

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E00718327LD

Minute No. 843

Washington County Commissioners

Washington, Pennsylvania, September 4, 2008

The Washington County Board of Commissioners met in a regular session in the Public Meeting Room, Courthouse Square, Washington, Pennsylvania, with the following members being present: Commissioners Larry Maggi, Bracken Burns and Diana L. Irey. Also being present: Solicitor Lynn DeHaven; Linda Belcher, Administrative Assistant; Scott Fergus, Director of Administration; Joyce Thornburg, JoAnn Metz, Joy Sprowls, and Brittany Bushmire, Commissioners' Office; Tim Kimmel, Director Human Services; Tim McCullough, Director of Human Resources Office; Tom Jess, Courts; Francis King, Treasurer; Dave Blose, American Legion; Pastor Daniel Forney, Cornerstone Bible; Matt Uram and Kathy Costintano, SWPAAA; Ray Castner, Career Link; Nancy Shoun-Few and Cindy Zubchevich, Health Center; Ben Coleman, Carl Maggi and John Adams, interested citizens; Barbara Miller, Observer-Reporter and Jim Jefferson, WJPA.

Chairman Maggi called the meeting to order at approximately 10:00 a.m.

Pastor Forney led the meeting with a prayer.

Mr. Blose led the Pledge of Allegiance.

Chairman Maggi entertained a motion to approve Minute No. 842 dated August 14, 2008 as written.

Moved by Mr. Burns, seconded by Ms. Irey, approving Minute No. 842 as written.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

The Commissioners read a Proclamation declaring September 21-27, 2008 as "Employ the Older Worker Week" in Washington County.

Moved by Ms. Irey, seconded by Mr. Burns, adopting the foregoing Proclamation.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Mr. Uram accepted the Proclamation and commented on the importance of employing the older worker. He pointed out the many benefits of older workers in the workplace. He introduced Ray Castner of Career Link. Mr. Castner also thanked the Board for this recognition.

Mr. Uram noted that the Senior Expo will take place on September 18th and encouraged everyone to attend this annual event.

The Commissioners presented a plaque of recognition to Cindy Zubchevich for her loyal dedication to the residents of the health center by providing nature walks and trips to the County Fair.

Ms. Zubchevich thanked the Board very much for this recognition and commented on how proud she is to work with the residents of the health center. She pointed out it is a pleasure to work with her staff and the many county employees who make her job so enjoyable.

(RECESS FOR PHOTOS)

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PUBLIC COMMENTS

Dave Blose, of the American Legion, announced the Veterans Parade will take place on November 8th in the City of Washington and invited everyone to attend this annual event.

B.C. Coleman, of Canonsburg, addressed the Board regarding the revenues received from the slots. Mr. Coleman stated that special interest groups should not be the sole benefactors of these monies. He noted the taxpayers should be receiving tax relief; that the money is due to the citizens of Washington County.

John Adams, of Avella, stated he would like to see something done to receive monies for public water in the Avella area. He also mentioned the closing of the bank in Avella.

OLD BUSINESS

Solicitor DeHaven recommended the Board award the bid for the Unified Payment System to Point and Pay, Haines City, of Florida for the Treasurer's Office. All credit card payments to the Treasurer at the counter or over the internet will have a 2.9% convenience fee added to the Payee's total amount owed. All electronic checks will have a \$2.00 charge added to the payee's total. The portion of the system for the payment of taxes by credit card on-line or at the counter will be available for the public by January 1, 2009.

Moved by Ms. Irej, seconded by Mr. Burns, awarding the Unified Payment System for the Treasurer's Office as per above.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board award the bid for the furnishing and delivering of a Corrugated Steel Plate Arch to Lane Enterprises, Inc., Pulaski, PA in the amount of \$11,500. This is for the bridge project in Centerville Borough. This bid is being awarded to the lowest most responsive and responsible bidder meeting the specifications.

