

Minute No. 538

Washington County Commissioners

Washington, PA, May 2, 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 Ireby and Burns. Absent being: Commissioner Ford. Also being present: Tina Dallatore, Chief Clerk; Linda Hands, Clerk-Steno II; Attorney Jim McCune, Interim County Solicitor; Floyd Laubham, Planning Commission; Mike Namie, Deputy Controller; Kathy McCullough-Testa, Recorder of Deeds; Deborah Simmons, Deputy Recorder of Deeds; Duane Kavka, Acting Director of Administration; David Martino of Commissioner Ford's Office; Ken Barna, Assistant Director of Revenue; Robert Umstead, Redevelopment Authority; Marlene Luketich, Director of Planning; Mary Elizabeth Yancosek, Anthony Turriziani, Nancy Ellis, Louis Brova, Joseph Gorby, Gordon Hanson and Attorney Thomas Lonich, interested citizens; Mary Lynn Spilak, Debbie DeStefano, Rose Moore and Willis Cook of Aging Services; Robert Willison, Leslie Grenfall and Kathy Constantino, SWPAAA, Inc.; Ray Kasparek, Chairman, SWPAAA, Inc., Sub-Area Advisory Council; a group of senior citizens; Elizabeth Todd, a registered nurse; Vicki Hladik Bryan, Parks Department; Richard Glance, Glance & Associates; Mark and John Wilson, Wilson Restoration; Tracy Miller, participant in Ringgold School District's Mentorship Program; Chris Haines, Herald Standard; Joe Smydo, Observer Reporter; Jim Jefferson, WJPA; Kathy Thomas, Valley Independent; Jeff Helsel and Dennis Bastian, California University; and interested bidders.

Vice-Chairwoman Ireby called the meeting to order at approximately 10:00 a.m. and introduced Tracy Miller who is participating in the Ringgold School District's Mentorship Program.

Vice-Chairwoman Ireby entertained a motion to hold in abeyance approval of Minute No. 537 dated April 18, 1996.

Moved by Mr. Burns, seconded by Mrs. Ireby, that approval of Minute No. 537 dated April 18, 1996, be held in abeyance.

Roll call vote taken:

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

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS:

Robert Umstead, Executive Director of the Redevelopment Authority, presented to the Board for their consideration and approval a Resolution approving the FY 1996 Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program, Emergency Shelter Grant Program (ESGP) and the Consolidated Strategy and Plan.

Moved by Mr. Burns, seconded by Mrs. Ireby, approving the foregoing Resolution.

Roll call vote taken:

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

Motion carried unanimously.

Commissioner Burns read a Proclamation designating the month of May as "OLDER AMERICANS MONTH" in Washington County.

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

Roll call vote taken:

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

Motion carried unanimously.

The Commissioners presented the Proclamation to Mary Lynn Spilak, Director of Aging Services, and Ray Kasperek, Chairman, SWPAAA, Inc., Sub-Area Advisory Council. On behalf of the senior citizens, Mr. Kasperek presented each of the Commissioners with a gift of appreciation.

Commissioner Burns read a Proclamation designating May 6, 1996, as "NATIONAL RN RECOGNITION DAY".

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

Roll call vote taken:

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

Motion carried unanimously.

The Commissioners presented the Proclamation and a guardian angel pin to Elizabeth Todd, a registered nurse representing the Pennsylvania Nurses Association and American Nurses Association.

Vicki Hladik Bryan of the Parks and Recreation Department announced that the County received a 1996 Historic Preservation Award for the Henry House Restoration Project located in Mingo Creek Park. The category of the award is "Commendation for Single Residential Preservation". Ms. Bryan gave an explanation of the scope of the project and introduced Richard Glance who was the architect and Mark and John Wilson of Wilson Restoration who was the contractor for this project.

