

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Agenda-Setting Meeting**  
**Wednesday, April 11, 2018**  
**10:00 a.m.**

**MINUTES**

**PRESENT:**

Chairman Leslie Osche  
 Commissioner Kimberly Geyer  
 Commissioner Kevin Boozel  
 Scott Andrejchak, Chief Clerk  
 Michael English, County Solicitor  
 Joyce Ainsworth, Human Services  
 Steve Bicehouse, Emergency Services  
 Ann Brown, Human Services  
 John Campbell, Facilities & Operations  
 Mary Jane Double, Assessment  
 Sarah Edwards, Register of Wills  
 Mark Gordon, Planning & Economic Development  
 Kevin Gray, Planning

Ben Holland, Controller  
 Tom Holman, Court Administration  
 Michelle Mustello, Recorder of Deeds  
 Lori Shah, Administrative Asst.  
 Maria Thomas, Recording Admin. Asst.www.  
 Jim Venturini, Information Technology

**Visitors:**

James Masterson, CCI  
 John Paul, Transit Authority  
 Chris Quinet, CCI

**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 10:04 a.m. on Wednesday, April 11, 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**

- Amend the December 27, 2017 Minutes in Section B (1) under Emergency Services to reflect the following specifics:

<b>Tower Site</b>	<b>Current Monthly Fee</b>	<b>Additional</b>	<b>New monthly total</b>
Swain Hill (New)	\$0.00	\$2750.00	\$2750.00
Garvin Road (Cranberry)	\$1298.87	\$1452.00	\$2750.00
Whipporwill (Mt. Chestnut)	\$1407.09	\$1343.00	\$2750.00

There will be annual increases on each anniversary date based on the Consumer Price Index.

- March 13, 2018, Agenda-Setting Meeting
- March 21, 2018, Public Meeting

## **PROCLAMATIONS AND PRESENTATIONS**

- Child Abuse Prevention Month – April, 2018
- Mental Health Month – May, 2018

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **A. Assessment**

1. Mary Jane Double will request approval of the following Tax Assessment Appeals:
  - a. Owner: Iron Mountain Information MGMT LLC, Tax I.D. No.: 130-4F110-14C10B, FMV: \$7,270,000
  - b. Owner: Cygnus Real Est LLC, Tax I.D. No.: 100-2F08-14JH, FMV: \$6,000,000
  - c. Owner: Diesel Injection PGH Inc, Tax I.D. No.: 100-2F08-14JM, FMV: \$1,545,000
  - d. Owner: 100 Cranberry Business Park LLC, Tax I.D. No.: 130-4F108-13F, FMV: \$5,850,000
  - e. Owner: Deaktor-Sysco Food Servs, Tax I.D. No.: 180-4F102-6MB, FMV: \$19,400,000
2. Ms. Double will request approval of upgrade to the RBA Homestead server at estimated cost of \$3,000. Ms. Double stated that cost will be paid through Information Technology.

### **B. Court Administration**

1. Tom Holman will request approval of lawn maintenance services from Weyman's Landscape for the Cranberry MDJ.

### **C. Emergency Services**

1. Steve Bicehouse will request approval of a lease with American Tower for the Forestville site. Terms will be for \$2,550/month, with a 3% escalator per year, for a 20-year term. Mr. Bicehouse announced that the solicitor has reviewed and approved this lease.
2. Mr. Bicehouse will request approval to apply for the Radiation Emergency Response Funds grant in the amount of \$6,977.
3. Mr. Bicehouse will request approval of Service Agreement with emsCharts for medical charting for a one time set up fee of \$250, and a monthly fee of \$75.
4. Mr. Bicehouse will request approval of a Lease Agreement with Harmony VFD for three garage spaces for \$350/month including utilities. This is for the Water Rescue team.

The following items were added to today's agenda:

5. Mr. Bicehouse will request approval to appoint the following members to the Communications Council Board with terms expiring March 31, 2021:
  - a. Scott Briggs
  - b. Jay Grinnell
  - c. Glenn Porter
  - d. Ray Steffler
  - e. Joe McCombs
  
6. Mr. Bicehouse will request approval to appoint Chuck Lewis replacing John Crede on the Communications Council Board, with term expiring January 1, 2019.

