

# WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, January 18, 2023

- I. Invocation
- II. Approval of Minute PB 12-14-22 dated December 14, 2022
- 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

M. Namie  
J. Grimm  
C. Griffin  
S. Arnold  
J. Hatfield  
J. Fewell  
J. Thornburg  
P. Jansante

The meeting of the Washington County Prison Board was held in the conference room of the Correctional Facility, 100 West Cherry Avenue, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Nick Sherman and Larry Maggi; President Judge John DiSalle; Sheriff Tony Andronas; District Attorney Jason Walsh (entered meeting at 11:03 a.m.); and Controller April Sloane. Also present were: County Solicitor Jana Grimm via telephone; County Solicitor Associate Lauren Mathews; District Court Administrator Patrick Grimm; Executive Secretaries Marie Trossman, Randi Marodi, and Pat Geho; Student Anya Duvvuru; Chaplain Mike Pierson; Deputy Warden Chris Cain; Major David Coddington; Finance Director Josh Hatfield; Warden Jeffrey Fewell; Administrative Assistant Joyce Thornburg; Chief Clerk Cindy Griffin; Human Resources Director Shelli Arnold; Human Services Director Kim Rogers; and PrimeCare representative Jessica Morris;

Mrs. Vaughan called the meeting to order at approximately 11:00 a.m., and Chaplain Pierson led the meeting with an invocation.

Mrs. Vaughan asked if there were any corrections, additions, or omissions to Minute No. PB 11-16-22 dated November 16, 2022.

It was moved by Mr. Sherman and seconded by Mr. Maggi that Minute No. PB 11-16-22 be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

**PUBLIC COMMENT**

None.

**WARDEN'S REPORT**

**Income from Other Units for the Maintenance of Inmates for November 2022**

|                          |              |
|--------------------------|--------------|
| Administrative Fee       | \$10,450.24  |
| Social Security          | \$1,200.00   |
| Tylenol                  | \$0.00       |
| Monthly sub-total        | \$11,650.24  |
| Year-to-date grand total | \$149,378.32 |

**Program Fees and Room and Board Income for November 2022**

|                          | <b><u>Billed</u></b> | <b><u>Collected</u></b> |
|--------------------------|----------------------|-------------------------|
| 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 November 2022**

|                                          | <b><u>Male</u></b> | <b><u>Female</u></b> | <b><u>Total</u></b> |
|------------------------------------------|--------------------|----------------------|---------------------|
| Full-time Inmates                        | 51                 | 8                    | 59                  |
| Work Release Inmates                     | 9                  | 0                    | 9                   |
| Weekend Inmates                          | 0                  | 0                    | 0                   |
|                                          | <b><u>Male</u></b> | <b><u>Female</u></b> | <b><u>Total</u></b> |
| Inmates Awaiting Trial and/or Sentencing | <u>194</u>         | <u>41</u>            | <u>235</u>          |
| Total Inmates                            | 245                | 49                   | 294                 |

|                                             |              |
|---------------------------------------------|--------------|
| Examinations Performed by the Physician     | 63           |
| New Commitments                             | 104          |
| Dental Extractions                          | 14           |
| Medical Transports Performed by the Sheriff | 5            |
| Contracted Housing Fee/Month                | \$17,350.00  |
| Yearly Total                                | \$112,250.00 |

Warden Fewell asked Chaplain Pierson to discuss with the Prison Board his plans to bring two church groups into the facility for Christmas. Chaplain Pierson explained that a number of area

churches are partnering with the facility to bring a little light into the darkness. He further explained that Immaculate Conception Church is once again providing "hope bags" to inmates which Christmas cards with stamps to send out along with some candy and toothpaste. Chaplain Pierson stated that they have two church groups that will be coming into the facility to sing Christmas carols with inmates if they chose to participate and children from The Bible Chapel have made cookies to distribute to facility staff.

Warden Fewell requested the Prison Board approve the bid award for furnishing and delivering of produce for the Correctional Facility to Albano's, Washington, PA, the lowest most responsive and most responsible bidder meeting specifications based on the 25% markup from vendor's cost submitted in their bid proposal. If approved, this contract will be effective DOA, 2021 [January 1, 2023] through December 31, 2022 [December 31, 2024], with the option to renew for one additional two (2) year period [no option to renew]. Bid submissions were reviewed and recommended for approval by the Correction Facility Dietary and the Purchasing Department. This bid award for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting to be held December 15, 2022, Minute No. 1162.

Warden Fewell requested the Prison Board approve the authorizing of advertising for bids for linen supplies for the Correctional Facility. This authorization of advertising for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting to be held December 15, 2022, Minute No. 1162.

Warden Fewell directed the Prison Board to his memorandum which includes stats, projects funded during 2021 and 2022. He stated that he will be providing a year-end review to the Prison Board which will include information like use of force statistics, routine statistics, medical statistics, inmate commissary and telephone. He further stated that the Correctional Facility does have a few project requests for 2023 and that they will plan to meet with Mr. Hatfield to discuss planning and budgetary availability before bringing anything to the Prison Board for approval.

Mrs. Vaughan requested the Prison Board add an item to the Warden's Report that is slated for approval at the next Board of Commissioners meeting for an agreement with George Junior Republic for the housing of direct file juvenile offenders at a daily rate of \$755.54. Mrs. Vaughan stated that this would be a last resort option. This agreement for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting to be held December 15, 2022, Minute No. 1162.

It was moved by Mr. Sherman and seconded by Mr. Maggi to accept the Warden's Report. The motion was carried with a majority of the Board signifying their approval by stating "Aye". Mr. Walsh abstained due to the request regarding the placement of direct file juveniles.