Moved by Ms. Irej, seconded by Mr. Burns, awarding the foregoing bid for a corrugated steel plate arch for the bridge project in Centerville Borough.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board award the bid for the printer cartridges to Granville Associates, Inc., Carnegie, PA at the "per unit" cost submitted in their bid. This contract is effective September 4, 2008 through August 31, 2009 with the option to renew through August 31, 2010. The total yearly cost of this contract is approximately \$41,000. This bid is being awarded to the lowest most responsive and responsible bidder meeting the specifications.

Moved by Ms. Irej, seconded by Mr. Burns, awarding the bid for printer cartridges as per above.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board award the bid for envelopes, stationary, printing services and printed forms for Washington County to the following vendors based on the per unit cost submitted in their bid proposals:

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Cane Print Solutions, Atlasburg PA
 Five Thousand Forms, Fogelsville PA
 Harper Printing, Pittsburgh PA
 Master's Ink, Canonsburg PA
 National Data, St Charles IL
 Office Max North America, Naperville IL
 Pegasus Printing Inc., Washington PA

This bid has been awarded to the lowest most responsive and responsible bidders meeting specifications.

The term of this contract is September 4, 2008 through August 31, 2009 with an option to extend through August 31, 2010 with a total yearly cost of approximately \$100,000.

Moved by Ms. Irey, seconded by Mr. Burns, awarding the bid for the envelopes, stationery, printing services and printed forms as per above.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board authorize the extension of the food and staples bid for the Health Center & Correctional Facility with the following vendors:

J D Marra Hotel & Rest. Service, Washington, PA
 Stroehmann Bakeries, LC., Harrisburg, PA
 O.H.I. Ice Cream Dist., Washington, PA

This extension and any price increases that have been requested are in accordance with the original bid documents. The vendors listed above have agreed to the extension which is effective from October 1, 2008 through September 30, 2009. The total annual cost of this contract is approximately \$85,000. This award is only for items not available on the PA State Contract.

Moved by Ms. Irey, seconded by Mr. Burns, authorizing the extension of the food and staples bid as per above.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board reject all proposals that were received for office space for M.D.J. Hopkins and authorize the re-advertising for proposals.

Moved by Mr. Burns, seconded by Ms. Irey, to reject and re-advertise for proposals for M.D. J. Hopkins.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

NEW BUSINESS

Administrative Assistant Belcher presented to the Board for their consideration and approval to ratify a grant application with the Department of Community and Economic Development in the amount of \$7,500.00 for the Crime Victims' Memorial Garden. No County funds are required.

Moved by Ms. Irey, seconded by Mr. Burns, approving the ratification of a grant application with the Department of Community and Economic Development for the Memorial Garden as per above.

Roll call vote taken:

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Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval a grant application with the Pennsylvania Commission on Crime and Delinquency. This state grant in the amount of \$12,362 is for Drug Abuse Resistance Education (D.A.R.E.). The grant is effective September 2008 through May 2009.

Moved by Ms. Irely, seconded by Mr. Burns, approving the grant application for the D.A.R. E. Program.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of an agreement with the Southwestern Pennsylvania Commission for planning assistance under the 2008-09 Unified Planning Work Program. The total amount of funding is \$17,784 which requires a county match of \$4,446.

Moved by Ms. Irely, seconded by Mr. Burns, approving the agreement with the Southwestern Pennsylvania Commission for planning assistance for the Unified Planning Work Program as per above.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of an 8% rent increase of the t-hangars at the Washington County Airport. Fees have not been raised since the last group of hangars (A,B and C) were constructed over ten years ago. The rate schedule is dependent upon the size of the hangar being rented.

