

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Agenda-Setting Meeting**  
**Thursday, May 17, 2018**  
**10:00 AM**

**MINUTES**

**PRESENT**

Chairman Leslie Osche  
Commissioner Kimberly Geyer  
Commissioner Kevin Boozel  
Scott Andrejchak, Chief Clerk  
Joyce Ainsworth, Human Services  
Steve Bicehouse, Emergency Services  
Ann Brown, Human Services  
John Campbell, Facilities & Operations  
John Cyprian, Veterans Affairs  
Michael English, County Solicitor  
Mark Gordon, Planning & Economic Development  
Sheryl Kelly, Recycling  
Janine Kennedy, Community Action  
Wendy Leslie, CDBG  
Rob McLafferty, Emergency Services  
Chris Savage, Assessment  
Lori Shah, Administrative Asst.  
Michael Slupe, Sheriff  
Jim Venturini, Information Technology  
Glenna Walters, Prothonotary  
Lance Welliver, Parks and Recreation

**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 10:03AM on Thursday, May 17, 2018, in the Public Meeting Room.

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

A moment of silence was observed followed by the pledge of allegiance

**PUBLIC COMMENT ON AGENDA ITEMS**

There was no public comment on agenda items.

**APPROVAL OF MINUTES**

The Chief Clerk will seek approval of the April 11, 2018 Agenda-Setting Meeting minutes and the April 18, 2018 Public Meeting minutes.

**PROCLAMATIONS AND PRESENTATIONS**

There will be proclamations presented for Safe Boating Week (May 19 – 25, 2018) and Child Welfare Appreciation Day (June 1, 2018)

**OLD BUSINESS**

None

## **NEW BUSINESS**

### **A. Assessment**

1. Chris Savage will seek approval of a Service Agreement with Peak-Ryzex for pressure sealer used to seal tax cards for \$1,947.07.

### **B. Court Administration**

1. Scott Andrejchak said that the Court Administration will be seeking an approval of an amended Memorandum of Understanding with Center for Community Resources for services to the Butler County Specialty Courts.
2. Scott Andrejchak said that the Court Administration will be seeking an approval of amendment to the PCCD Day Reporting Center Grants.

There was discussion about the grant not being fully expended. There was discussion about why the amendment was needed and Ann Brown explained that it had to do with issues related to Medicaid.

### **C. Emergency Services**

1. Steve Bicehouse will seek an approval of an updated agreement with Crown Castle that includes adding generator to the site, with authorization for Chairman to sign.
2. Steve Bicehouse will seek an approval of a Purchase Order Request for Crown Castle in the amount of \$6,670 for decommissioning of equipment on the Moraine tower.
3. Steve Bicehouse will seek an approval of a proposal with Stephen Campbell Associates for a P-25 capable recorder for the new radio system. Contract price is \$85,189.24.
4. Steve Bicehouse will seek an approval of JG Contracting Company, Inc. Change Order 04 in the amount of \$391,364. This includes changing sites in Forestville, adding type 2 surge suppressors and building the Six Points tower.
5. Steve Bicehouse will seek an approval of an Agreement for Installation and Construction of Communications Tower with Central Electric Cooperative, Inc.
6. Steve Bicehouse will seek an approval of Tower and Ground Space License Agreement with Central Electric Cooperative, Inc.

### **D. Facilities & Operations**

1. John Campbell will seek an approval for an amendment to the shredding contract with Iron Mountain for program pricing schedule to include onsite consoles/containers pricing, with authorization for Chairman to sign.

There was discussion about this being a new service feature that came as a request from a department head. Commissioner Osche inquired whether the receptacles were for offsite locations. John Campbell explained that it would be onsite, as requested/needed for departments.

2. John Campbell will seek Approval of Request for Change Order 013R1 (if approved to be Change Order 15) with Uhl Construction Company, Inc. for Government Center Façade Renovations, with a decrease amount of \$4,460.24, with authorization for Chairman to sign.
3. John Campbell will seek approval of amendment to agreement with Gannet Fleming (originally approved on August 16, 2017) with coverage period being 'as needed', with specification in the minutes that approval includes the following details as listed in original agreement, with authorization for Chairman to sign:
  - a. The first task listed is for a cost not to exceed \$2,000.
  - b. The second task for sampling at one of the facilities of the County's choice for cost of \$1,500.
  - c. Other services as presented in Tasks 3 through 6 of original agreement.
4. John Campbell will seek an approval of Request for Change Order 017 with Uhl Construction Company, Inc. in the amount of \$5,817.24, effective May 8, 2018 for Government Center façade Renovations.