**D. Facilities & Operations**

1. John Campbell will request approval of Verizon Wireless Device Trade-In Program for Government Entities, with authorization for Chairman to sign. Mr. Campbell reported that statement will be credited for turning in used cell phones and wireless devices. There was discussion regarding data being deleted on phones whereby Mr. Campbell reported phones will go through a deletion process three times before turning them in.
  
2. Mr. Campbell will request approval of renewal of Millennium Software and Maintenance Plan with Allegheny Safe & Lock, Inc. for \$1,804. Coverage period is July 18, 2018 through July 31, 2019.

**E. Human Services**

1. Ann Brown will request approval of the following contracts for Mental Health Review Officers for civil commitment hearings effective May 1, 2018 at \$1,000 per month, per officer:
  - a. Dorothy Petrancosta, Esquire
  - b. Andrea Boyle, Esquire

Commissioner Boozel asked what the cost difference is to change to this payment format. There was discussion; and thereafter, Chairman Osche requested a three year history of attorneys' fee be provided for review prior to public meeting.

**F. 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), with authorization for Chairman to sign (CWIS 1.3 Release 1 Upgrades in the amount of \$1,440.77). Ms. Brown announced that this agreement covers Butler County's share for the development, which includes changes necessary to keep the system in compliance with the state mandates for reporting. Butler County is 1 of 56 counties sharing in the cost of the upgrades. Ms. Brown further reported that another contract may be added if ready before next public meeting.
  
2. Ms. Brown will request approval of the following FY 2017-2018 Children & Youth/Juvenile Probation contracts/amendments:
  - a. **Adoption Connection – contract**

Family Connections Foster Care – 7/1/17-2/11/18	\$ 63.75 per diem
Family Connections Foster Care – 2/12/18-6/30/18	66.50 per diem
Transportation Services	8.00 per 15 minutes
Case Management	10.50 per 15 minutes
Visitation Level I	10.00 per 15 minutes
Visitation Level II	11.00 per 15 minutes
Monitor Exchange	20.00 per event

<b>b. Hermitage House – amendment</b>	
Transitional Living Program	\$ 182.64 per diem
Hermitage House – Unit 2	236.39 per diem
Intensive Supervision – Unit III	282.61 per diem
Residential Shelter – Unit III	230.61 per diem
Hermitage House – South Campus	241.64 per diem

**G. Human Services – Area Agency on Aging**

1. Ann Brown will request approval of Professional Service Agreement with Aging Well PA LLC to provide assessment services. Rate is \$231.36 per FED, PASRR-EV, and Redetermination assessments. Contract term is three years commencing on July 1, 2018 (2018-19, 2019-20, 2020-2021); thereafter, agreement shall automatically renew for additional one (1) year terms unless either party terminates this agreement.
2. Ms. Brown will request approval of Professional Service Agreement with The Redevelopment Authority of Butler County. Contract term is April 1, 2018 to June 30, 2018. Costs will be at a per project rate with a 15% administrative fee payable to The Redevelopment Authority of Butler County. There are no county funds involved; payment is made from the Aging Block Grant.
3. Ms. Brown will request approval of Professional Service Agreement with Pamela Countouris d/b/a TCB Training and Consulting for Bullying Training for Seniors and Staff. Amount of contract is \$2,702.52. Event dates will be in May, 2018 (8 Senior Bullying Trainings and 1 Senior Bullying Training for Staff). There are no county funds involved; payment is made from the Aging Block Grant.

Joyce Ainsworth announced that Beth Herold was selected by Senator Casey for a roundtable regarding seniors and the opioid epidemic.

**H. Information Technology**

1. Jim Venturini will request approval of contract with Nortec Consulting Services to upgrade the County’s Microsoft System Center. Services not to exceed 80 hours or \$15,200, with authorization for Chairman to sign.
2. Mr. Venturini will request approval of five-year lease with Consolidated Communications to upgrade Telephony Infrastructure to VOIP (Voice Over Internet Protocol). Monthly lease amount is \$15,716.43, plus a \$3,000 one-time insulation/training fee.

