

BUTLER COUNTY BOARD OF COMMISSIONERS
Agenda-Setting Meeting
Tuesday, March 13, 2018
10:00 a.m.

MINUTES

PRESENT:

Chairman Leslie Osche
Commissioner Kimberly Geyer
Commissioner Kevin Boozel
Scott Andrejchak, Chief Clerk
Michael English, County Solicitor
Lori Altman, Human Resources
Amy Badger-Witenski, Human Services
Steve Bicehouse, Emergency Services
Shari Brewer, Elections
Ann Brown, Human Services
John Campbell, Facilities & Operations
Joe DeMore, Warden
Mary Jane Double, Assessment
Mark Gordon, Planning & Economic Development
Candace Graff, Court Administration

Ben Holland, Controller
Tom Holman, Court Administration
Charlie Johns, Children & Youth
Wendy Leslie, Planning
Janet Mentel, Tax Claim
Lori Shah, Administrative Asst.
Maria Thomas, Recording Admin. Asst.
Lance Welliver, Parks & Recreation

Media:

Paula Grubbs, Butler Eagle

CALL MEETING TO ORDER

The regular public agenda-setting meeting of the Butler County Board of Commissioners was called to order by Chairman Leslie Osche at 10:00 a.m. on Tuesday, March 13, 2018, in the Public Meeting Room.

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

A moment of silent prayer was observed, followed by the Pledge of Allegiance.

PUBLIC COMMENT

None.

WILL REQUEST APPROVAL OF MINUTES

- February 14, 2018, Agenda-Setting Meeting
- February 21, 2018, Public Meeting

PROCLAMATIONS AND PRESENTATIONS

- National Library Week, April 8-14, 2018

OLD BUSINESS

A. Commissioners

Mark Gordon requested that the following item be removed from the agenda:

- a. Approval to appoint the following members to the Butler County Planning Commission for terms running January 1, 2018 through December 31, 2021:
 - i. Frank Uhl
 - ii. Barbara Maguire

B. Parks & Recreation

- a. Lance Welliver will request approval of updated Special Permit document for Diamond Park to serve as the required document for anyone wishing to reserve the park in the future.
- b. Mr. Welliver will request approval of updated Park Ordinance (rules and regulations) to include the special permit and other improvements.

BOARD OF ELECTIONS

A. Shari Brewer will request approval of the following people to the Computation Election Board for the 2018 Election Year:

- a. Gail Paserba
- b. Kathy Ferdinandsen
- c. Karen Barbati

B. Ms. Brewer will request approval to submit to the PA Department of State the following voting poll sites as Inaccessible

- a. Donegal Township
- b. Chicora Borough
- c. Butler City Precinct 4-2

C. Ms. Brewer will request approval to move the following voting poll site locations:

- a. BUTLER TOWNSHIP PRECINCT 1-2 – From: Sunnyview Home Activities Room, Sunnyview Circle, Butler, PA To: Community Life Church, 1104 Pittsburgh Pike, Butler PA
- b. EAST BUTLER BOROUGH – From: East Butler Borough Building, 1107 Randolph Ave., East Butler, PA To: East Butler Presbyterian Church, 900 Randolph Ave., East Butler, PA
- c. PROSPECT BOROUGH – From: Prospect Fire Hall, 373 main St., Prospect To: The Presbyterian Church of Prospect, 115 Church St., Prospect

NEW BUSINESS

A. Assessment

1. Mary Jane Double will request approval of Tax Assessment Appeal of ACD Land Associates LP, 130-4F108-7HA, MSD 2017-40224 contingent on approval of all parties. Current assessment fair market value is \$1,500,000; and proposed settlement fair market value is \$1,300,000.

The following item was added to today's agenda:

2. Ms. Double will request approval of Professional Services Agreement: Telecommunication Tower Assessment with Evaluator Services and Technology, Inc.

