

Minute No. 536

Washington County Commissioners

Washington, PA, April 4, 1996

The Board of Washington County Commissioners met in regular session in the Public Meeting Room, Courthouse Square, Washington, Pennsylvania, with the following members being present: Commissioners Ford, Irey and Burns. Also being present: Tina Dallatore, Chief Clerk; Linda Hands, Clerk-Steno II; Attorney Jim McCune, Interim County Solicitor; Melanie Thomas-Finney, Planning; Paul Belcastro, Controller; Francis King, Treasurer; Duane Kavka, Acting Director of Administration; David Martino of Commissioner Ford's Office; Tom Cox, Director of Revenue; Mary Elizabeth Yancosek and David Kimenski of Washington; Fred Fleet, Highland-Erie Committee; Anthony Turriziani, Gordon Hanson, Joseph Gorby and Attorney Thomas Lonich, interested citizens; John Milinovich of the Pennsylvania Economy League; John Logar, Tax Appeal Board Member; Jim Boone, Thom Holzshu and Derrick Scott of the California University Men's Basketball Team; Chris Haines, Herald Standard; Joe Smydo, Observer Reporter; Jim Jefferson, WJPA; Kathy Thomas, Valley Independent; and interested bidders.

Chairman Ford called the meeting to order at approximately 10:00 a.m. and entertained a motion to approve Minute No. 535 dated March 21, 1996.

Moved by Mrs. Irey, seconded by Mr. Burns, that Minute No. 535 dated March 21, 1996, be approved as presented.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irey - Yes; Mr. Ford - Yes.

Motion carried unanimously.

PUBLIC COMMENTS

Anthony Turriziani questioned Chairman Ford about the action taken by the Board at its meeting on March 21, 1996, to contract with CARE for the provision of counseling services at the jail. He questioned why the Board contracted with CARE at the rate of \$26.00 per hour ($\$26.00 \times 20 \text{ hours} = \520.00) as opposed to bringing Nancy Ellis back at 20 hours per week at her hourly rate of \$13.38 ($\$13.38 \times 20 \text{ hours} = \267.60). Chairman Ford asked Duane Kavka, Acting Director of Administration, to address this issue. Mr. Kavka explained that it is more cost effective for the County to contract with CARE because in some instances the charges will be billed to third-party insurers. Mr. Turriziani also questioned why Nancy Ellis was never interviewed for one of the correctional officer positions although she was interviewed for two other positions at the jail. Mr. Kavka stated that the correctional officer positions which were recently filled were positions that were previously committed.

OLD BUSINESS

Attorney McCune recommended that the bid for Duplicating Paper be awarded to Van Dyk Business Systems of Pittsburgh, Pennsylvania, for the amount of \$744.00/pallet, this being the lowest bid received in accordance with the specifications.

Moved by Mrs. Irely, seconded by Mr. Burns, awarding the bid as per above.

Roll call vote taken:

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

Motion carried unanimously.

Attorney McCune recommended that the bids for Medical Supplies be awarded to the following vendors for the per unit costs submitted in their proposals, these being the lowest responsible bids received in accordance with the specifications:

Bristol Myers Squibb, Princeton, NJ
A. Daigger & Co., Inc., Wheeling, IL
Gateway Healthcare, Medical Surgical Center Division, Sunbury, PA
Mercy Surgical Dressing Group, Canonsburg, PA
Paper Products, Pittsburgh, PA
Physician Sales & Service, McMurray, PA
Randolph Medical, Inc., Brooklyn Heights, OH
Redline Health Care, Golden Valley, MN
Standard Textile, Cincinnati, OH
Stuart's Drug & Surgical Supply, Greensburg, PA

Moved by Mrs. Irely, seconded by Mr. Burns, awarding the bids as per above.

Roll call vote taken:

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

Motion carried unanimously.

CORRESPONDENCE

Chief Clerk made available to the news media news releases relative to the following projects:

1. Fayette Street Improvements Project - City of Washington
2. Canonsburg Borough Street Improvements Project
3. Jefferson and North Franklin Townships Street Improvements Project

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval a price increase to the Service Agreement with Stratus Computer, Inc., relative to the hardware and software products for the 9-1-1 Program. The price increase is retroactive to February 1, 1996, and represents a 3.5% increase in the monthly service charge.

