

CHIEF CLERK AGENDA

November 29, 2022

SPECIAL ORDER OF BUSINESS:

No special order of business.

NEW BUSINESS:

No new business to report.



BOARD OF COMMISSIONERS
DIANA IREY VAUGHAN
CHAIR
LARRY MAGGI
VICE CHAIR
NICK SHERMAN
PHONE: 724-228-6724

County of Washington

FINANCE DEPARTMENT

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



JOSHUA J. HATFIELD
FINANCE DIRECTOR

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

AGENDA MEETING – November 29, 2022

1. Finance, on behalf of the Redevelopment Authority of the County of Washington as agent for Washington County Airport, respectfully requests the Board of Commissioners 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.
2. Finance, on behalf of the Redevelopment Authority of the County of Washington as agent for Washington County Airport, respectfully requests the Board of Commissioners approve a contractual consent of landowner with the Commonwealth of Pennsylvania, Department of Environmental Protection for well clean out 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.
3. Finance, on behalf of the Sheriff's Office, respectfully requests the Board of Commissioners 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 as as-is basis. Per the Sheriff's Office, the vehicle has recently been inspected and was visually inspected by the Sheriff.
4. Finance, on behalf of Public Safety, respectfully requests the Board of Commissioners approve 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 the Finance Director Joshua Hatfield per the previously adopted resolution.

HUMAN RESOURCES
INTEROFFICE MEMORANDUM

TO: CINDY GRIFFIN
FROM: SHELLI ARNOLD SA
DIRECTOR OF HUMAN RESOURCES
SUBJECT: AGENDA ITEMS FOR 11/30/22 MEETING
DATE: NOVEMBER 23, 2022

Human Resources respectfully requests the Board of Commissioners approve the renewal of the professional services contract with The Cameron Wellness Center of the Washington Health System. The purpose of this contract is to provide employee wellness services. The rates of the contract will remain the same and will be effective January 1, 2023 through December 31, 2023.

Human Resources respectfully requests the Board of Commissioners accept the contract between the County of Washington and SEIU Local 668 - Residual. The contract is effective from January 1, 2023 through December 31, 2025.

- This is a three-year contract that calls for a 3% annual raise in 2023, 3% annual raise in 2024 and 2.25% annual raise in 2025.

Human Resources respectfully requests the Board of Commissioners 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.

MEMORANDUM

TO: Commissioner Irey Vaughan, Chair
Commissioner Maggi, Vice Chair
Commissioner Sherman

FROM: Department of Human Services

SUBJECT: Agenda Meeting November 29, 2022

1. Human Services – Emergency Shelter Grant Agreements

Human Services is requesting approval to enter into agreements with the following providers for emergency shelter services for the period of July 1, 2022 through December 31, 2023. The funds are provided by the U.S. Department of Housing and Urban Development and no county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Connect, Inc.	\$133,500
Domestic Violence Services of Southwestern PA	41,500
Blueprints	<u>111,000</u>
Total	\$ 286,000

2. Children and Youth Services – Provider Agreements

Children and Youth Services is requesting approval of the following provider agreements for the period July 1, 2022 through June 30, 2023. No additional county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Bair Foundation	\$ 600,000.00
A Child's Place	<u>\$ 250,000.00</u>
TOTAL	\$ 850,000.00

BOARD OF COUNTY COMMISSIONERS:
DIANA IREY VAUGHAN, CHAIR,
LARRY MAGGI, VICE CHAIR,
NICK SHERMAN

(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: NOVEMBER 23, 2022

SUBJECT: AGENDA ITEMS FOR NOVEMBER 29, 2022-MIN#1162

I. BIDS/CONTRACT EXTENSIONS/PROPOSALS

A. Bid/RFP Awards/Contract Extensions

1. Electrical Supplies – Contract #111522-Electrical

Purchasing, respectfully requests the Board of County Commissioners award the bid for **Electrical Supplies (Pick-up)** for all Washington County Facilities to the **The Hite Company, Washington, PA**, who was the lowest most responsive and responsible bidder meeting requirements, based on their percent discount from catalog cost as submitted in their bid proposals.

If approved, this contract will be effective, January 1, 2023 through December 31, 2025, with the option to renew for two additional two year periods. All bid responses were reviewed and recommended for award by Building & Grounds and Purchasing.

