

# CHIEF CLERK'S AGENDA

May 14, 2024

## **SPECIAL ORDER OF BUSINESS:**

Proclamation – Armed Forces Day

Dr. Bobbi Cumpston  
Veterans Director

Proclamation – Mental Health Awareness Month

Jennifer Scott  
BHDS Administrator

Proclamation – Teen Pregnancy Prevention Month  
Teen Mental Health Awareness Day

Dr. Mary Jo Podgurski  
Wash. Health System Teen Outreach

## **NEW BUSINESS:**

Chief Clerk, on behalf of the Courts, respectfully requests the Commissioners approve the cost of training and all travel related fees, within the rules of the County's travel policy, for a judge and three (3) employees (Judge Brandon Neuman, Randy Jackson, Heather Testa, and Nathan Seraly) to attend the National Association of Drug Court Professionals (NADCP) Conference in Anaheim, California, on May 22 through May 25, 2024. The cost will be approximately \$2,500/person and will be paid from Act 77 Supervision Fees.

Chief Clerk respectfully requests the Commissioners adopt a resolution for the approval of the Applicable Elected Representative, relating to Section 147(f) of the Internal Revenue Code of 1986, as amended, approving a project financing by the Washington County Industrial Development Authority for Chestnut Ridge Counseling Services, Inc. and the issuance by the Authority of its revenue note for such project in the principal amount of \$4,500,000. These documents have been reviewed by the County Solicitor.

# MEMORANDUM

May 14, 2024

TO: Commissioner Sherman  
Commissioner Janis  
Commissioner Maggi

FROM: Jason E. Theakston, Planning Director

SUBJECT: Agenda Meeting – May 14, 2024

## **1. Planning – Agreement**

The Planning Commission recommends entering into an agreement with Gavlik and Sons to allow for disposal of material at the Mingo Creek County Park Maintenance Facility dump site area. The material being disposed is from an emergency PennDOT project, and Gavlik and Sons are proposing to complete all permitting and site prep work at no cost to the County, including creating an access road to enter the dump area and site stabilization.



BOARD OF COMMISSIONERS  
**NICK SHERMAN**  
CHAIR  
**ELECTRA JANIS**  
VICE CHAIR  
**LARRY MAGGI**  
PHONE: 724-228-6724

# County of Washington

## FINANCE DEPARTMENT

COMMONWEALTH OF PENNSYLVANIA  
95 WEST BEAU STREET – SUITE 430  
WASHINGTON, PENNSYLVANIA 15301



**Adam G. Petris**  
Assistant Finance Director

PHONE: 724-228-6894  
FAX: 724-228-6941

## FINANCE AGENDA

**May 14, 2024**

1. Finance, on behalf of the Public Defender, respectfully requests the Board of Commissioners approve a grant application with the Pennsylvania Commission on Crime and Delinquency (PCCD) for an Indigent Defense Grant. The Grant will be in the amount of \$95,644.00 and will run from July 1<sup>st</sup>, 2024, through December 31<sup>st</sup>, 2025. No county funds will be required.
2. Finance, on behalf of the Sheriff, respectfully requests the Board of Commissioners approve a grant agreement with the Washington County Community Foundation for the Range Resources Good Neighbors Fund. The grant agreement is in the amount of \$2,000.00 and will be used for the Sheriff's DARE program. No county funds will be required.

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**HUMAN RESOURCES**  
**INTEROFFICE MEMORANDUM**

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**TO:** CINDY GRIFFIN

**FROM:** ANDREA JOHNSTON *Andi*  
ASSISTANT DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** AGENDA ITEMS FOR 5/14/24 MEETING

**DATE:** MAY 10, 2024

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Human Resources respectfully requests the Board of Commissioners approve a grant application with PA Counties Risk Pool for the 2023-2024 loss prevention grant program. The grant application is in the amount of \$30,000 and will be used for the following:

- Strip topsoil and grade for new sidewalk
- Install new sidewalk leading from Crossroads Building to parking lot – 5' wide X 56'
- Install new aluminum handrail on one side of the sidewalk
- Regrade and install topsoil/seed

This will provide and enhance the safety of the public, including employees of the offices of the Crossroads Building and other County employees.