PUBLIC COMMENTS:

Kathy McCullough-Testa, Recorder of Deeds, stated that she had submitted for yesterday's agenda meeting a proposal for an imaging system for her office which would replace the leased one that she currently has. (NOTE: Only Chairman Ford attended the agenda meeting as Commissioners Irej and Burns were out of town.) She stated that she thinks that Chairman Ford is confused on the issue as she feels that this is a budget issue and the system is going to be compatible which was one of the main points of the contract. She provided the Commissioners with some figures which were different from the figures which she discussed at yesterday's agenda meeting because they reflect April's close-out. She stated that back in February the budget for her office was cut and she was asked to find ways to stay within that budget for calendar year 1996, and one of the proposals that she needs to put in place in her office to remain within her budget is the replacement of this system. She noted that this imaging system is integral to the operation of the office as it is part of the main function of her office which is to record deeds and collect taxes. She stated that there are only two areas within her office that she has some control over that can make an impact and those are staffing and this system. She stated that comparing April 1995 figures to April 1996 figures,

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her filings are up 32% which she noted is really good for the County which means the housing market is starting to boom again and also her revenue between last April to this April is up \$12,000. She stated that so far this year, her office is experiencing approximately 7% or 8% increase overall in revenues for the year, but her office is also looking at an increased workload. She stated that the system that she is requesting the Commissioners to approve would contain some of those costs, and she needs to look at controlling costs as her first step in this whole progression. She stated that yesterday she felt this matter was urgent, but today after looking at some of the figures, she feels this matter is dire in order that she can stay within her budget by the end of the year. Once this system is installed, it will also increase her office's efficiency fourfold which in turn could lead to a reduction in staff. She noted that this needs to be done in a progressive order because if she reduced staff first, she would have to cut services and there are other services that her office provides which she is not legally mandated to provide, i.e., making copies which brings in \$50,000 for the County. She stated that if she is going to have to cut staff, then she is going to have to cut services so she is looking at it from the standpoint that if she can install a system that can control these costs and help her office become more efficient, then she will be able to maintain her current level of service and also increase revenue for the County. She stated that she would like to work with the Commissioners on this because she thinks it is important that they both work together because her office does enable development and she wants to make sure that her office operates efficiently and does not disable or slow down development because people want to record their deeds today and they want to get their mortgages tomorrow and build their houses and the County wants to get that money out into the economy as quickly as possible. She stated that she is therefore asking the Commissioners to reconsider this matter even though it was not placed on today's agenda in order for her to have this system in place by July 1st.

Vice-Chairwoman Irey stated that since she and Commissioner Burns were in Washington, D.C. yesterday meeting with the Administrator of the Environmental Protection Agency and did not have the benefit of the conversation at yesterday's agenda meeting, she requested Duane Kavka, Acting Director of Administration, to address this issue.

Mr. Kavka stated that the Commissioners directed him to send Mrs. McCullough-Testa a memo requesting her to hold off on this matter until the Pennsylvania Economy League has had an opportunity to study a number of aspects of county government including computerization. He stated that the Pennsylvania Economy League will be here the first of next week meeting with individuals and they will try to look at this particular issue right away. He explained that another aspect of this issue is that since the purchase of this system involves a capital expenditure purchase, it needs to be reviewed by the Capital Expenditure Review Committee, which it is scheduled to do, to ensure that the system is consistent with the other systems of the County. He noted that the Director of Data Processing is also reviewing it and that the Commissioners will do their best to have it reviewed within the next two weeks.

Mrs. McCullough-Testa expressed her concern with what the consequences will be if she does not have this new system in place by July 1st and she subsequently gets to the point of exceeding her budget.

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Anthony Turriziani informed the Commissioners that on April 23rd (Primary Election Day) it was brought to his attention that there is a number of polling places throughout the County that are not handicap accessible, one in particular being in the third district of Charleroi where it was changed to a church where there are ten steps for people to climb. He stated that he feels that this is a very serious situation and requested that the Commissioners look into the matter.

Commissioner Burns stated that the Commissioners were not aware of this issue, which is an issue that they are indeed sensitive to, and will therefore refer the matter to Larry Spahr, Director of Elections. He stated that if Mr. Turriziani has a list of facilities that he feels are not handicap accessible, he should provide that list to him and he will talk to Mr. Spahr about it.