#### **E. Human Services**

1. Joyce Ainsworth will seek approval to appoint Jodi Miller to the MH/EI/ID Advisory Board for a three year term running from May, 2018 through May, 2021 (replacing Roger Kelly).
2. Joyce Ainsworth will seek approval of FY 2017-2018 Contract Amendment with Community Care Connections adding Code W5955 to the Community Participation Support.

#### **F. Human Services – Community Action**

1. Joyce Ainsworth will seek approval of Resolution 2018-10 authorizing the Chairman and/or the Vice Chairman of the Board of Commissioners to electronically sign contract agreements with The PA Department of Transportation, and authorizing the Alliance For Nonprofit Resources to submit grant applications, budgets and any other requested information, and invoicing and reporting respectively. This resolution will remain in effect until rescinded or replaced with a new resolution.
2. Joyce Ainsworth will seek approval of Resolution 2018-11 designating the Director of Programs at the Alliance For Nonprofit Resources as the Authorized Official to assign user roles in the PENDOT EGrants system for the Shared Ride Transportation Program. This resolution will remain in effect until rescinded or replaced with a new resolution.
3. Joyce Ainsworth will seek approval of Contract with Alliance For Non-Profit Resources for the provision of transportation services under the County's Shared Ride Transportation Program. The term of contract is July 1, 2018 to June 30, 2019. This is a fee for service contract.
4. Joyce Ainsworth will seek approval of Contract with Alliance for Nonprofit Resources (ANR) for services provided under the Medical Assistance Transportation Program. The term of contract is July 1, 2018 to June 30, 2019. This is a fee for service contract with a blended trip reimbursement rate of \$36.48 per trip.

#### **G. Information Technology**

1. Jim Venturini will seek approval of VOIP Agreement amendments with Consolidated Communications for five year lease with rebate total amount of \$15,200.

#### **H. Planning -- Bridges**

1. Mark Gordon will seek approval of Municipal Engineer from the Selection Committee. Mr. Gordon explained that prospective firms were ranked by a committee comprised of staff and that HRG Engineering had scored the highest.

#### **I. Planning CDBG**

1. Wendy Leslie opened bids and read them aloud for the McGrady Hollow Road Reconstruction Project located in Summit Township. Ms. Leslie asked that the bids be tabled pending legal and engineering review. Chairman Osche called for the motion to table. Commissioner Boozel made the motion, seconded by Commissioner Geyer. The motion carried unanimously.
2. Wendy Leslie opened bids and read them aloud for the Evans City EDCO Park Bathhouse Renovation Project. Ms. Leslie asked that the bids be tabled pending legal and engineering review. Chairman Osche called for the motion to table. Commissioner Boozel made the motion, seconded by Commissioner Geyer. The motion carried unanimously.
3. Lance Welliver opened bids and read them aloud for the Evans City EDCO Park Pool Renovation Project. Mr. Welliver asked that the bids be tabled pending legal and engineering review. Chairman Osche called for the motion to table. Commissioner Boozel made the motion, seconded by Commissioner Geyer. The motion carried unanimously.

#### **J. Planning – Community Action**

1. Mark Gordon will seek approval of contract with Alliance for Nonprofit Resources (ANR) for administration of Food Purchase Program and the Federal TEFAP (temporary emergency food assistance program). Contract term July 1, 2018 to June 30, 2020 with annual budget amount of \$39,524.

There was discussion about the transition between Commissioner Geyer, Commissioner Osche and Janine Kennedy. Commissioner Boozel asked whether it was part of an RFP.

2. Mark Gordon will seek an approval to terminate the current multi-year contract with HUNGER FREE PA for the Community Supplemental Food Program, with appointment of ANR as lead agency for state and federal programs.

There was discussion between Commissioner Osche and Janine Kennedy about the functions of HUNGER FREE and how it will be replaced. There was discussion between Janine Kennedy and Commissioner Boozel about senior boxes.

