

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

Minute No. 710

Washington County Commissioners

Washington, PA, December 19, 2002

The Washington County Board of Commissioners met in regular session in the Public Meeting Room, Courthouse Square, Washington, Pennsylvania, with the following members being present: Commissioners John P. Bevec; Diana L. Irely and J. Bracken Burns, Sr. Also being present: Catherine Kresh, Administrator/Chief Clerk; Richard DiSalle, Solicitor; Linda Belcher, Administrative Assistant; Roger Metcalfe, Budget Director; Melanie Finney, Planning Commission; Sheriff Larry Maggi and Tom Bryker, Sheriff's Office; George Krcelich, Director of Human Services; Nancy Bielawski, Director of Purchasing; Francis King, Treasurer; Judge David Gilmore; Chris Brady, Court Administrator; Phyllis Ranko Mathney, Prothonotary; Michael Namie; Controller; Debbie Bardella, Recorder of Deeds; Glen Alterio, Public Defender; Judy Fisher and Richard Zimmerman, Jury Commissioners; Tim Warco, Coroner; Mary Jo Poknis, Register of Wills; Randy Vankirk, Deputy Controller; Becky Ross, Clerk of Courts; Reverend Michael Milinovich, First United Methodist Church, Monongahela; Michael Kazimer, member of the Washington County Veterans Council; Mary Helen Jones, Group Home, Inc.; Andy Pagac, John Adams, Bill and Betsy West, Jerry Seaman, Harry Sabatasse, Maya Patch, Charlie and Mary Jo Keenan, interested citizens; Jim Jefferson, WJPA; Linda Metz, Observer-Reporter and Chris Buckley, Valley Independent.

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

Reverend Milinovich led with a prayer.

Mr. Kazimer led the Pledge of Allegiance.

Chairman Bevec entertained a motion to approve Minute No. 709 dated December 5, 2002.

Moved by Mr. Burns, seconded by Mrs. Irely, that Minute No. 709 be approved as written.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irely - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

The Commissioners presented a plaque recognizing and congratulating Mary Helen Jones for her 44½ years of service in the field of social work, the last 20 years of which occurred at Group Home, Inc.

Ms. Jones accepted the plaque and thanked the Board for this honor and stated how much she has enjoyed working in her field. She also noted Washington County's excellent social service system that is place to assist residents of the county.

(RECESS FOR PHOTOS)

PUBLIC COMMENTS

Maya Patch, a resident of Carroll Township, commented on the elected officials receiving a pay raise in the near future. She expressed her concerns with the recent economy problems and noted the elected officials should not receive a raise.

Commissioner Irely pointed out elected officials have not received a raise in over ten years and the Commissioners have passed a balanced budget for the past seven years without raising county taxes. Charlie and Mary Jo Keenan, of Blaine Township, commented on the recent land swap deal in their area and stated Blaine Township

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

would like to see some acreage turned over to the township for use as a recreation park for the residents to use. The Keenans expressed their concerns regarding the land swap deal and the township losing their tax base and the burden this deal will put on the taxpayers of the area.

Susan Priest, System Administrator of the Washington County Library System, presented to the Board the quarterly report of activity at Washington County Libraries for the period of July-September, 2002. Ms. Priest also reported two libraries had applied for Keystone Development Grants for renovations to their buildings and they just received word the grants have been approved in the amount of \$497,000.00.

The Commissioners commended Ms. Priest for a job well done.

Harry Sabatasse of Burgettstown commented on the use of his tax dollars and the raises for elected officials in Washington County.

George Krcelich, Director of Human Services, addressed the Board regarding the recent firing of Charles Rockwell, Veterans Benefits Coordinator. Mr. Krcelich stated the need to clear up some inconsistencies and misinformation regarding the Veterans Affairs Office.

Mr. Krcelich noted he initiated the firing of the Veterans Benefits Coordinator and stated the firing was justified and politics did not play a role in his decision. He stated he met with each commissioner individually and collectively to discuss this action and did not receive any objections. Mr. Krcelich pointed out no veteran has been denied assistance in his office. He stated staff from his office is providing services to the veterans until a coordinator is hired.

