

## MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E00718327LD

Minute No. 911

Washington County Commissioners

Washington, Pennsylvania, October 6, 2011

The Washington County Commissioners met in regular session in the Public Meeting Room, Courthouse Square, Washington, Pennsylvania, with the following members being present: Commissioners Larry Maggi, Bracken Burns and Diana Irey Vaughan. Also being present: Scott Fergus, Director of Administration; Mary Helicke, Chief Clerk; Lynn DeHaven, Solicitor; Linda Belcher, Administrative Assistant; Joy Sprowls, Commissioners' Office; Tim Kimmel, Director of Human Services; Chuck Nicholls, Director of Human Resources; Melanie Thomas Finney, Planning Commission; Walt Stelma, American Legion Post 022; Reverend Ruth L. Simmons, Avery Methodist Church; Tammy Thompson, Washington Family Center; Pam Paletta, Cooperative Extension Office; Danny Sibert, Michael Rush, Taylor White, Casey Doyle, Kayla Huffman, Tanner McFarland, Lexie McFarland, Katelyn Nasser, Ashley Winkelvoss, Emily Winkelvoss, Nick Glover, Chelsea Glover and Montana Logar, 4-H members; Michelle Robinson Ritter, Domestic Violence Services of SWPA; Jim Jefferson, WJPA and Barbara Miller, Observer-Reporter.

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

Reverend Simmons led the meeting with a prayer.

Mr. Stelma led the Pledge of Allegiance.

Chairman Maggi entertained a motion to approve Minute No. 910 dated September 15, 2011 as written.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving Minute No. 910 as written.

Roll call vote taken:

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

Motion carried unanimously.

#### SPECIAL ORDER OF BUSINESS

The Commissioners read a proclamation declaring the month of October as "Pennsylvania's Promise for Children Month" in Washington County.

Moved by Mrs. Irey Vaughan, seconded by Mr. Burns, adopting the foregoing proclamation.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Ms. Thompson accepted the proclamation and thanked the Board for their support and recognition.

The Commissioners read a proclamation declaring October 2-8, 2011 as "National 4-H Week".

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, adopting the proclamation.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Ms. Paletta accepted the proclamation and thanked the board for the proclamation and introduced 4-H members from Trinity High School.

The Commissioners read a proclamation declaring the month of October, 2011, as "Domestic Violence Awareness Month".

Moved by Mrs. Irey Vaughan, seconded by Mr. Burns, adopting the foregoing proclamation.

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Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Ms. Robinson Ritter accepted the proclamation and made comments regarding the importance of assisting citizens experiencing domestic violence.

The Commissioners presented a certificate to Laurie Popeck for receiving the Karl Mason Award.

Ms. Popeck received the certificate and thanked the Board for their endless support in the Keep Pennsylvania Beautiful campaign.

At this time, children from the Smart Kids Child Care provided entertainment to those in attendance.

(RECESS FOR PHOTOS)

## PUBLIC COMMENTS

Harry Sabatasse, of Smith Township, addressed the Board regarding a "double jeopardy" issue in the Tax Assessment Office. He went on to explain the issue involves the tax appeal board giving information regarding appeal decisions to solicitors of area school districts and then solicitors turning around and charging school boards for this information.

Mr. Sabatasse requested the Board look into this matter and see if anything can be done to stop this practice.

Commissioner Burns commented that this is a matter that has to be addressed by the school boards involved.

Dave Bober, of Canonsburg, made comments in support of middle class America. He stated the Wall Street protests are good and he encouraged everyone to buy USA made products.

John Adams, of Avella, commented on several subjects and noted all the license plates in the county from Montana and Texas.

Commissioner Burns pointed out that the Bureau of Labor and Statistics recently reported Washington County as the third largest county nationally for employment growth from March 2010 to March 2011.