Moved by Mr. Burns, seconded by Mr. Ford, approving the price increase to the Service Agreement with Stratus Computer, Inc. as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following items relative to the State Food Purchase Program for FY96/97:

1. Submission of the Grant Agreement to the Pennsylvania Department of Agriculture in the tentative amount of \$237,700 for fiscal year 1996/97.
2. Agreement with Community Action Southwest to act as the lead agency in administering this program.

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

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval Provider Agreements with the following individuals for the Day Care Program for FY95/96:

| | |
|--|---|
| Patricia McFaddin, North Charleroi, PA | Paula Stilley, Finleyville, PA |
| John Savko, Charleroi, PA | Diane Curran, Belle Vernon, PA |
| Sheryl Janovich, Washington, PA | Raggedy Ann Learning Center, McDonald, PA |

Moved by Mrs. Irej, seconded by Mr. Burns, approving the Provider Agreements as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a proposal submitted by Industrial Appraisal Company of Pittsburgh, Pennsylvania, to provide the County with a comprehensive fixed asset property record for the purpose of financial reporting, effective property control, a basis for insurance placement and proof of loss, management reporting and capital budgeting. The professional fees for the basic appraisal would be \$18,535.00. There is an annual revaluation fee for insurable values at the cost of \$1,185.00. Therefore, the five-year total with updates would be \$24,460.00.

Moved by Mrs. Irej, seconded by Mr. Burns, accepting the proposal from Industrial Appraisal Company as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a recommendation to appoint Campbell Insurance Associates of Washington, Pennsylvania, as Insurance Broker for all property and casualty insurance and workers compensation, effective immediately. The commission paid by insurance companies to Campbell Insurance Associates will represent the fee. If no commission is paid a fee will be charged based on what the commission would have been. Service work for past problems (i.e., old workers compensation claims) will be billed at \$95.00/hour for professional consultant and \$45.00/hour for administrative support.

Moved by Mrs. Irej, seconded by Mr. Burns, appointing Campbell Insurance Associates as Insurance Broker.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk requested authorization to solicit proposals for (1) Barber/Beautician Services for the Washington County Health Center; (2) office space for District Justice Ellis; and (3) for landscape maintenance for the Courthouse Square Office Building Plaza area.

Moved by Mrs. Ireby, seconded by Mr. Burns, authorizing the Chief Clerk to solicit proposals as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Ireby - Yes; Mr. Ford - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a Sublease Agreement with the Redevelopment Authority for office space in the Courthouse Square Office Building for calendar year 1996 at the monthly rate of \$12.00 per square foot plus \$22.00 for 19 parking spaces.

Moved by Mr. Burns, seconded by Mrs. Ireby, approving the Sublease Agreement with the Redevelopment Authority as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Ireby - Yes; Mr. Ford - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following Change Orders for projects at the Washington County Airport

| <u>Contractor</u> | <u>Project</u> | <u>Purpose</u> |
|-----------------------|---------------------|--|
| Jaskolski Demolition | T-Hangar Demolition | Five-day extension for project completion at no additional cost |
| Brim Ind. Maintenance | Obstruction Removal | Additional clearing/grubbing of 1.06 acres as recommended by Bureau of Aviation's Annual Inspection and Part 77 Obstruction Survey at an additional cost of \$2,200.00 |

Moved by Mrs. Ireby, seconded by Mr. Burns, approving the Change Orders as per above and authorizing the Chairman of the Board to so execute.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Ireby - Yes; Mr. Ford - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an Agreement with the Music Performance Trust Fund for the performance of twelve concerts at various locations throughout the County during the period of May 1 through September 30, 1996. The County's cost will be \$2,436.00.

Moved by Mrs. Ireby, seconded by Mr. Burns, approving the Agreement with the Music Performance Trust Fund as per above.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Ireby - Yes; Mr. Ford - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their ratification an Agreement with Columbia Gas for the Bailment of a Natural Gas Vehicle, specifically a 1996 Honda Civic powered by compressed natural gas for which Columbia Gas extended an invitation to Commissioner Burns to test drive for the period of March 22 through April 12, 1996.

Moved by Mrs. Irej, seconded by Mr. Burns, ratifying the Agreement with Columbia Gas as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a recommendation to reappoint Bonnie Butterworth of Washington, Pennsylvania, to the Washington County Tourism Board of Directors for the two-year term of July 1, 1995 through June 30, 1997.