2. Fencing -Crosscreek Park- Contract #111522-Fencing

Purchasing, on behalf of Lisa Cessna, **Planning**, respectfully requests the Board of County Commissioners **award the bid** for the Furnishing & Installation of the **Cross Creek Fencing Project** to **OP 7 Construction, Ironton, OH**, at a total cost of \$75,809.00 funded from the Gas Lease funds.

This bid has been awarded to the lowest most responsive and responsible bidder meeting the specifications. Bid responses were reviewed and recommended for award by Lisa Cessna, Planning, Parks, and the Purchasing Department.

3. Kitchen & Housekeeping Supplies – Contract #111522-HS

Purchasing, respectfully requests that the Board of County Commissioners **award the bid** for **Kitchen & 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

All items have been awarded to the lowest most responsive and responsible bidders meeting the specifications. If approved, this contract will be effective January 1, 2023 through June 30, 2023, with the option to extend for four (4) additional six month periods. The bids have been reviewed and recommended for award by Building & Grounds, Correctional Facility and Purchasing.

4. Promotional Items – Contract #111522-1PI

Purchasing, respectfully requests the Board of County Commissioners **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, & clothing items, plus cost of decoration.

If approved, this contract will be effective January 1, 2023 through December 31st, 2024, with the option to extend for 2 additional two year periods. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

5. Window Washing – Contract #111522-WW

Purchasing, on behalf of **Building & Grounds**, respectfully requests the Board of County Commissioners award the bid for Window Washing to **Squeegee Squad, Jeanette, PA**, at a total cost of \$31,560.00 If approved, this contract will be effective DOA through December 31, 2025.

This bid has been awarded to the lowest most responsive and responsible bidder meeting the specifications. Bid responses were reviewed and recommended for award by Building & Grounds, and the Purchasing Department.

B. Bid Extensions

1. NMS Labs - Post Mortem Laboratory Services – Contract #111319-PMLab

Purchasing, on behalf of Tim Warco, **Coroner**, respectfully requests the Board of County Commissioners **extend** the RFP for **Post Mortem Laboratory Services to NMS Labs of Willow Grove, PA**, based on their submitted 2023 fee schedule. Service will be performed on an “as needed” basis.

If approved, this contract extension will be effective January 1, 2023 thru December 31, 2025, with option to extend for an additional three year period unless terminated pursuant to the terms of the Agreement. All services will be charged to the Coroner’s Budget.

2. Plumbing Supplies Contract #112118-Plumbing

The Purchasing Department, on behalf of **Building & Grounds**, respectfully requests the Board of County Commissioners **extend** the bid award for **Plumbing supplies** to the listed vendors:

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

If approved, this contract will be effective January 1, 2023 through December 31, 2024.

3. Produce - Contract #011321

Purchasing, on behalf of the **Correctional Facility**, respectfully requests the Board of County Commissioners **extend the bid** for the furnishing and delivering of **produce** for the Correctional Facility with **Albano's Produce, Washington, PA**, under the same terms and conditions as our original agreement.

If approved, this contract extension will be effective January 1, 2023 through December 31, 2024.

NOTE: THIS EXTENSION IS CONTINGENT UPON PRISION BOARD APPROVAL.

C. Authorization to Bid/Request Proposals

1. Election Supplies

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Bids** for **Election Supplies** for Washington County.

2. Linen Supplies

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Bids** for **Linen Supplies** for Washington County.

3. Fire Alarm Inspections

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Bids** for **Fire Alarm Inspections**.

II. AGREEMENTS & CONTRACTS/ADDENDUM

A. Professional Service Agreements/Contracts

1. PSI Engineering - Professional Services Agreement

Purchasing, respectfully requests the Board of County Commissioners **approve** 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.

2. Timeclock Plus, LLC. – Professional Services Agreement

Purchasing, on behalf of **Public Safety**, respectfully requests the Board of County Commissioners **approve** an agreement with **Timeclock Plus, LLC., San Angelo, TX**, to provide a web-based application to replace an outdated Google spreadsheet they use for

scheduling. Total cost is \$2,250.00. If approved, this agreement will be effective DOA for a period of twelve (12) months. This agreement has been reviewed and recommended for approval by Information Technology.

