at a cost of \$6,492/year for a three-year period. This agreement will be effective November 1, 2023 through October 31, 2026. Funded through the Correctional Facility's budget.

NOTE: This agreement is contingent upon Board of Commissioners approval.

Warden Fewell respectfully requested the Prison Board approve the annual service agreement with Hobart Service for the provision of on-call services to provide all parts and labor necessary for the maintenance of the dishwashing machine in the Correctional Facility. The cost will be \$2,603 and will be effective through September 9, 2024.

NOTE: This agreement is contingent upon Board of Commissioners approval.

Warden Fewell respectfully requested the Prison Board authorize BenchMark Professional Seminar, NC, for staff training. They need only provide classroom space and AVI. The first two seminars are: "Moving up to Supervision" on January 22-23, 2024 and "First Line Supervision" on February 19-20, 2024.

Warden Fewell requested an executive session to discuss personnel.

Mrs. Vaughan entertained a motion to accept the Warden's report as presented, with the addition of the termination of Levi Thomas and Kevin Brown.

Mr. Sherman made the motion to accept the Warden's report as presented with the two personnel additions. Mr. Maggi seconded the motion. The motion was carried unanimously with the Board signifying their approval by stating "Aye."

### **BILLS**

Ms. Sloane presented to the Board for their consideration and approval of the bills dated September 20, 2023, in the amount of \$370,289.81.

A motion was made by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated September 20, 2023. The motion was carried unanimously with the Board signifying their approval by stating "Aye." (See the list of bills attached hereto and made a part hereof.)

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

None.

Mrs. Vaughan requested an executive session to discuss litigation.

There being no further business, Mr. Sherman made a motion to adjourn the meeting. Mr. Maggi seconded it at approximately 11:26 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

\_\_\_\_\_, 2023

ATTEST: \_\_\_\_\_  
SECRETARY

DRAFT

**AGENDA**

**A. Employee of the Month recognition**

**B. Stats**

**C. Proposals for approval**

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**PROPOSAL #1---Request for Training**

I, Warden Fewell, respectfully requests the Prison Board approve the **out-of-state** training for Captain Jack Buckholt and Captain Jon McDonough. We request they gain UOF certification with Risen Stun Dynamics. The *estimated* cost is \$2530 for both commanders. The certification valid for three years. This training is **contractually required** to operate and deploy the equipment.

(training \$580 x 2=\$1160, hotel \$560 x 2= \$1120, gas & per diem=\$250)

**PROPOSAL #2 -- Addendum - Washington County Correctional Facility – Lawrence County Agreement**

I, Warden Fewell, respectfully requests the Prison Board approve an Addendum to our agreement with Lawrence County for the provision of housing Washington County’s Juvenile inmates on an as needed basis as per the contract conditions including a reduction in cost from \$800.00 to \$600.00 per Juvenile inmate, per day, plus transports and medical expenses to be paid from their Operating budget.

NOTE: THIS RENEWAL AGREEMENT IS CONTINGENT UPON BOARD OF COMMISSIONERS APPROVAL.

**PROPOSAL #3--- Flooring – Contract #091923-Flooring WCCF**

I, Warden Fewell, respectfully requests the Prison Board award the bid for Flooring for the WCCF Processing area to Allegheny Installations, Pittsburgh, PA, in the amount of \$81,000.00, to be funded from Act 13.

This bid has been awarded to the lowest most responsive and responsible bidder meeting specifications. If approved, the contract will be effective DOA. The bids were reviewed and recommended for award by the Correctional Facility and Purchasing.

NOTE: THIS AGREEMENT FOR THE CORRECTIONAL FACILITY IS CONTINGENT UPON BOARD OF COMMISSIONERS APPROVAL.

**Washington County Correctional Facility  
Invoices - October 18, 2023**

*A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$ 5,034.92
AIS Commercial Parts & Services	Contracted Repairs	\$ 328.16
Albano's	Produce Bid	\$ 1,452.64
Belfiore's Coffee & Food Service Co.	Coffee Bid	\$ 1,024.80
*Big's Sanitation	Waste Removal	\$ 1,640.00
Bimbo's Bakery USA Inc.	Bread Bid	\$ 3,595.58
*Cain, Chris	Employee Travel	\$ 25.70
*CDW-G	Computer Hardware	\$ 33.32
*Chestnut Ridge Foam	Bedding Bid	\$ 4,860.10
*Colt Plumbing	Plumbing Bid	\$ 908.71
*County of Lehigh	Inmate Housing	\$ 9,300.00
Daymark Safety Systems	Kitchen Safety	\$ 312.48
*FBM Capital LLC	Cost per Copy Bid	\$ 72.99
*George Junior Republic	CYS Contracted Services	\$ 46,565.10
*Grainger W W Inc.	Industrial Commodities Bid	\$ 5,784.09
Jack Frye Sales and Service	Housekeeping Bid	\$ 1,609.00
*Lexis Nexis	Law Library	\$ 541.00
*MSC Industrial Supply	Industrial Commodities Bid	\$ 398.35
*Novacare Outpatient	Employee Screening	\$ 1,500.00
*Observer-Reporter	Advertising	\$ 937.66
*Pennsylvania American Water	Water Utility Service	\$ 8,250.12
Primecare Medical Inc.	Contracted Medical Services	\$ 165,240.25
*Ricoh USA Inc.	Cost Per Copy Bid	\$ 754.97
Scalise Industries	General Contracting Bid	\$ 497.85
Schneider's Dairy	Milk Bid	\$ 2,134.36
*Sprague Operating Resources	Liquid Fuels Utility Service	\$ 1,297.04
*State Chemical Manufacturing	Cleaning Supplies	\$ 2,161.20
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$ 11,937.99
*Tri-State Office Furniture	Furniture	\$ 2,882.58
*US Foods Inc.	Food Bid	\$ 29,662.34

*Verizon Wireless	Telecommunication Utility	\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$	191.56
*Washington E Washington Joint Authority	Sewage Utility Service	\$	14,822.50
*Washington Physicians Group	Employment Screenings	\$	2,588.00
*West Penn Power	Power Utility	\$	10,974.91
	<b>Total 10/18/23 Meeting</b>	<b>\$</b>	<b>339,480.31</b>
*Paid as required by due date			