Moved by Mrs. Irej, seconded by Mr. Burns, approving the reappointment of Bonnie Butterworth as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a Resolution authorizing a Professional Services Agreement with the Pennsylvania Economy League to serve as consultant in connection with an evaluation of the governmental services and programs provided by the County. The project will utilize a Public/Private Task Force consisting of up to five public sector members appointed by the Commissioners and an equal number of private sector members from the League's Washington County Board. The Task Force will meet regularly to review the progress of the project, discuss public policy options and provide relevant expertise from the private sector. Throughout the project, the League will employ four guiding principles (Accountability, Cost-Savings, Revenue Enhancement and Efficiency and Effectiveness) as it examines Washington County governmental services and programs to insure that the project maintains an overall comprehensive and consistent approach. The total cost of the project is in the amount of \$132,823.00. The County's share will be \$66,411.50 (50% local match) and the remaining 50% will be funded through the Pennsylvania Economy League's County Challenge Grant Program.

John Milinovich of the Pennsylvania Economy League explained that the scope of services will review the following nine major areas and will benchmark and compare Washington County to other counties of similar size to determine if there is a better way to provide services: (1) departmental staffing, financial management, organizational and personnel system assessments and fleet management review; (2) property assessment practices; (3) automation; (4) purchasing; (5) reimbursements; (6) role of County in economic development; (7) human services; (8) potential opportunities for privatization; and (9) intergovernmental cooperation.

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

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irey - Yes; Mr. Ford - Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following travel requests:

- (O) 1. Chris Brady, Gerri Shire and Sally Michalski of the Court Administrator's Office to attend District Justice Continuing Education classes sponsored by the Minor Judiciary Education Board in Chambersburg, Pa., on April 16-17, 1996.
- (R) 2. Lt. Steve Svitek of the Sheriff's Office to attend an Oleoresin Capsicum Instructor Training Course in Pittsburgh, Pa., on April 18, 1996.
- (R)
(Reimbursable) 3. Employees of Juvenile Probation to attend JCJC training sessions as follows:
- | <u>Name</u> | <u>Date (s)</u> | <u>Location</u> |
|-------------|-----------------|-----------------|
| R. Meny | April 16-17 | Harrisburg |
| M. Anderson | April 16-17 | Harrisburg |
- (O) 4. Chuck Pollacci, Veterans Director, to attend the Spring Meeting of the Western District of the PSACDVA in Venango County on April 19, 1996.
- (O) 5. Jack Welty, Data Processing Manager, to attend the PA-GMIS Spring 1996 Business Meeting in Adams County on April 26, 1996.
- (R)
(Reimbursable) 6. Karen Blockinger and John Patrick of Children and Youth to attend a Statewide Adoption Network Regional Meeting in Pittsburgh, Pa., on April 11, 1996.
- (R)
(Reimbursable) 7. Keith Holdsworth, Dean Palm, Lori Zura and Dawn Fiori of Children & Youth to attend CORE Training in Pittsburgh, Pa., on April 18, 1996.
- (R)
(Reimbursable) 8. Kristin Taylor of WCHC to attend a training program on "The Powers of Estrogen" in Pittsburgh, Pa., on May 9, 1996.
- (R)
(Reimbursable) 9. Dawn Miller of WCHC to attend the Western Regional PADCA Meeting in Allison Park, Pa., on April 15 and 17, 1996.
- (O)
(Reimbursable) 10. Teresa Crawford of WCHC to attend a mini-series session on Infection Control sponsored by Corning Clinical Laboratories in Pittsburgh, Pa., on April 23, 1996.
- (R)
(Reimbursable) 11. John Layman of WCHC to attend the Spring Workshop of the Dietary Managers Association in Greensburg, Pa., on May 15-16, 1996.
- (O)
(Reimbursable) 12. Dr. Barry Parks of WCHC to attend the PACAH Spring Conference in Harrisburg, Pa., on April 22-25, 1996.
- (O) 13. Mary Lynn Spilak, Director of Aging, to attend the Pa. Department of Aging Mental Health and Aging Conference in Mars, Pa., on April 9-10, 1996.

MINUTE BOOK

BOARD OF COUNTY COMMISSIONERS

WASHINGTON COUNTY, PENNSYLVANIA

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(O) 14. Mary Lynn Spilak and Deborah DeStefano of Aging Services to attend a Western Regional Meeting of the Pennsylvania Association of Senior Centers in Meadville, Pa., on April 12, 1996.