<u>Current Rate</u>	<u>8%</u>	<u>New Rate</u>	<u>6% tax</u>	<u>Total Fee (rounded)</u>
\$170.00	\$13.60	\$183.60	\$11.01	\$195.00
\$175.00	\$14.00	\$189.00	\$11.34	\$200.00
\$180.00	\$14.40	\$194.40	\$11.66	\$206.00

Moved by Mr. Burns, seconded by Ms. Irely, approving the foregoing rent increase of the t-hangars at the Washington County Airport.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval the following provider agreements for Child Care Information Services. The agreements will automatically renew until either party notifies the other party in writing of their intent not to renew under the current terms

- Stephanie Born, Pittsburgh, PA
- Lori A. Willis, Fredericktown, PA
- Tonya L. Pohill, Richeyville, PA
- Joyce E. Arnold, Canonsburg, PA
- Brande G. Crooks, Washington, PA
- Bridget M. Kirwan, McMurray, PA
- Evelyn W. Gostic, Strabane, PA
- Mark A. Robison, West Alexander, PA

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Moved by Mr. Burns, seconded by Ms. Irey, approving the foregoing Child Care Information provider agreements.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of the following Human Services Development Fund allocation adjustments for the period July 1, 2007 through June 30, 2008. No additional County funds are required.

	<u>FROM</u>	<u>TO</u>
Washington County Aging Services	\$80,000	\$92,610
Catholic Charities	\$22,080	\$28,080

Moved by Ms. Irey, seconded by Mr. Burns, approving the foregoing allocation adjustments for the Human Services Development Fund.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of the 2009-2010 Integrated Children's Service Plan for the period July 1, 2009 through June 30, 2010. No County funds are required.

Moved by Ms. Irey, seconded by Mr. Burns, approving the 2009-10 Integrated Children's Services Plan for the Mental Health/Mental Retardation Office.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of the following Provider Contracts for the Mental Health/Mental Retardation Office for the period July 1, 2008 through June 30, 2009. No additional County funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Chatham University	\$ 50,664
Northwestern Human Services	\$1,803,681
Acumen Fiscal Agent	\$ 30,000

Moved Ms. Irey, seconded by Mr. Burns, approving the provider contracts for the Mental Health/Mental Retardation Office as per above.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of the following Provider Agency allocation adjustments for Children and Youth Services for the period July 1, 2007 through June 30, 2008. No additional County funds are required.

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	FROM	TO
Family Care for Children & Youth	\$442,000	\$454,000
Northwestern Human Services	\$250,500	\$260,500
Pressley Ridge	\$285,000	\$315,500

Moved by Ms. Irely, seconded by Mr. Burns, approving the allocation adjustments as per above.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval of contract addendums to extend the following purchase of service contracts for Children and Youth Services for fiscal year 2007-08 from July 1, 2008 through September 30, 2008. No additional County funds are required.

Bridges and Pathways to the Future, Inc.
Glen Mills School
Intermediate Unit I
Mars Home for Youth
Summit Academy
Vision Quest
Western PA Child Care (Mid-Atlantic Youth Services)

Moved by Ms. Irely, seconded by Mr. Burns, approving the contract addendums for Children and Youth Services as per above.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval for Jane Zupancic of Children and Youth Services to attend a Council on Accreditation Intensive Accreditation Training in Columbus, Ohio on September 8-9, 2008. The total estimated expense for this training is \$848.13. No additional County funds are required.

Moved by Ms. Irely, seconded by Mr. Burns, approving the travel request for Jane Zupancic as per above.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval to ratify a change order with RAME, Inc. in the amount of \$550 to install a galvanized cover over rusted out duct work at the Correctional Facility.

Moved by Ms. Irely, seconded by Mr. Burns, approving change order with RAME, Inc. as per above.

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval authorization to advertise for engineering/architectural services for various maintenance projects throughout the County's facilities.

Moved by Ms. Irely, seconded by Mr. Burns, approving authorization to advertise for services as per above.

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Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval authorization to advertise for bids for the rental of uniforms and floor mats. This will be a three year contract with a total cost of approximately \$19,000. This is for rental uniforms for garage and building maintenance employees and the floor mats for the county buildings.

Moved by Ms. Irey, seconded by Mr. Burns, approving authorization to advertise for bids for uniforms and floor mats.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval the purchase of five switches for the resident phone system at the Health Center at a total cost of \$10,540.