Duane Kavka, Acting Director of Administration, stated that Mr. Spahr is in the process of reviewing all polling place locations to make sure that they are handicap accessible.

OLD BUSINESS

Attorney McCune recommended that the bids for Office Supplies be awarded to the following vendors, these being the lowest bids received in accordance with the specifications:

Adolph Sufrin, Inc, Pittsburgh, PA	J.D. Hamco, Meadowlands, PA
L&M Paper Co., Pittsburgh, PA	Mt. Lebanon Office Equipment, Pitts., PA
Progressive Forms, Harrisburg, PA	Sentry Business Prod., North Tonawanda, NY
Stenograph Corp., Mt. Prospect, IL	Xerox Corp., Pittsburgh, PA

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

Roll call vote taken:

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

Motion carried unanimously.

Attorney McCune recommended that the bid for the Parking and Token Control System for "B" Level of the Washington County Courthouse Square Parking Garage be awarded to CTR Systems, Inc., of Warrendale, Pennsylvania, in the amount of \$12,774.20; this being the lowest responsible bid received in accordance with the specifications.

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

Roll call vote taken:

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

Motion carried unanimously.

CORRESPONDENCE

Chief Clerk made available to the news media a news release relative to the following project:

1. Brownson House (T.S. Fitch Fieldhouse) Removal of Architectural Barriers Project (City of Washington)

NEW BUSINESS

Chief Clerk presented to the Board for their consideration and approval a proposal from Mary Ann Chadwick of Bridgeville, Pennsylvania, to provide barber and beautician services to the residents of the

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Washington County Health Center for a three-year period effective May 1, 1996 through April 30, 1999, at the following monthly rates:

May 1, 1996 - April 30, 1997	\$ 950.00
May 1, 1997 - April 30, 1998	\$ 975.00
May 1, 1998 - April 30, 1999	\$1,000.00

Moved by Mr. Burns, seconded by Mrs. Ireby, approving the proposal from Mary Ann Chadwick as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval the following items relative to the Children and Youth Program:

1. Addendum to the Agreement with George Yatsko, a provider of psychological services, to include court testimony reimbursement at the rate of \$70.00 per hour which was omitted from the original agreement.
2. Addendum to the Agreement with Professional Family Care Services which increases the total contract authorization amount from \$600,000 to \$900,000 for FY95/96.

Moved by Mr. Burns, seconded by Mrs. Ireby, approving the Addendums to the Agreements as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an Addendum to the Agreement with Bell Atlantic Public and Operator Services for the public and inmate telephones at the new Correctional Facility. The purpose of the addendum is to change the term of the agreement from September 1, 1995 through August 31, 1996 to May 1, 1996 through April 30, 1997, due to the fact that the County has just recently occupied the new facility.

Moved by Mr. Burns, seconded by Mrs. Ireby, approving the Addendum to the Agreement with Bell Atlantic Public and Operator Services as per above.

Roll call vote taken:

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

Motion carried unanimously.

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

Tot Spot, Pittsburgh, PA	Betty Dugan, Houston, PA
Smart Kids, Washington, PA	Anita Bolin, Fredericktown, PA

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

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their ratification a Purchase Agreement whereby the Commissioners agree to commit the amount of \$1,750.00 to the Pennsylvania Council of Chief Juvenile Probation Officers for the purchase of a Juvenile Justice Automation Software Package conditioned upon the commitment of the Juvenile Court Judges' Commission to purchase the hardware needed to operate the system.

Moved by Mr. Burns, seconded by Mrs. Irej, ratifying the Purchase Agreement as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval an Amendment to the Agreement with Darling International, Inc., relative to the provision of used kitchen grease pick-up services for the Washington County Health Center. This amendment provides for an increase in the fee from \$10.00 per pickup to \$12.00 per pickup.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the Amendment to the Agreement with Darling International, Inc., as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk requested authorization to (1) advertise for bids for telecommunication services; and (2) solicit proposals for maintenance of elevators in County-owned buildings.