# MEMORANDUM

**TO:** Commissioner Nick Sherman, Chairman  
Commissioner Electra S. Janis, Vice Chair  
Commissioner Larry Maggi

**FROM:** Department of Human Services

**SUBJECT:** Agenda Meeting May 14, 2024

1. **Children and Youth Services – Provider Agreement**  
Children and Youth Services is requesting the approval of a provider agreement with Intermediate Unit 1 to provide educational support services for the period of July 1, 2024, through June 30, 2025. The contract authorization amount is \$18,240.00 and no additional county funds are required. Indemnification included on page 9 of contract.
2. **Children and Youth Services – Memorandum of Understanding**  
Children and Youth Services is requesting the approval of a Memorandum of Understanding with the Washington County Court of Common Pleas for the provision of the Leaders Program for the period of July 1, 2024, through June 30, 2025, in the amount of \$907,960.00 and no additional county funds are required.
3. **Children and Youth Services – Provider Agreement**  
Children and Youth Services is requesting the approval of the following provider agreement with Donnelly-Boland and Associates to provide fiscal related staffing services for the period of May 20, 2024, through May 19, 2025, in the amount of \$379,750.00 and no additional county funds are required. Indemnification included on page 2 of contract.
4. **Behavioral Health and Developmental Services – Provider Agreement**  
Behavioral Health and Developmental Services is requesting approval of the following provider agreement with Pathways of Southwestern PA, Inc. to provide reimbursement for residential adaptations for an Intellectual Disabilities/Autism individual for the period of December 1, 2023, through June 30, 2024, in the amount of \$18,025.00 and no additional county funds are required. Indemnification is included on page 5.
5. **Behavioral Health and Developmental Services – Provider Agreement Addendum**  
Behavioral Health and Developmental Services is requesting approval of the following provider agreement addendum with the Center for Community Resources, Inc. to provide mental health services for the period of July 1, 2022, through June 30, 2023. The contract authorization amounts will be increased by \$10,492.00 to 1,055,576.00 and no additional county funds are required.

WASHINGTON COUNTY COMMISSIONERS:  
NICK SHERMAN, CHAIRMAN  
ELECTRA JANIS, VICE CHAIR  
LARRY MAGGI  
(724) 228-6724



Randy Vankirk  
Director of Purchasing  
Phone: 724-228-6729

## COUNTY OF WASHINGTON

PURCHASING DEPARTMENT  
COMMONWEALTH OF PENNSYLVANIA  
95 WEST BEAU STREET, SUITE 430  
WASHINGTON, PA 15301

**TO:** BOARD OF COUNTY COMMISSIONERS

**FROM:** RANDY VANKIRK, DIRECTOR OF PURCHASING

**DATE:** MAY 09, 2024

**SUBJECT:** AGENDA ITEMS FOR MAY 14, 2024 - MIN#1186 REV#1

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### I. BIDS/CONTRACT EXTENSIONS/PROPOSALS

#### A. Bid/RFP Awards

##### 1. Bid Award – Guide Rails – Contract #043024-WC GuideRail Rebid

Purchasing, on behalf of **Planning**, respectfully requests the Board of County Commissioners **award the bid for Washington County 2024 Guide Rails to Interstate Enterprises, Inc., Canonsburg PA.** Total cost of the work will be \$183,725.00 as the lowest most responsive and responsible submission.

If approved, this agreement will start on the Date of Execution through the date of completion. Bid responses were reviewed and recommended for award by Planning and Purchasing.

##### 2. RFP Award – Aerial Imagery – Contract #031224- Imagery RFP

Purchasing, on behalf of **IT and Tax**, respectfully requests the Board of County Commissioners **award the RFP for Ortho/Oblique Aerial Imagery to Pictometry International Corp. dba/EagleView of Rochester NY.** Total cost of the work is estimated to be \$120,540.00 for a digital orthophoto flight according to EagleView's RFP response. All rates, terms and conditions within the RFP will be adhered to in implementing this agreement.

If approved, this agreement will start on the June 1, 2024, through completion unless otherwise terminated pursuant to the agreement. RFP responses were reviewed and recommended for award by GIS, IT, Tax and Purchasing.

## **B. Bid Contract Extensions**

### **1. County Uniforms – Contract#060722-UN**

Purchasing, respectfully requests the Board of County Commissioners **approve an extension to the bid contract** for **Uniforms to Trapuzzano’s Uniforms LLC, Washington, PA.**

If approved, this contract extension will be effective July 1, 2024, through June 30, 2025, with the option to extend to one (1) additional one (1) year period. All terms and conditions remain.

### **2. Tree Clearing & Grubbing - Contract #053023-C&G**

Purchasing, respectfully requests the Board of County Commissioners **approve an extension to the bid contract** for **Tree Clearing & Grubbing to Staley Tree Service, LLC, Washington PA,** based on the hourly rates as submitted in their bid submission. Service will be utilized on an as needed basis.

If approved, this contract extension will be effective July 1, 2024, through June 30, 2026, with no further options to extend. All terms and conditions remain.

### **3. Construction Services – Contract #053023-GC**

Purchasing, respectfully requests the Board of County Commissioners **approve an extension to the bid contract for General Construction Services** on an as needed basis to the following:

- **MacBracey Corporation, Washington, PA.**
- **Stonemile Group, Inc., Canonsburg, PA.**

If approved, this contract extension will be effective July 1, 2024, through June 30, 2025, with options to extend for three (3) additional one (1) year periods.

### **4. Elevator Maintenance- Contract#062122-EM**

Purchasing, on behalf of Justin Welsh, Director of **Building & Grounds**, respectfully requests the Board of County Commissioners **extend the bid contract for Elevator Maintenance** for all county facilities with **Otis Elevator Co., Pittsburgh, PA.**

If approved, this contract will be effective July 1, 2024, through June 30, 2025, with the option to extend for seven (7) additional one year periods through June 30, 2032.