(R) 15. D. Pepper-Miller, C. Barnhart, R. Butka, B. Collins, R. Hager, L. Hill, B. Johnson and M. Jennings of Aging Services to attend a Professional Care Manager Seminar in Mars, Pa., on May 14, 1996.

(O) Optional
(R) Required

Moved by Mrs. Irej, seconded by Mr. Burns, approving the foregoing travel requests and authorizing payment of all necessary expenses related thereto.

Roll call vote taken:

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

Motion carried unanimously.

ANNOUNCEMENTS

Chief Clerk announced that the County Offices would be closed on Friday, April 5th, in observance of Good Friday.

SOLICITOR

Attorney McCune presented to the Board for their consideration and approval the following tax refunds.

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

1. Mildred H. & William R. Milenko (1996 County Tax)
124 Beechwood Drive
Monongahela, PA 15063
District: Carroll Township
Parcel ID No: 130-011-02-01-0020-03
130-011-02-01-0020-04
Amount: \$17.56
S.S. No. 159-12-0008
2. J. Bryan O'Connor et al (1993, 1994 and 1995 County Tax)
P.O. Box 12927
Pittsburgh, PA 15241
District: Cecil Township
Parcel ID No: 140-012-12-00-0002-00
Amount: \$1,291.74
Tax I.D. 25-1642769

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

The Commissioners presented a proclamation and certificates to Jim Boone, Head Coach, Thom Holzshu, Assistant Coach, and Derrick Scott, Team Member, of California University's Men's Basketball Team for winning the Pennsylvania State Athletic Conference Championship for the sixth time on March 2, 1996.

OPENING OF BIDS

Controller Belcastro opened and read the following bids:

CARPET FOR COURTS

1. Rusmur Floors
500 Station Street
Bridgeville, PA 15017

Total Bid: \$12,800.00

A bid bond in the amount of \$1,280.00 accompanied the bid.

OFFICE SUPPLIES

1. Stenograph Corporation
1500 Bishop Court
Mt. Prospect, IL 60056

Total Bid: \$6,400.00 - Based on estimated quantity for 6-month period

A certified check in the amount of \$640.00 accompanied the bid.

2. J. D. Hamco
P. O. Box 306
Meadow Lands, PA 15347

Total Bid: \$1,174.40 - Based on estimated quantity for 6-month period

Cash in the amount of \$120.00 accompanied the bid.

3. Adolph Sufrin, Inc.
5770 Baum Boulevard
Pittsburgh, PA 15206

Amount of Bid: \$72,748.02 - Based on estimated quantity for 6-month period

A bid bond in the amount of 10% accompanied the bid.

4. Xerox Corporation
750 Holiday Drive
Pittsburgh, PA 15220

Amount of Bid: \$2,204.60 - Based on estimated quantity for 6-month period

A bid bond in the amount of 10% accompanied the bid.

5. Progressive Forms and Labels
200 Corporate Circle
Harrisburg, PA 17110

Amount of Bid: \$53,400.00 - Based on estimated quantity for 6-month period

A bid bond in the amount of 10% accompanied the bid.

6. General Binding Corporation
One GBC Plaza
Northbrook, IL 60062

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WASHINGTON COUNTY, PENNSYLVANIA

No total amount provided; items submitted on a per unit cost basis - based on estimated quantity for 6-month period

No bid security accompanied the bid.

7. Sentry Business Products
3910 Niagara Falls Boulevard
North Tonawanda, NY 14120

Amount of Bid: \$6,015.31 - Based on estimated quantity for 6-month period

A certified check in the amount of \$601.53 accompanied the bid.

8. L & M Paper
R. J. Casey Industrial Park
Pittsburgh, PA 15233

Amount of Bid: \$24,191.45 - Based on estimated quantity for 6-month period

A cashier's check in the amount of \$2,419.15 accompanied the bid

9. Mt. Lebanon Office Equipment Co., Inc.
1817 Banksville Road
Pittsburgh, PA 15216

Amount of Bid: \$40,194.52 - Based on estimated quantity for 6-month period

A bid bond in the amount of 10% accompanied the bid.

Moved by Mrs. Ireby, seconded by Mr. Burns, to table all of the foregoing bids for further review.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Ireby - Yes; Mr. Ford - Yes.

Motion carried unanimously.

There being no further business, Chairman Ford declared the meeting adjourned at approximately 10:45 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

April 16, 1996

ATTEST: Christine A. Mauter

CHIEF CLERK