Moved by Mr. Burns, seconded by Mrs. Irej, authorizing the Chief Clerk to advertise for bids and solicit proposals as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a Change Order to the contract with Marricco Construction relative to the Amos Bridge Project. This Change Order is for additional work for adjustments to the abutments and will not exceed \$5,000.00.

Moved by Mr. Burns, seconded by Mrs. Irej, approving the Change Order as per above, contingent upon PennDOT's final approval.

Roll call vote taken:

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

Motion carried unanimously.

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Chief Clerk presented to the Board for their consideration and approval a Grant Award from the Pennsylvania Commission on Crime and Delinquency in the amount of \$51,114.00 for continuation of the Crime Victim Witness Assistance Program for calendar year 1996.

Moved by Mr. Burns, seconded by Mrs. Irely, approving the Grant Award as per above.

Roll call vote taken:

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

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval a Resolution extending the Voluntary Reduced Hours of Work Policy on a continuous basis, effective May 1, 1996.

Moved by Mr. Burns, seconded by Mrs. Irely, approving the foregoing Resolution.

Roll call vote taken:

Mr. Burns - Yes; Mrs. Irely - 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 the 1996 President Judge/PACM Annual Conference in Pittsburgh, Pa., on June 9-12, 1996.
- (R) 2. Karen Silbaugh, Cathy Dames, Patty Pryor, Rene Crow and Denise Calabro of Adult Probation to attend a PBPP training course in Greensburg, Pa., on May 20-21, 1996.
- (R) 3. Nicholas Davidson or John Penderville of Juvenile Probation to attend a JCJC workshop/forum in State College, Pa., on May 9-10, 1996.
- (O) (Reimbursable) 4. George Krcelich of Human Services to attend PACHSA Annual Meeting in State College, Pa., on May 22-24, 1996.
- (O) (Reimbursable) 5. Michelle Hull, Debbie Wingfield, Becky Posgate and Kim Halko of WCHC to attend a PCoA training program on Alzheimer's Disease in Mars, Pa., on June 21, 1996.
- (O) (Reimbursable) 6. Michele Abel of WCHC to attend a UPCI training program in Pittsburgh, Pa., on June 10, 1996.
- (O) (Reimbursable) 7. Greg Carey of WCHC to attend a six-session course on Boiler Controls in Pittsburgh, Pa., on April 30, May 7, 14, 21, 28 and June 4, 1996.
- (O) (Reimbursable) 8. Lana Vanvoorhis of WCHC to attend a MAPS Workshop Series in Pittsburgh, Pa., on June 25-27, 1996.
- (R) (Reimbursable) 9. Jackie Forte, Wanda O'Korn and Kathleen Leadbitter of CYS to attend a Western Region Fiscal Officers Meeting in Butler, Pa., on May 2-3, 1996.

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- (R) 10. CYS employees to attend CORE training sessions as follows:

Names	Date(s)	Location
C. Kopanic	April 29-30	Washington
D. Nickolas	April 29-30	Washington
L. Boni	May 28-30	Pittsburgh
L. Boni	June 25-27	Pittsburgh
C. Irey	June 25-27	Pittsburgh
L. Boni	May 1-2 and June 8-9	Pittsburgh
C. Irey	May 1-2 and June 8-9	Pittsburgh
M. Gregory	May 22-23	Pittsburgh
M. King	May 22-23	Pittsburgh
R. Sheraskey	May 22-23	Pittsburgh
G. Manfredi	June 4	Monroeville
C. Kopanic	June 4	Monroeville
D. Nicholas	June 4	Monroeville
A. Bane	May 10	Monessen
C. Kopanic	May 10	Monessen

- (O) Optional
(R) Required

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

Roll call vote taken:

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

Motion carried unanimously.