### **5. Kitchen & Housekeeping Supplies – Contract #111522-HS**

Purchasing, respectfully requests that the Board of County Commissioners **extend the bid** for **Kitchen & Housekeeping Supplies** with 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

If approved, this contract will be effective July 1, 2024, through December 31, 2024, under the same contract terms & conditions.

**C. Authorization to Bid/Request Proposals**

**1. Pension Software**

Purchasing, on behalf of the Controller, respectfully requests the Board of County Commissioners authorize the **advertising** for Pension Software Proposals (RFP).

**II. AGREEMENTS & CONTRACTS**

**A. Professional Service Agreements**

**1. Kronos Support Services**

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners approve a **Service Renewal agreement with Kronos** in the amount of **\$48,943.11**. This is for maintenance renewal to cover software updates and support services. If approved, this Agreement will be effective June 30, 2024, through June 29, 2025. The total amount will be charged to the IT budget.

**2. Superior LLC, a CentralSquare (FinancePlus) Company**

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners **approve the following payment:**

- **\$74,004.97 to Superior, Lake Mary, Fl.** This is a **renewal agreement for software support and maintenance for our entire Financial System, including our Fund Accounting System.**

If approved, this agreement will be effective June 1, 2024, through May 31, 2025. The total amount will be charged to the Information Technology Operating Budget.

**3. Professional Services – RTI Risk Management**

Purchasing, on behalf of **the BOC**, respectfully requests the Board of County Commissioners **approve a Professional Services Agreement with RTI Risk Management, Canonsburg, PA**, for the purpose of providing **consulting on all insurance and risk management assessment services** at a rate of \$1,500.00 per month.

If approved, this agreement will be effective June 1, 2024, through May 31, 2025.

**4. Isiminger’s Auto Sales –Vehicle Procurement, Auction Services**

Purchasing, on behalf of Justin Welsh, Director of **Building & Grounds**, respectfully requests the Board of County Commissioners **approve an agreement with Isiminger’s Auto Sales, Washington, PA**, for the purpose of providing **Vehicle Procurement & Auction Services** on an as needed basis.

If approved, this agreement will be effective retroactively to April 1, 2024, through March 31, 2025, with the option to extend for three (3) additional one (1) year periods upon mutual agreement at the following cost criteria.

- Auction Fee for purchased vehicle: \$150.00/occurrence.
- Sellers Fee for purchased vehicle: \$250.00/occurrence.

**5. Air Handler/Chiller Temperature Controls – Building Control Systems, Inc.**

Purchasing, on behalf of Justin Welsh, Director of **Building & Grounds**, respectfully requests the Board of County Commissioners **renew** our current service agreement with



**Building Control Systems Inc., for preventative maintenance and service on the KMC DDC Temperature Control System.**

If approved, this contract extension will be effective through July 31, 2025, with a cost of \$4,612.00. All repairs will be done “as needed” at the rate of \$150/hr. regular time plus materials.

**6. Professional Services – Cashvest/Three+One Company**

Purchasing, on behalf of **Finance**, respectfully requests the Board of County Commissioners **approve a Professional Services Agreement** with **Cashvest/Three+One Company, Inc**, Pittsford, NY, with an office in Pittsburgh, PA for the purpose of providing **Liquidity and Treasury Analyses services** at an annual fee of \$250 per one million dollars.

If approved, this contract extension will be effective for a 1-year period.

**Note:** The amount is due after their initial analysis where they must present a net benefit to the County. If Cashvest can show a net benefit greater than their fee then they will invoice the county at an Annual, Quarterly, or Monthly cadence.

**MIN #1186, Dated 05/16/2024.**



# REDEVELOPMENT AUTHORITY OF THE COUNTY OF WASHINGTON

100 WEST BEAU STREET, SUITE 603, WASHINGTON, PENNSYLVANIA 15301



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ROBERT C. GRIFFIN  
EXECUTIVE DIRECTOR

COUNTY COMMISSIONERS  
NICK SHERMAN, CHAIRMAN  
ELECTRA S. JANIS, VICE CHAIR  
LARRY MAGGI

## PROJECT ACTIVITY REPORT

DATE: May 14, 2024  
TO: Washington County Board of Commissioners  
FROM: Redevelopment Authority of the County of Washington

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### Chartiers, Independence, Robinson and Smith Demolition Project Nos. CD 21-05, CD 23-10, CD 23-15 & CD 23-16

This project involves the demolition and site clearance of the following blighted residential structures that have been condemned under each Townships' Code Enforcement Programs.

Chartiers Township  
351 Sprowls Avenue

Independence Township  
9 Deer Lane

Robinson Township  
1425 Robinson Highway

Smith Township  
673 Joffre-Bulger Road

Estimated Project Cost: \$33,000  
Funding: \$ 3,000 Chartiers Community Development Block Grant Funds  
\$10,000 Independence Community Development Block Grant Funds  
\$10,000 Robinson Community Development Block Grant Funds  
\$10,000 Smith Community Development Block Grant Funds  
Bid Opening: May 14, 2024

Signature