## OLD BUSINESS

Solicitor DeHaven recommended the Board award the bid and ratify the request to bid for firearms and supplies to Atlantic Tactical of New Cumberland PA; this being the lowest most responsive and responsible bidder meeting requirements. This contract will be effective October 6, 2011 through September 30, 2012 with the option to extend through September 30, 2013. This award will be based on per unit costs. The funding for the initial purchases will come from the Adult Probation Office Supervision Fee Fund; while Juvenile Probation's would come from their operating budget.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, awarding and ratify the bid for firearms and supplies as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board award the bid for the Joint Municipal Purchasing for Washington County to the following vendors:

American Rock Salt Co., LLC, Mt. Morris, NY  
Chemung Supply Corp., Elmira, NY  
Hei-Way, Inc, Sarver PA  
Judson Wiley & Sons, Inc., Washington PA

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This contract will be effective October 6, 2011 through September 30, 2012. All items have been awarded to the lowest most responsive and responsible bidders meeting the specifications.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, awarding the bid for the Joint Municipal Purchasing Program as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board award the bid for new and recycled toner cartridges for Aging, Elections, Tax Assessment and the District Justices to the following vendors:

Automation Aids, Inc., Horsham PA  
 Printing Supplies, Plainsboro NJ  
 Supply Saver, Neptune NJ

The total cost of this contract is estimated at approximately \$17,000. This contract will be effective October 6, 2011 through September 30, 2012, with the option to renew through September 30, 2013. All items have been awarded to the lowest most responsive and responsible bidders meeting the specifications.

Moved by Mrs. Irey Vaughan, seconded by Mr. Burns, awarding the bid for the toner cartridges as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board approve an extension to the current bid for plumbing supplies to the following vendors:

McKean Plumbing, Washington, PA at an in store and catalog discount of 20%  
 Colt Plumbing, Mechanicsburg, PA at the catalog discount of 25%

This contract extension will be effective December 2, 2011 through December 31, 2012. This extension is in accordance with the original bid documents. All work is to be done based on a "time and material" rate on an "as needed" per basis.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing extension.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board approve an extension to the current contract for outdoor equipment, maintenance and supplies to the following vendors.

Bull International, Washington, PA  
 Contractors Connection, Washington, PA  
 Murphy Family Inc., Washington, PA  
 Power Pro Equipment, New Holland, PA

This contract extension will be effective November 1, 2011 through October 31, 2012 with the option to extend for one more additional year. The total cost of this contract is estimated at approximately \$17,000. This extension is in accordance with the original bid documents.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the extension to the current contract for outdoor equipment, maintenance and supplies as per above.

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Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Solicitor DeHaven recommended the Board approve an extension with the current contract for the Health Center pharmacy services contract with Curtis Pharmacy LTC Services, Washington PA. This contract extension will be effective through October 31, 2012 at a total yearly cost of approximately \$800,000. This extension is in accordance with the original bid documents.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing extension to the contract for pharmacy services.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

## NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval 2010-2011 provider service agreements for the Child Care Information Services Department with the list of previously approved providers. The agreements will automatically renew until one party notifies the other party, in writing, of their intent not to renew under the current terms.

Aja Brown, Houston, PA  
Tracey Wilson, Lawrence, PA  
David Ebron, Washington, PA  
The Clubhouse For Kids, LLC, Canonsburg, PA

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing provider agreements for Child Care Information Services.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of the following allocation adjustments for Homeless Assistance Program for the period of July 1, 2011 through June 30, 2012. No additional county funds are required.

<u>PROVIDER</u>	<u>FROM</u>	<u>TO</u>
Domestic Violence Services (Shelter)	\$16,476.00	\$14,978.00
Domestic Violence Services (Bridge)	18,788.00	17,080.00
Community Action Southwest	60,000.00	51,000.00

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the allocation adjustments as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an agreement with the Redevelopment Authority of Washington County for the Prescription Assistance Program for the period of October 1, 2011 through September 30, 2013. No county funds are required.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the agreement with the Redevelopment Authority as per above.

Roll call vote taken:

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Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chef Clerk presented to the Board for their consideration and approval of a purchase order with American Staffing in the amount of \$3,625.00 for the provision of RN, LPN and CNA services from August 25, 2011 through September 24, 2011. No additional county funds are required.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the purchase order with American Staffing as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented for their consideration and approval of a purchase of service agreement addendum with Auberle Lutheran Service Society and Adelphoi Village for the period of July 1, 2010 through June 30, 2011 for Children and Youth Services Office. The addendums includes attachments with program description and finalized rates. The contract authorization amounts will remain unchanged and no additional county funds are required.