**I. Planning -- Bridges**

1. Kevin Gray will request approval to purchase an Excavator for the Bridge Department for \$75,000 to be paid out of Fund 89, at no cost to County.
2. Mr. Gray will request approval of PennDOT to administer the Butler County Bridge Inspection Contact 2019-2024, with authorization for Chairman to sign.
3. Mr. Gray will request approval of agreement extension with Cargill Inc. for rock salt for the 2018-2019 winter months. Mr. Gray reported the price will subject to an adjustment based on the prevailing CPI on April 20, 2018; noting a current rate of 2.2%.

**J. Recorder of Deeds**

1. Michelle Mustello will request approval of Electronic Recording Memorandum of Understanding with eRecording Partners Network, with authorization for Chairman to sign. Ms. Mustello reported that this adds an additional company they can work with using electronic recording.

**K. Register of Wills**

1. Sarah Edwards requested approval of contract with Iron Mountain for conversion project, with authorization for Chairman to sign. Ms. Edwards stated the approximate project cost is \$12,000.

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

**L. Treasurer**

1. Chief Clerk Scott Andrejchak announced that Treasurer Diane Marburger will request approval of additional \$5 fee for replacement card, when requested, resulting in the following fees:  
-Insufficient Funds Fee       \$35  
-Tax Certification               \$ 5  
-Duplicate Tax Card Fee       \$ 5

**M. Commissioners**

1. Chief Clerk Andrejchak requested ratification of approval of addendum to Xerox Agreement for model 8070 in Elections Department, with authorization for Chairman to sign.

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

2. Solicitor Michael English will request approval of Consulting Contract for HIPAA Compliance Review. Solicitor English reported that Joyce Ainsworth, Lori Altman and he will be going through RFP's, and he plans to return to public meeting with a recommendation.
3. John Paul will request approval of Resolution No. 2018-7 Certifying the Local Match for State Operating Financial Assistance in the amount of \$35,520.
4. John Paul will request approval of Resolution No. 2018-8 Certifying the Local Match for State Operating Financial Assistance in the amount of \$52,417. Mr. Paul reported this is for Fiscal Year running from July 1, 2018 through June 30, 2019.
5. John Paul will request approval of Resolution No. 2018-9 Certifying the Local Match for State Operating Financial Assistance County of Butler—City of Pittsburgh Demonstration Project.

The following item was added to today's agenda:

6. Commissioner Boozel motioned to approve a letter of support for the SMARTgrant for the Transit Authority to apply for funding to SPC for preliminary engineering and final design of the park and ride in Connoquenessing Township. Commissioner Geyer seconded the motion. The motion carried unanimously.
7. Solicitor English will request approval of updated pricing for Infocon (see Attachment Book for details).

8. Chief Clerk Andrejchak will request approval to appoint Frank Staszko to the Tri-County Workforce Development Board replacing Linda Schell. Mr. Staszko will be a representative of the WIOA required partner: Wagner-Peyser, TAA, and Veterans, with term ending September 30, 2019.

**CONFERENCE TIME WITH MEDIA**

There was no media present.

**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 10:58 a.m.

Respectfully submitted,

Maria Thomas  
Recording Administrative Assistant  
Date Approved: May 23, 2018

**BUTLER COUNTY COMMISSIONERS' MEETING SCHEDULE:**

<b>NEXT AGENDA-SETTING MEETING:</b>	<b>Thursday, May 17, 2018 at 10AM Public Meeting Room, 1st Floor</b>
<b>NEXT PUBLIC MEETING:</b>	<b>Wednesday, May 23, 2018 at 10AM Public Meeting Room, 1st Floor</b>
<b>FUTURE MEETING:</b>	<b>Wednesday, June 6, 2018 Agenda-Setting Meeting Wednesday, June 27, 2018 Public Meeting Wednesday, July 11, 2018 Agenda-Setting Meeting Wednesday, July 18, 2018 Public Meeting</b>

*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.*