OLD BUSINESS

Solicitor DiSalle recommended the Board award the bid for Laundry Supplies for the Washington County Health Center and Correctional Facility to the following vendors based on their per unit cost as submitted in their bid proposal.

Ecolab Inc., St Paul MN
Jack Frye Sales & Service

The Laundry Supplies bid has been awarded to the lowest bidder meeting specifications. This bid is effective January 1, 2003 through December 31, 2003 with option to extend to December 31, 2004. The total yearly cost is approximately \$21,000.00.

Moved by Mr. Burns, seconded by Mrs. Irej, awarding the bid for Laundry Supplies as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Solicitor DiSalle recommended the Board award the bid for the Linen Supplies for the Washington County Health Center and Correctional Facility to the following vendors based on their per unit cost as submitted in their bid proposal.

ATD - American Company, Wyncote PA
Charm-Tex, Brooklyn NY

The Linen Supplies bid has been awarded to the lowest bidder meeting specifications. This bid is effective January 1, 2003 through December 31, 2003 with option to extend to December 31, 2004. The total yearly cost is approximately \$29,000.00.

Moved by Mrs. Irej, seconded by Mr. Burns, to award the bid for the Linen Supplies as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Solicitor DiSalle recommended the Board award the bid for Flags and Markers to the following vendors based on their per unit cost as submitted in their bid proposal.

The Flag Factory - Pittsburgh PA
Metro Flag Co. - Dover N.J.
All Flags & Flag Poles - Smithtown NY

The Flag & Markers Bid has been awarded to the lowest bidder meeting specifications. This bid is effective January 1, 2003 through December 31, 2003. The total yearly cost is approximately \$26,000.00.

Moved by Mrs. Irej, seconded by Mr. Burns, awarding the foregoing bid.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Solicitor DiSalle recommended the Board authorize the extension of the bid for Disposal Lids for Bowls And Mugs for the Health Center through January 31, 2004. The yearly total cost is approximately \$17,000.00. The awarded vendor is Aladdin Temp., of Nashville, TN.

Moved by Mrs. Irej, seconded by Mr. Burns, to authorize the extension of the bid for Disposal Lids for Bowls and Mugs as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval a contract with Diversified Collections, Inc. of Greensburg for the purpose of providing collection services at a commission rate of 25%. This is for certain delinquent accounts of the Clerk of Courts Office, the Washington County Health Center and any other county agency that may need their services. The rate for collection on accounts for the Health Center that are over one year old will be 30%. This contract will be effective January 1, 2003 through December 31, 2003 and will renew automatically unless cancelled by either party by giving thirty days written notice.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the foregoing contract with Diversified Collections, Inc.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the payment of the annual software maintenance agreement with RBA at a yearly cost of \$24,966.00. The effective date is January 1, 2003 through December 31, 2003. This is for software used by the Tax Assessment, Tax Claim and the Treasurer's Offices.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the payment of the annual software maintenance agreement with RBA as per above.

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an increase in price to the All Safe Customer Service Agreement effective January 1, 2003. The total monthly cost will increase from \$75 to \$110 for a total yearly cost of \$1,320.00.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the increase to the All Safe Customer Service Agreement as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following Child Care Provider Agreements. These agreements will be automatically renewed until either party to the Agreement notifies the other party in writing of their intent not to renew under the current terms of the provider agreements.

Angela Brownslee, Donora
C. Michelle Smith, Heidelberg
Vicki Dever, Washington

Timothy P. Quinn, North Charleroi
James T. Gereshenski, Donora

Moved by Mr. Burns, seconded by Mrs. Irej, approving the foregoing Child Care Service Provider Agreements.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a contract with Mary Lou Borne to provide agency, staff and family member training and consultation in the customer driven "Self-determination Model" as recommended by DPW for Mental Health/Mental Retardation Office. This contract will be in the amount of \$18,500.00 for the period of January 1, 2003 through June 30, 2003 and no County funds are required.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the foregoing contract with Mary Lou Borne for Mental Health/Mental Retardation Office.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following purchases from state contract with IMR, of Harrisburg:

Kodak DS Archive Writer 4800 with software and cassettes (with one year warranty) - \$41,895

Kodak DS 7520D Document Scanner with software - approximately \$20,440

It is to be noted this equipment will be used for microfilming and scanning of court documents and funds to pay for these items will come from the Records Improvement Fund and the Recorder of Deeds funds. No County dollars are involved.

