

CHIEF CLERK'S AGENDA

June 18, 2024

SPECIAL ORDER OF BUSINESS:

No special order of business.

NEW BUSINESS:

Chief Clerk respectfully requests the Commissioners approve the appointment of Dan Ostrowski to the Washington County Authority board.

Chief Clerk respectfully requests the Commissioners approve a lease agreement between the County and Marci Tershel for office space for the Conflict Counsel. The space is located at 55 South Main Street, in Washington. This agreement will be effective August 1, 2024 and will cost \$550/month for two years with the option to renew.



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
Finance Director

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

FINANCE AGENDA

June 18, 2024

1. Finance, on behalf of the District Attorney, respectfully requests the Board of Commissioners approve and ratify the agreement for a Records Management System Grant through the Pennsylvania Commission on Crime and Delinquency (PCCD). This grant is in the amount of \$100,500.00 and will assist the Drug Task Force with maintaining accurate and timely reports as well as keeping crime statistics.

MEMORANDUM

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

FROM: Department of Human Services

SUBJECT: Agenda Meeting June 18, 2024

1. Children and Youth Services – Provider Agreement


Children and Youth Services is requesting approval of the following provider agreement with Summit Legal Aid to provide legal assistance and representation to the birth parents involved with Juvenile Court procedures, for the period of July 1, 2024 – June 30, 2025. The contract authorization amount is \$200,000.00 and no additional county funds are required. Indemnification included on page 2 of the contract.

2. Behavioral Health and Developmental Services – Provider Agreement

Behavioral Health and Developmental Services is requesting the approval of a provider agreement with Chatham University for the provision of the Independent Monitoring Team/Core Indicators Project (IMP/CIP) to review consumer satisfaction for the period of July 1, 2023, through June 30, 2024. The contract authorization amount is \$34,588.00 and no additional county funds are required. Indemnification on page 5 of the contract.

HUMAN RESOURCES
INTEROFFICE MEMORANDUM

TO: CINDY GRIFFIN

FROM: ANDREA JOHNSTON 
ASSISTANT DIRECTOR OF HUMAN RESOURCES

SUBJECT: AGENDA ITEMS FOR 6/18/24 MEETING

DATE: JUNE 13, 2024

Human Resources respectfully requests the Board of Commissioners approve a grant application with PA Counties Risk Pool for the 2024-2025 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.

Human Resources respectfully requests the Board of Commissioners approve a revision to the Policy for Reimbursement for Business Expense and Travel. The policy has been updated to reflect the following:

- The cost for lodging will be limited to \$169.00 per night.
- The reimbursement for meals is allowable for a maximum of \$65.00 including tax and gratuity for each 24-hour period to be reimbursed as follows:
 - Breakfast - \$15.00
 - Lunch - \$20.00
 - Dinner - \$30.00
 - Reimbursement for meals can be combined in one meal but cannot exceed \$65.00

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: JUNE 13, 2024

SUBJECT: AGENDA ITEMS FOR JUNE 18, 2024 - MIN#1188

I. BIDS/CONTRACT EXTENSIONS/PROPOSALS

A. Bid/RFP Awards

1. Bid Proposal Award – Auditing Services - Contract #050724-Audit RFP

Purchasing, respectfully requests the Board of County Commissioners **award the Request for Proposals for Auditing Services to Zelenkofske Axelrod, LLC., Pittsburgh, PA, at the rates provided to perform yearly Financial Audits and Federal & DHS Single Audits.**

- **Rate Schedule:**
- 2024 Single Audit \$105,000.00
- 2025 Single Audit \$108,150.00
- 2026 Single Audit \$111,400.00
- Partner/Hour \$250.00
- Manager/Hour \$150.00
- Senior Associate/Hour \$110.00
- Associate/Hour \$90.00

II. AGREEMENTS/CONTRACTS/ADDENDUM

A. Professional Service Agreements

1. Professional Services – Thomson Reuters

Purchasing on behalf of the **Public Defender's Office**, respectfully requests the Board of County Commissioners **approve an agreement** with **Thomson Reuters, Minnesota** for the purposes of providing 10 books of **West's PA Criminal Justice** with updated statutes, etc. and 2 copies of the **PA Rules of Court State – Vol. I**, to assist attorneys while at the Courthouse & Magistrates Offices. The 36-month subscription will cost \$339.76 per month and will be funded from their Operating budget.

2. Addendum – Governmental Software - Contract #070721-RFP-Finance

Purchasing, on behalf of Carrie Fundy, **Information Technology**, respectfully requests the Board of County Commissioners approve an **addendum** to our **Governmental Software and Implementation Services Agreement with Tyler Technologies, Inc.**, for additional implementation services and Project Management in the amount of \$40,000.00.

Total cost will be funded from the **American Rescue Plan Act Funds**.

3. Psychological Services

Purchasing, on behalf of Jason Walsh, **District Attorney**, respectfully requests the Board of County Commissioners **approve a professional services agreement** with **John S. O'Brien II, MD, JD, Inc., New London, PA** for **psychological services** at the submitted rates.

\$545.00/hr.- psychological evaluation, record review and report preparation, plus mileage.

If approved, this agreement will be effective according to the existing terms and conditions and may be renewed year to year by mutual consent of both parties, unless otherwise terminated pursuant to the terms of this Agreement. All services will be charged to their Operating budget.

4. Professional Services – Capital Area Communications

Purchasing on behalf of the **Public Safety**, respectfully requests the Board of County Commissioners **approve a professional service agreement** with **Capital Area Communications, Harrisburg, PA**, for the purpose of providing Equipment, Radio & Engineering Services. If approved the cost will be funded from their Operating budget.

MIN #1188, Dated 06/20/2024.



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: June 18, 2024
TO: Washington County Board of Commissioners
FROM: Redevelopment Authority of the County of Washington

Blaine & Claysville Street Reconstruction Project Nos. CD 23-01 & CD 23-04

This project involves the following improvements:


Blaine Township

Reconstruction and stormwater improvements on Main Street from Second Street to terminus (approximately 714 lf).

Claysville Borough

Reconstruction of Parcell Street from Main Street to terminus (approximately 1,665 lf) including storm sewer improvements.

Contractor: \$255,441.25
Contract Award: El Grande Industries, Inc.
Funding: \$ 95,181.25 Blaine Community Development Block Grant Funds
\$160,260.00 Claysville Community Development Block Grant Funds
Award Date: June 21, 2024



Signature