B. Controller

1. Controller Ben Holland discussed implementing fixed asset software to record and depreciate the County's fixed assets. Controller Holland stated he feels it is important to utilize a software package to track assets. He spoke about a quote from Sage for a standalone system at an upfront cost of \$6,581, and \$1,653 per year for maintenance. This system also allows for inventory of fixed assets. Chairman Osche suggested that the Controller get something in writing prorating this fee. Controller Holland will look into this and plans to return to the next public meeting seeking approval.

C. Court Administration

1. Tom Holman requested ratification of Commercial Service Agreements with Armstrong Utilities, Inc. for seven MDJ offices at \$10/per month per office, with authorization for Vice Chairman to sign.

Commissioner Geyer made the motion, seconded by Commissioner Boozel. The motion carried unanimously.

The following item was added to today's agenda:

2. Mr. Holman will request permission to make application for PCCD Day Reporting Grant.

D. Emergency Services

1. Steve Bicehouse will request approval of \$19,600 for additional site path walks with Microwave Networks International.
2. Mr. Bicehouse will request approval of permit work related to the Crown tower sites and removal of equipment to ensure that the Church Road tower will pass structural analysis for total cost of \$29,190. Mr. Bicehouse explained this is for six permits.
3. Mr. Bicehouse will request approval of work for structural analysis of the Forestville tower by American Tower for \$4,000.
4. Mr. Bicehouse will request approval of battery replacement for the Butler 91 site. Total cost is \$21,885.20.
5. Mr. Bicehouse will request approval of costs related to frequency acquisition for the paging Channel. Total cost for 12 sites is \$1200.

E. Facilities & Operations

1. John Campbell will request approval of renewal of Service Agreement with Dex Media for telephone book listing at \$51 per month, with authorization for Chairman to sign.
2. Mr. Campbell requested approval of a 36 month contract with First Energy Solutions as electric supplier for Butler County Mini Accounts (excluding Prison & Government Center) at the following rates:

West Penn Power Accounts	-	5.2319 cents per kwh without tax and 5.56 with tax
Penn Power Accounts	-	5.80597 cents per kwh without tax and 6.17 cents per kwh

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

Controller Holland asked if amounts are retroactive. Mr. Campbell reported they are not.

3. Mr. Campbell will request approval of a three-year renewal with Simplex Grinnel in the amount of \$20,865 per year, with authorization for Chairman to sign. This will cover fire alarm, sprinkler, fire pump test & inspection, hood cleaning, and kitchen hood inspection at the Prison. Coverage period is April 1, 2018 through March 31, 2021.

Commissioner Boozel asked Mr. Campbell to look into changing County phone number to make it easier to remember.

F. Human Services

1. Ann Brown will request approval of contract for solicitor for MH/ID Commitment hearings with Lynn Patterson effective April 1, 2018 at \$2,000 per month.
2. Ms. Brown will request approval to apply for PCCD grant in the amount of \$15,000 for funds to support planning to provide vicarious trauma training for first responders, with authorization for Chairman to sign. Grant Cycle is October 1, 2018 through September 30, 2019. Butler County Alliance for Children will be the primary recipient of the grant and disperse funding as agreed upon with committee members.
3. Ms. Brown will request approval of the following appointments to the MH/EI/ID Advisory Board:
 - a. Shirley Warburton for a three year term from March, 2018 through March, 2021.
 - b. Lucy Thompson for a three year term from March, 2018 through March, 2021.

G. Human Services – Children & Youth

1. Ann Brown will request approval of agreement with Avanco International, Inc. for the Children & Youth web-based case management data system (CAPS – Child Accounting and Profile System) in the amount of \$5,383.17, with authorization for Chairman to sign. Butler County is 1 of 56 counties sharing in the cost of the upgrades.
2. Ms. Brown will request approval to appoint Debra Roberts to a three year term to the Children & Youth Advisory Board.
3. Ms. Brown will request approval of the following reappointments to the Children & Youth Advisory Board for three year terms from February 1, 2018 to January 31, 2021:
 - a. Dennis Ditch
 - b. Beth Gillan.