Moved by Mrs. Irej, seconded by Mr. Burns, approving the purchases from state contract with IMR as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a state contract purchase for one additional cell phone for a case worker in Children and Youth Services. The state contract pricing includes a monthly charge of \$9.95 and a charge of \$0.30/peak and \$0.10/minute off peak.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the state contract purchase for one additional cell phone for Children and Youth Services.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a state contract purchase of a Cisco switch at an approximate cost of \$11,923. This is for networking equipment for the records processing area. The Records Improvement fund will pay for half of the cost and the remainder will come from the capital allocation specifically set aside for Court Automation.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the state contract purchase for Court Automation as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the adoption of a Resolution for the donation of outdated copier equipment which has a value of \$50 or less to a non-profit organization, which serves a public purpose.

Moved by Mr. Burns, seconded by Mrs. Irej, adopting the foregoing Resolution.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk recommended the Board appoint the following individuals to the Washington County Library System Board:

John K. Tener Library of Charleroi

John Ballentyne - Member
Della Lammay - Alternate

Heritage Library - McDonald

Tamara McCoy - Member
Connie Bongiorno - Alternate

These appointments are for a three year term, effective January 1, 2003 through December 31, 2005.

Moved by Mr. Burns, seconded by Mrs. Irej, appointing the foregoing individuals to the Washington County Library System Board.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

Motion carried unanimously.

Chief Clerk recommended the Board appoint Thomas Jennings and reappoint W. Ernest Watson to the Washington County Planning Commission Board for a four year term, effective January 1, 2003 through December 31, 2006.

Moved by Mr. Burns, seconded by Mrs. Irej, appointing and reappointing the foregoing individuals to the Washington County Planning Commission.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

(Chairman Bevec noted these appointments were not the recommendations received from the Planning Commission.)

Chief Clerk recommended the Board appoint David Scofield of the Meadowcroft Museum to the Tourism Promotion Agency Board, replacing Barbara Armenti who has resigned. This will be effective January 1, 2003 through June 30, 2003.

Moved by Mr. Burns, seconded by Mrs. Irej, appointing David Scofield to the Tourism Promotion Agency Board per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an agreement with Barbara J. Dearolph for secretarial services on an as-needed basis. This agreement would add flexibility to the scheduling in the Coroner's Office. Compensation will be \$75/per day or \$35/per half day and will be effective January 1, 2003. This expense is in the budget, therefore, no additional funding is required.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the agreement with Barbara J. Dearolph for secretarial services as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the continued support of the Community Concert Programs conducted by the Tri-County Federation of Musicians through the Musicians Performance Fund. The total cost of \$4,060 will be paid \$2,436 from Washington County and \$1,624 by the musicians.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the continuation of the concert series as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following list of encumbrance adjustments for current bridge projects:

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

Ten Mile #61, Day	decrease \$10,000
Mid Wheeling #1, Erskine	decrease \$10,000
Kings Creek #6, Jackson Mills	decrease \$10,000
Mid Wheeling #4, Mays	decrease \$10,000
Buffalo #23, Sawhill	decrease \$10,000
Mingo #11	increase \$25,000
Pigeon #2, Stockdaletown	increase \$75,000
Chartiers #61, South Wade	increase \$25,000
Chartiers #63, Weirich	decrease \$75,000
Wheeling #30, Brownlee	decrease \$10,000
Chartiers #40, Paxton	increase \$25,000
Raccoon #5, Witherspoon	increase \$25,000
Pike #24, Deems	increase \$25,000

Moved by Mr. Burns, seconded by Mrs. Irej, approving the encumbrance adjustments as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a \$2,000,000 Tax Anticipation Note with National City Bank for 2003.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the Tax Anticipation Note with National City Bank as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the annual supplemental appropriations

as follows:

	DEBT	CREDIT
Voter Registration		\$ 9,000
Tax Revenue		15,000
Information Technology		20,000
Flood Control		20,000
Divorce Court		5,000
Constables		13,000
Correctional Facility		75,000
Juvenile Probation		900,000
Children and Youth Services		950,000
Aging Services		155,000
Highway Safety		8,000
Insurance Premiums		30,000
Retiree's Hospitalization		40,000
Unemployment Compensation		30,000
Other Miscellaneous	\$ 250,000	
Unanticipated Revenues	<u>2,020,000</u>	
TOTAL	\$2,270,000	\$2,270,000

Moved by Mr. Burns, seconded by Mrs. Irej, approving the foregoing annual supplemental appropriations.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the County's Property and Casualty insurance renewal for 2003 at the following premiums:

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

Commercial Package	\$364,695
Health Center	236,831
County Airport	7,500
Public Officials	106,639

Moved by Mr. Burns, seconded by Mrs. Irej, approving the County's Property and Casualty insurance as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the renewal of the Juvenile Justice grant with the Pennsylvania Commission on Crime and Delinquency. This federal grant in the amount of \$22,300 is for the period May 1, 2003 through April 30, 2004. This grant will require a County match of an equal amount.

Moved by Mrs. Irej, seconded by Mr. Burns, approving the renewal of the Juvenile Probation Justice grant as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an agreement with Joyce Wyatt and William G. Bradford in the amount of \$1,643 to remove one maple tree and replace it with five Norway spruce trees as part of the replacement of Buffalo #38, Brownlee Bridge in Buffalo Township.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the agreement with Joyce Wyatt and William G. Bradford as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a Memorandum of Understanding agreement with McGuffey School District for Juvenile Probation Services. This agreement shall establish a school-based probation program in the school district.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the Memorandum of Understanding agreement with McGuffey School District as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irej - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of the 2003 health insurance rates as follows:

Health Assurance	9% increase over 2002 rates
Highmark (Select Blue and Community Blue)	20% increase over 2002 rates

Moved by Mr. Burns, seconded Mrs. Irej, approving the foregoing 2003 health insurance rates.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irely - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a tax levy and appropriation resolution fixing the tax rate for the year 2003 at 15.92 mills for general purposes and 1.58 mills for debt purposes and appropriate specific sums estimated to be required for specific purposes of County government for the year 2003.

Moved by Mr. Burns, seconded by Mrs. Irely, approving the foregoing tax levy and appropriation resolution for 2003.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irely - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

ANNOUNCEMENTS

An Executive Session was held on December 18, 2002 immediately following the Agenda Meeting to discuss personnel issues.

All County Offices will be open normal business hours on December 24th and December 31st. However, County Offices will be closed Christmas, December 25th and New Year's Day, January 1, 2003.

A Salary Board Meeting will be held immediately following the Commissioners' Meeting today.

Chairman Bevec announced the receipt of a fax from Governor-elect Rendall inviting groups unique to Washington County to participate in the inaugural parade to be held on January 21, 2003 in Harrisburg. Any interested parties should contact the Commissioner's Office.

SOLICITOR

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

Moved by Mr. Burns, seconded by Mrs. Irely, that the Tax Assessment Office be authorized to prepare the following tax refunds due to either duplication or overpayment of real estate or personal property tax:

1. Robert B. & Gina M. Fulton (2002 County Tax)
1885 East Beau Street
Washington, PA 15301
District: South Strabane Township
Parcel No. 600-002-00-00-0008-02
Total Amount: \$537.16
2. Harry R. Jr., & Lisa M. Burris (2002 County Tax)
202 Sugarwood Drive
Venetia, PA 15367
District: Mt. Pleasant Township
Parcel No. 460-003-00-00-0009-00
Total Amount: \$387.67
3. Donald R. & Marjorie G. Stark (2002 County Tax)
65 Stark Spur
Eighty Four, PA 15330
District: Nottingham Township
Parcel No. 530-012-00-00-0001-02
Total Amount: \$200.56

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irely - Yes; Mr. Bevec - Yes.

Motion carried unanimously.

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

There being no further business, Chairman Bevec declared the meeting adjourned at approximately 11:00 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

December 30, 2002

ATTEST: Catherine Kresh
ADMINISTRATOR/CHIEF CLERK