Moved by Mr. Burns, seconded by Ms. Irey, approving the purchase of switches for the phone system at the Health Center as per above.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval the purchase of additional equipment for the recording system at the Correctional Facility at a cost of approximately \$31,695. This expense has been approved by the Prison Board and the Capital Expenditure Committee.

Moved by Ms. Irey, seconded by Mr. Burns, approving the purchase of additional equipment for the Correctional Facility as per above.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval an addendum to the lease agreement with Ellsworth-Somerset VFD for District Justice Thompson. The monthly rate will increase from \$800/month to \$950/month.

Moved by Ms. Irey, seconded by Mr. Burns, approving the foregoing lease agreement with Ellsworth-Somerset VFD for District Justice Thompson.

Roll call vote taken:

Ms. Irey - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval a contract with Rachel Wilson to provide counseling, training, psychological and other services. These services are at the hourly rate of

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\$25.00 per hour for an amount not to exceed \$37,000 annually. This contract is effective October 1, 2008 through September 30, 2009 to renew automatically at the end of its term unless cancelled by either party by giving thirty days written notice. Also, approval of an additional contract with Ms. Wilson in the amount of \$10,000 for the same period is requested by the Mental Health/Mental Retardation Office.

Moved by Ms. Irej, seconded by Mr. Burns, approving the contract with Rachel Wilson as per above.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval a travel request for Cathy Goans of the Adult Probation Office to attend a conference on new GPS related technologies and the issues surrounding them in Boulder, Colorado on September 17-19, 2008. The estimated costs are \$1,047.00.

Moved by Ms. Irej, seconded by Mr. Burns, approving the foregoing travel request for Cathy Goans.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Administrative Assistant Belcher presented to the Board for their consideration and approval a grant application with the Pennsylvania Commission on Crime and Delinquency in the amount of \$61,477 for expansion of the FITS Program to teach building trade skills and mentor selected defendants on homes being built or remodeled by Washington County Habitat for Humanity. The match for the grant will be provided by C-17 funds.

Moved by Ms. Irej, seconded by Mr. Burns, approving the grant application for the FITS Program as per above.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - No.

Motion carried.

ANNOUNCEMENTS

An Executive Session was held on September 3, 2008 immediately following the Agenda Meeting as an information session related to personnel.

The Salary Board Meeting will be held immediately following today's board meeting.

SOLICITOR

Solicitor DeHaven presented to the Board for their consideration and approval the adoption of a resolution and approval of applicable elected representative approving issuance by the Washington County Industrial Development Authority of its note for Apex North America, LLC, in the aggregate principal amount not to exceed \$1,900,000. The purpose of the bond issue is to assist in the financing of costs of the acquisition, construction and equipping of an approximately 12,000 square foot addition to the company's existing manufacturing facility in Donora Borough.

Moved by Ms. Irej, seconded by Mr. Burns, adopting the foregoing resolution.

Roll call vote taken:

Ms. Irej - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

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Solicitor DeHaven presented to the Board for their consideration and approval the following tax refunds.

Moved by Ms. Irely, seconded by Mr. Burns, authoring the Tax Assessment Office to prepare the following tax refunds due to either duplication or overpayment of real estate or personal property tax.

Wells Fargo
 Attn: Refund/Financial Support
 1 Home Campus
 Des Moines, IA 50328
 2006 County Tax
 District: Washington
 Parcel No. 780-007-00-01-0007-00
 Total: \$75.41

LPS
 3100 New York Drive
 Suite 100
 Pasadena, CA 91107
 2006 County Tax
 District: Claysville Borough
 Parcel No. 180-006-00-02-0009-00
 Total: \$111.70

Roll call vote taken:

Ms. Irely - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

There being no further business, Chairman Maggi declared the meeting adjourned at approximately 10:55 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL

September 15, _____, 2008

ATTEST: Mary E Helicke
CHIEF CLERK