H. Human Services – Community Action

1. Ann Brown will request approval to enter into sub-contracts with the following agencies for the 2018 Community Service Block Grant funding, with contract terms of January 1, 2018 through December 31, 2018:

a. Catholic Charities	49,000
b. Victim Outreach Intervention Center	26,000
c. Lighthouse	5,000
d. Butler Co. Children’s Center	13,000
e. Center For Community Resources UIPOC/VITA/Poverty Simulation	34,500

- f. Butler County Blind Association 8,000
- g. Alliance For Nonprofit Resources fee for service

I. Human Services – Area Agency on Aging

1. Ann Brown will request approval of 2% rate increase for the following In Home Service Provider Contracts and Meal Services Contract (see Attachment Book for details):
 - a. The Nutrition Group dba Pittsburgh Companies North Inc.
 - b. Nonprofit Development Corporation Inc. (No price increase for FY 2017-18)
 - c. BeHome Partners Inc.
 - d. Concordia Telecaregivers dba Concordia Private Care
 - e. Hamley Corporation Right at Home
 - f. Cambridge Home Health Care, Inc. / Private
 - g. Anova Health Care Services Inc.
 - h. Helping Hands Home Care Services Inc.
 - i. Stay at Home Quality Care LLC

J. Parks & Recreation

1. Lance Welliver will request approval and officially announce the 2018 winners of the grant program, based on the recommendation of the Parks and Recreation Advisory Board. Mr. Welliver reported there were 23 applications submitted this year.
2. Mr. Welliver will request approval to transfer funds of \$3,337.81 to balance 2017 budget.
3. Mr. Welliver will request approval to transfer \$10,000.00 from the legacy fund to go towards the Mountain Bike Trail project at Alameda Park to cover expenses.

K. Planning – CDBG

1. Wendy Leslie opened the following bids for Fairview Borough Community Center removal of architectural barriers:

	<u>Base Bid</u>	<u>Add Bid</u>
a. Ron Hartman Concrete	\$21,000.40	Not Submitted
b. Shields Asphalt Paving	\$38,620.34	\$5,000.00
c. Mahoning Builders, Inc.	\$43,440.00	\$4,500.00
d. A. Folino Construction	\$37,179.00	\$3,800.00
e. Satira Construction, Inc.	\$24,808.00	\$4,600.00
f. Terra Works	\$44,420.00	\$4,500.00
g. North Rock Construction Inc.	\$19,363.00	\$2,750.00

Ms. Leslie requested to table this item pending further review of bids with plans to return to the next public meeting with award recommendation.

2. Ms. Leslie opened the following bids for Slippery Rock Township Etna Road Reconstruction project:

	<u>Bid Amount</u>
a. Custom Contracting	\$274,590.00
b. Youngblood Paving, Inc.	\$60,730.00
c. Shields Asphalt Paving	\$103,644.00
d. Wiest Asphalt Products & Paving Inc.	\$73,470.00
e. Glenn O. Hawbaker, Inc.	\$85,080.00
f. Terra Works	\$94,900.00

Ms. Leslie requested to table this item pending further review of bids with plans to return to the next public meeting with award recommendation.

3. Ms. Leslie opened the following bids for Jackson Township, Russell Road Reconstruction Project:

	<u>Bid Amount</u>
a. Youngblood Paving, Inc.	\$91,744.00
b. Shields Asphalt Paving	\$120,749.30
c. Wiest Asphalt Products & Paving Inc.	\$157,038.30
d. Glenn O. Hawbaker, Inc.	\$160,900.00
e. A. Liberoni, Inc.	\$115,162.85

Ms. Leslie requested to table this item pending further review of bids with plans to return to the next public meeting with award recommendation.

L. Prison

1. Warden Joe DeMore will request approval of contract renewal with Center for Community Resources for case management services and on-site classes for \$3,500 per month; totaling \$42,000 per year.
2. Warden DeMore will request approval of Amendment 10, contract renewal with Trinity Services I, LLC, the successor in interest to Compass Group USA, Inc. from January, 2018 through December 31, 2018. The Warden reported this reflects a 2 cent per meal increase.