## **BILLS**

Ms. Sloane presented to the Board for their consideration and approval of the bills dated December 14, 2022 in the amount of \$607,433.97.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated December 14, 2022. 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.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:09 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

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

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

DRAFT

Warden's Agenda  
January 18, 2023

**Employee of the Month recognition**

**Graduate recruits and administer oath**

**Stats**

**PROPSAL #1—Bid Extension with Albano Produce**

I, Warden Fewell, respectfully requests the Prison Board to extend the bid for 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. This bid extension is effective January 1, 2023 through December 31, 2024 and was previously approved by the Board of Commissioners meeting held on November 16, 2022, Minute No. 1161.

This request replaces a request for approval presented at the prior Prison Board meeting that contained errors.

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

**PROPOSAL #2 HVAC Maintenance – Contract #011023-HVAC**

I Warden Jeff Fewell, on behalf of Building and Grounds, respectfully requests the Prison Board award the contract for the provision of **HVAC/ Boiler Equipment & Preventative Maintenance to Scalise Industries Corporation dba EMCOR Services Scalise Industries, Lawrence, PA**, who was the lowest most responsive and responsible bidder meeting requirements. **All time & material repairs** are to be done on an "as needed" basis at the rates of between \$117/hr. & \$172.50/hr. emergency rate, and for projects over \$25,000 at the rate of \$115 & \$166/hr. emergency rate – Material is vendor's cost plus a 20% markup. The total bid for the Correctional Facility is \$15,885.00 annually for boiler, HVAC, and software maintenance. This award will include the additional maintenance for the Caldwell Building.

The proposals have been reviewed and recommended for award by Justin Welsh, Building & Grounds, Paul Krajacic, Correctional Facility, and the Purchasing Department. If approved, this contract will be effective January 01, 2023, through December 31, 2024, with the option to extend for two additional two-year periods.

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

//////////////////////////////////**END OF REPORT**////////////////////////////////////

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

|                                      |                                       |    |            |
|--------------------------------------|---------------------------------------|----|------------|
| A Z Janitorial Services LLC          | Housekeeping Supplies Bid             | \$ | 8,014.08   |
| *Access Information Protected        | Secure Waste Removal                  | \$ | 95.97      |
| Albano's                             | Produce Bid                           | \$ | 5,706.69   |
| Allegheny County Jail                | Inmate Housing                        | \$ | 7,662.00   |
| Belfiore's Coffee & Food Service Co. | Coffee Bid                            | \$ | 1,024.80   |
| *Big's Sanitation                    | Waste Removal                         | \$ | 1,640.00   |
| Bimbo Bakeries USA                   | Bread Bid                             | \$ | 8,101.70   |
| *Columbia Gas of PA Inc.             | Energy Utility Services - Nov/22      | \$ | 3,456.62   |
| *FBM Capital LLC                     | Cost Per Copy Bid                     | \$ | 161.21     |
| Grainger W W Inc.                    | Industrial Commodities Bid            | \$ | 102.26     |
| *HiTouch Business Services LLC       | Office Supplies Bid                   | \$ | (335.74)   |
| Hobart Service                       | Kitchen Equipment Maintenance         | \$ | 3,755.68   |
| Jack Frye Sales and Service          | Housekeeping Bid                      | \$ | 2,935.00   |
| Janitor's Supply Co.                 | Houskeeping Bid                       | \$ | 624.59     |
| Johnson Controls Inc.                | Fire Alarms Bid                       | \$ | 1,347.00   |
| Lawrence County                      | Inmate Housing                        | \$ | 14,450.00  |
| *Lexis Nexis                         | Law Library                           | \$ | 541.00     |
| McKesson Medical-Surgical            | Medical Supplies Bid                  | \$ | 826.00     |
| MSC Industrial Supply Co.            | Industrial Commodities Bid            | \$ | 779.74     |
| Novacare Outpatient                  | Employment Screenings                 | \$ | 500.00     |
| *PA State Police                     | Employee Screening                    | \$ | 110.00     |
| *Pennsylvania American Water         | Water Utility - Nov/22                | \$ | 8,408.80   |
| Primecare Medical Inc.               | Contracted Medical Services           | \$ | 176,854.68 |
| *Ricoh USA Inc.                      | Cost Per Copy Bid                     | \$ | 567.56     |
| Scalise Industries                   | General Contracting Bid               | \$ | 2,172.78   |
| Schneider's Dairy                    | Milk Bid                              | \$ | 5,681.82   |
| *Sprague Operating Resources         | Liquid Fuels Utility Service - Nov/22 | \$ | 2,991.90   |
| *Stegenga Pest Control               | Pest Control Bid                      | \$ | 1,200.00   |
| *Sysco Pittsburgh LLC                | COSTARS Food Contract                 | \$ | 16,513.72  |

|                                          |                                            |           |                   |
|------------------------------------------|--------------------------------------------|-----------|-------------------|
| *US Foods Inc.                           | Food Bid                                   | \$        | 26,605.37         |
| *Verizon Wireless                        | Telecommunication Utility - 11/17-12/16/22 | \$        | 160.04            |
| *W B Mason Co. Inc.                      | Office Supplies Bid                        | \$        | 489.61            |
| *Washington E Washington Joint Authority | Sewage Utility Service - 9/29-11/30/22     | \$        | 31,150.00         |
| Washington Health System                 | CPR Training                               | \$        | 51.00             |
| *Washington Physician Services           | Employment Screening                       | \$        | 510.00            |
| *West Penn Power                         | Power Utility - 9/22-10/20/22              | \$        | 8,779.29          |
|                                          | <b>Total 1/18/23 Meeting</b>               | <b>\$</b> | <b>343,635.17</b> |
| *Paid as required by due date            |                                            |           |                   |