SOLICITOR

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

Moved by Mr. Burns, seconded by Mrs. Irey, 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. Teodori Enterprises (1993 and 1994 County Tax)
P.O. Box 616
Lawrence, PA 15055
District: Cecil Township
Parcel ID No: 140-012-10-00-0001-00
Amount: \$113.57
Tax I.D. #25-1368255
2. Teodori Enterprises (1994 and 1995 County Tax)
P.O. Box 616
Lawrence, PA 15055
District: Cecil Township
Parcel No: 140-012-12-00-0008-00
Amount: \$530.78
Tax I.D. 25-1368255
3. John & Stanley Topka Jr. (1996 County Tax)
327 Walker Road
Canonsburg, PA 15317
District: North Strabane Township
Parcel No: 520-012-00-00-0001-00
Amount: \$6.17

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4. Atlantic Mortgage for (1995 County Tax)
Robert S. DeBlasio
4348 South Point Blvd.
Jacksonville, FL 32216
District: Cecil Township
Parcel No: 140-012-00-00-0051-00
Amount: \$89.83
Tax ID #16-1411171

5. John & Alma E. Kondus (1996 County Tax)
136 Joseph Blvd.
Weirton, WV 26062
District: Smith Township
Parcel No: 570-001-00-00-0003-00
Amount: \$4.34

6. Lawrence G. & Judith K. Lofholm (1996 County Tax)
P.O. Box 245
Chester, WV 26034
District: Hanover Township
Parcel No: 340-012-00-00-0008-00
Amount: \$21.40
S.S.#519-46-8456

7. Mark C. & Deborah I. Haywood (1996 County Tax)
41 Fecsen Drive
Charleroi, PA 15022
District: Fallowfield Township
Parcel No: 320-007-00-00-0055-00
Amount: \$36.52
S.S.#185-60-6911

8. Helen and Clem Rusilko, Jr. (1995 County Tax)
210 Johnston Road
Bentleyville, PA 15314
District: Bentleyville Borough
Parcel No: 040-063-00-02-0012-00
Amount: \$11.65
S.S.#354-42-1538

9. Mitect, Inc. (1995 County Tax)
280 Technology Drive
Canonsburg, PA 15317
District: Cecil Township
Parcel No: 140-010-00-00-0008-05
Amount: \$504.88
Tax ID #25-1767106

Roll call vote taken:

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

Motion carried unanimously.

Attorney McCune presented to the Board for their consideration and approval a request from California Borough for the Commissioners to waive liened taxes, including interest and penalties, on property located in the borough (Parcel Nos. 080-037-00-01-0020-00 and 080-037-00-01-0021-00). He explained that these are back taxes totaling \$504.15 for the years 1992 through 1995. He noted that the California Area School District has already agreed to waive its past taxes.

Moved by Mr. Burns, seconded by Mrs. Ireby, to waive the lien taxes as requested by California Borough as per above.

Roll call vote taken:

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

Motion carried unanimously.

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OPENING OF BIDS

Deputy Controller Mike Namie opened and read the following bids:

MEAT

- 1. Green Valley Packing
2992 Green Valley Road
Claysville, PA 15323

Total Bid: \$14,567.15 (based on estimated quantities)

A bid bond in the amount of \$10,000.00 accompanied the bid.

- 2. Shane Meat Company
P.O. Box 20
Kennett Square, PA 19348-0016

Total Bid: \$16,034.93 (based on estimated quantities)

A cashier's check in the amount of \$1,603.49 accompanied the bid.

NETWORK SYSTEM FOR ELECTION OFFICE AND PUBLIC SAFETY

- 1. Business Records Corporation
929 South Alpine Road, Suite 301
Rockford, IL 61108

Section I - Public Safety	No Bid
Section II - Election Office	<u>\$34,055.00</u>
Total Bid	<u>\$34,055.00</u>

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

- 2. RBA Professional Data Systems, Inc.
444 East College Avenue
State College, PA 16801

Section I - Public Safety	<u>\$24,512.00</u>
Section II - Election Office	<u>\$32,512.00</u>
Total Bid	<u>\$57,024.00</u>

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

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

Roll call vote taken:

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

Motion carried unanimously.

There being no further business, Vice-Chairwoman Irey declared the meeting adjourned at approximately 10:55 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

May 13, 1996
ATTEST: Christine A. Plucinski

CHIEF CLERK