M. Recycling & Waste Management

1. On behalf of Sheryl Kelly, Chief Clerk Scott Andrejchak requested ratification of permission to bid remaining equipment for the Blind Association.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

N. Tax Claim

1. Janet Mentel will request approval to sell from the Repository list the following properties, with authorization for the Chairman to sign:
 - a. Parcel #040-S4-C2-0000, Buffalo Township, currently in the name of Domenick & Amelia Bonino to Christopher L. Cravener for a bid of \$600.00.
 - b. Parcel #120-S4-A562-0000, Connoquenessing Township, currently in the name of Bonnie H. & Anthony J. Appugliese to Hillsboro Inlet, LLC for a bid of \$750.00
 - c. Parcel #120-S4-A563-0000, Connoquenessing Township, currently in the name of Martin Rodgers to Hillsboro Inlet, LLC for a bid of \$750.00.
 - d. Parcel #120-S4-A564-0000, Connoquenessing Township, currently in the name of Martin E. Rodgers to Hillsboro Inlet, LLC for a bid of \$750.00.
 - e. Parcel #561-37-145-0000, Butler City, Ward 1, currently in the name of Hometown Realty Solutions LLC – Craig Gillis to Robin & Jessica Cober for a bid of \$600.00.

O. Commissioners

1. Chief Clerk Scott Andrejchak will request discontinuance of contractual relationship with DCED in receiving Community Services Block Grant funds for Community Action Program effective December 31, 2018.

2. Chief Clerk Andrejchak will request approval of one-year Lease with Historical Society for parking spaces at rate of \$45 per space.
3. Chief Clerk Andrejchak requested approval to amend County Credit Card Policy.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

4. Chief Clerk Andrejchak will request approval of Addendum to Printing Agreement with Sir Speedy Printing. The Chief Clerk reported this reflects a two percent increase.
5. Chief Clerk Andrejchak will request approval to appoint Ron Benjamin to the Butler County Housing and Redevelopment Authority for term running April 1, 2018 through March 30, 2023.
6. Chief Clerk Andrejchak will request ratification of Settlement of Other Property Contingency, Addendum to Agreement of Sale related to the sale of 508 North McKean Street property, with authorization for Chairman to sign.
7. Chief Clerk Andrejchak will request ratification of Change in Terms Addendum to Agreement of Sale related to the sale of 508 North McKean Street property, with authorization for Chairman to sign.
8. Chief Clerk Andrejchak will request authorization for Chairman to sign closing documents related to sale of 508 N McKean Street property.

The following item was added to today's agenda:

9. Chief Clerk Andrejchak will request approval to appoint the following members to the Butler County Airport Authority Board:
 - a. Mike Walsh
 - b. Victor Green

PUBLIC COMMENT ON GENERAL ITEMS

None.

ADJOURNMENT

There being no further business, Chairman Osche called for a motion to adjourn. Commissioner Boozel made the motion, seconded by Commissioner Geyer. The motion carried. The meeting adjourned at 10:57 a.m.

CONFERENCE TIME WITH MEDIA

Following the meeting, there was time for media questions.

Respectfully submitted,

Maria Thomas
Recording Administrative Assistant
Date Approved: April 18, 2018

BUTLER COUNTY COMMISSIONERS' MEETING SCHEDULE:

NEXT AGENDA-SETTING MEETING: **Wednesday, March 21, 2018 at 10AM**
Public Meeting Room, 1st Floor

NEXT AGENDA-SETTING MEETING: **Wednesday, April 11, 2018 at 10AM**
Public Meeting Room, 1st Floor

FUTURE MEETING: **Wednesday, April 18, 2018 Public Meeting**
Thursday May 17, 2018 Agenda-Setting Meeting
Wednesday, May 23, 2018 Public Meeting

The purpose of the agenda-setting meeting is to discuss matters of importance which may come before the Board of Commissioners for official action at the following public meeting. The attachments and documents for the agenda-setting meeting are subject to change before the time of official action or adoption.