3. Senate of PA - Senator Camera Bartolotta – (4 Year Lease)

Purchasing, respectfully requests the Board of County Commissioners extend 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 & conditions as the original agreement.

If approved, this agreement will be effective **January 1, 2023 through December 31, 2026.**

4. SynergIT Contract – Eff. 1/1/2023 thru 12/31/2023

Purchasing, on behalf of **Public Safety**, respectfully requests the Board of County Commissioners **approve the renewal** of the annual service agreement with **SynergIT**. This agreement will continue to provide support for the HP blades, servers, and SAN systems located in our 911 Center. The base cost of the support services for the period of January 1, 2023 thru December 31, 2023, with an option to extend for an additional year and is **not to exceed \$75,000 per year**. The cost is based on 8.5 hours 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. This renewal has been reviewed and recommended for approval by Information Technology.

5. UPS System Preventative Maintenance Agreement

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners approve a **maintenance agreement** for the **Emerson/Liebert UPS Systems** located in the Courthouse, Courthouse Square, and Public Safety. The proposed vendor is **Vertiv Services, Inc. of Westerville, OH**. The purpose of this maintenance agreement is to keep the system mechanical and software functions up to date with 2 (two) preventative maintenance visits per year/site.

If approved, this maintenance agreement will be effective January 1, 2023 through December 31, 2023, at a cost of \$36,487.81. This agreement has been reviewed and recommended for award by IT and Public Safety. If approved, it will be paid from the IT and Public Safety Operating budgets.

6. Service Express, Inc.

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners **extend our current Software License agreement #11493** with **Service Express, Inc.**, Grand Rapids, MI, for the purpose of providing maintenance on HP Hardware Components thru December 31, 2025. The total cost of \$9,187.20 per year will be funded from the Public Safety Operating budget and Wireless money.

7. Radio Console System Preventative Maintenance/Software Agreement

Purchasing, on behalf of **Public Safety**, respectfully requests the Board of County Commissioners approve the **Maintenance agreement** on the Software for the **Radio Console** purchased on the GSA Contract from **Avtec**. Maintenance & Support are now provided by **MRA Incorporated, Washington, PA**. If approved, 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.

Note: This agreement covers the Systems at both the Primary & Airport Locations.

8. Logging Recorder Preventative Maintenance/Software Agreement

Purchasing, on behalf of **Public Safety**, respectfully requests the Board of County Commissioners approve the **Maintenance agreement** on the Software & Hardware for the **Logging Recorder** purchased on the GSA Contract from **Eventide**. Maintenance & Support are now provided by **MRA Incorporated, Washington, PA**. If approved, this maintenance agreement will be effective January 1, 2023 through December 31, 2023, at a total amount of \$26,550.00. The total cost of this maintenance will be paid from the Public Safety State Collected Surcharge.

Note: This agreement covers the Systems at both the Primary & Airport Locations.

MIN #1162, Dated 11/30/2022



REDEVELOPMENT AUTHORITY OF THE COUNTY OF WASHINGTON

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



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EXECUTIVE DIRECTOR

COUNTY COMMISSIONERS
DIANA IREY VAUGHAN, CHAIR
LARRY MAGGI, VICE CHAIR
NICK SHERMAN

PROJECT ACTIVITY REPORT

DATE: November 29, 2022

TO: Washington County Commissioners

FROM: Redevelopment Authority of the County of Washington

FY 2023 ANNUAL ACTION PLAN

The Annual Action Plan is a one-year plan that identifies the sources, uses, and planned distribution of the County's allocation of Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) funds. The Annual Action Plan also establishes goals to be achieved as a result of the projects and programs that are undertaken with these funds.

We have begun the planning process for the upcoming FY 2023 Plan, which will cover the one-year period from July 1, 2023 through June 30, 2024. We administer the CDBG and HOME Programs and the County Human Services Department administers the ESG Program.

HUD requires that a public hearing be held as part of the planning process for the CDBG, HOME, and ESG programs. The purpose of this hearing is to obtain the views of citizens on community development and housing needs, to review the range of eligible program activities, to present anticipated funding levels for the fiscal year 2023 programs, to provide a timetable for publishing the proposed programs, and other related matters. The needs hearing will be held on December 15, 2022 at 10:00 A.M.

SIGNED: 