Moved by Mrs. Irey Vaughan, seconded by Mr. Burns, approving the purchase of service agreement addendum with the following providers as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of a purchase of service agreement addendum with NHS Youth Services, d/b/a Northwestern Academy for the period of July 1, 2010 through June 30, 2011. The addendum includes attachments with program description, finalized rates, Affirmative Action requirements and an audit clause. The contract authorization amount will decrease from \$300,000 to \$250,000 and no additional county funds are required.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing purchase of service agreement addendum.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of the following provider agreements for the period of July 1, 2011 through June 30, 2012. No additional county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Try-Again Homes, Inc. (Consolidated Services)	\$525,000
Try-Again Homes, Inc. (Visitation Services)	200,000
Auberle	800,000
Open Arms Health Care, LLC	25,000
Laura Walker Project	150,000
Professional Family Care	125,000
NHS Pennsylvania	100,000
Mon Valley YMCA	<u>150,000</u>
TOTAL	\$2,075,000

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing provider agreements as per above.

Roll call vote taken:

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Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the ratification of an agreement with the Administrative Office of Pennsylvania Courts' Office of Children and Families in the Courts, (AOPC) to pay for and host one Permanency Practice Initiative prior to December 15, 2011 at a cost not to exceed \$4,000 for Children and Youth Services Office. No county funds are required.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the ratification of the agreement with the Administrative Office of Pennsylvania Courts' Office of Children and Families as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval of a purchase of service agreement with Avanco International, Inc. for the Child Accounting and Profile System (CAPS) version seven upgrade at a cost of \$19,496 for Children and Youth Services Office. No additional county funds are required.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the purchase of service agreement with Avanco International, Inc. as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an emergency purchase order with Thermoflo for the purchase of two pump assemblies at a cost of \$11,300 and an additional \$13,547.20 for removing two existing pumps and installation of two new pump sets for the Courthouse Square Office Building.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing emergency purchase order with Thermoflo.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a contract with Ability Network, Inc. for software which is required by Medicare, to allow all billing claims to be processed through an independent intermediary or "clearinghouse" before final submission to Medicare for payment at the Washington County Health Center. The yearly cost for the software, hosting fee, and transaction fees is \$4,250.00. This will be a recurring total charge and will be billed on an annual basis.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the foregoing contract.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

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Chief Clerk presented to the Board for their consideration and approval to authorize the purchase of nineteen laptops for Children and Youth Services Office at a total cost of \$16,001.00 for caseworker use. The laptops will enable the caseworkers to access and enter data into the CAPS (Case Management web-based database application) when they are out of the office. An additional request for nineteen air cards for the Children and Youth Services laptops. These cards will enable caseworkers to access and enter data into the CAPS (Case Management web-based database application). The cost of this service is \$42.99 per month for an app total cost of \$814 per month. This purchase will be made through Verizon Wireless which will be paid from Children and Youth Services State IT Grant money. It was noted the air card will be free with activation.

Moved by Mrs. Irey Vaughan, seconded by Mr. Burns, approving the purchase of laptops and air cards for Children and Youth Services Office as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the purchase of thirty new electronic monitors for Juvenile Probation Office's new Substance Abuse Enhancement Program. from BI, Inc., at a total cost of \$39,795.00. This program is funded at 90% through the DPW Needs Based Budget. The monitors will be used to operate the Substance Abuse Enhancement Program which is designed to reduce institutional placement of juvenile delinquents with drug and alcohol problems. This purchase is being made from BI, INC., via the STATE CONTRACT, and therefore does not require bidding.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the purchase of electronic monitors for the Juvenile Probation Office as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval to ratify a purchase order with Otis Elevator Company to service the elevator at the Washington County Health Center at a cost of \$39,131.82.

Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the ratification of the purchase order as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the provision and installation of a power burner in the existing boiler by McVehil Plumbing, Heating and Supply Company, Inc. for a total cost of \$20,015.00. This purchase has been recommended for approval to be paid from Washington County Health Center Capital Funds.

Moved by Mrs. Irey Vaughan, seconded by Mr. Burns, approving the provision and installation of a power burner as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the recommend parade protocol as proposed by the Veterans Advisory Council.

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Moved by Mr. Burns, seconded by Mrs. Irey Vaughan, approving the parade protocol as per above.

Roll call vote taken:

Mrs. Irey Vaughan - Yes; Mr. Burns - Yes; Mr. Maggi - Yes.

Motion carried unanimously.

ANNOUNCEMENTS

An executive session was held immediately following the agenda meeting as an information session regarding personnel.

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

County Offices will be closed on October 10, 2011 in observance of Columbus Day.

SOLICITOR

None

There being no further business, Chairman Maggi declared the meeting adjourned at approximately

11:10 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

October 19, 2011

ATTEST: Mary E. Helicke  
CHIEF CLERK