#### **K. Planning & Economic Development**

1. Mark Gordon will seek an approval of the following appointments to the Butler County Infrastructure Bank Advisory Board for terms beginning June 1, 2018:
  - a. Michael Musser (Community Networking Resources) - one year term
  - b. Scott Andrejchak (Butler Co. Chief Clerk) - two year term
  - c. Mark Gordon (Butler Co. Chief Economic Development and Planning), Chairman - three year term.
  - d. Ross Green (Butler Co. IDA Chairman) - four year term
  - e. David Baum (Butler Co. General Authority Chairman) - five year term
2. Mark Gordon reported that he will be seeking an approval of the County's updated Comprehensive Plan.

Commissioner Boozel asked if it is available electronically and Mr. Gordon said that it is.

#### **L. Prothonotary**

1. Glenna Walters will seek an approval of an agreement with Infocon Corporation to convert and import images of old docket and index books at an estimated fee of \$12,000, to be paid out of Prothonotary Automation Fund, with authorization for Chairman to sign.
2. Glenna Walters said that she will be seeking approval of an agreement with Infocon Corporation to convert selected cases to a PDF/A formation at an estimated fee of \$7,500 licensing fee and \$3,000 annual support fee.

#### **M. Recycling and Waste Management**

1. Sheryl Kelly opened a bid and read it aloud for recycling equipment for the Blind Association. Ms. Kelly asked that the bid be tabled, pending legal and engineer review. Chairman Osche called for the motion. Commissioner Geyer made the motion to table, which was seconded by Commissioner Boozel. The motion carried unanimously.

#### **N. Register of Wills**

1. Scott Andrejchak said that Sarah Edwards would be seeking approval of contract with Kofile Technologies for Guardian Tracking System (GTS) Migration and Integration Services in the amount of \$5,000, with authorization for Chairman to sign.

Commissioner Boozel asked if the state is paying for the migration. The Chief Clerk explained that the new tracking system is being state funded, but the migration of existing cases is being paid for locally out of automation funds.

#### **O. Sheriff's Office**

1. Scott Andrejchak reported that Sheriff Slupe will be seeking approval of a Contract with Worth Township for Jeep Festival.
2. Scott Andrejchak reported that Sheriff Slupe will be seeking approval of a Contract with Bureau of Tourism for Music/Pyro Fest at Cooper's Lake and Octoberfest on September 28, 29 and 30, 2018 at the Fairgrounds.

3. Scott Andrejchak reported that Sheriff Slupe will be seeking approval of a Contract with Summit Academy for graduation and football game fall coverage.

**P. Veteran Services**

1. John Cyprian will be seeking an approval of VetraSpec User Agreement.

**Q. Commissioners**

1. Chief Clerk Andrejchak will be seeking an approval of Loan-In Agreement with Washington Trail – 1753.
2. Chief Clerk Andrejchak will be seeking an approval of Butler County Health and Safety Committee revised By-Laws. Solicitor English explained the revision relates to the F&O Director as a standing member.
3. Chief Clerk Andrejchak will be seeking an approval of Pool Plan and Order for Xerox 8070 in Elections.
4. Solicitor English will seek approval of PCorp insurance renewal.
5. Solicitor English will seek approval to accept grants in the amount of \$25,000 from the Butler County General Authority and \$25,000 from the Butler County Industrial Development Authority to be applied to pay fees of Delta Development Group, Inc. incurred by the County in connection with its transportation and infrastructure planning initiatives.
6. Chief Clerk Andrejchak will seek approval of the following appointments to the Agricultural Land Preservation Board for terms running May 1, 2018 through April 30, 2021:
  - a. Rich Stuchal
  - b. Eugene Bergbigler
  - c. Luke Fritz
  - d. Alvin Vogel

Commissioner Boozel inquired about the vacancies on the Board. Commissioner Geyer explained the current composition of the board.

7. Chief Clerk Andrejchak requested approval of Resolution No. 2018-13 Certifying the Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails. Chairman Osche called for a motion to approve the resolution. Commissioner Boozel made the motion to approve, which was seconded by Commissioner Geyer. The motion carried unanimously. Chairman Osche asked that the item remain on the agenda next week for the media's attention.
8. Chief Clerk Andrejchak will seek approval of Resolution No. 2018-14 to reimburse the Butler County Housing Authority for expenses related to Deshon Place, to be paid out of Act 137 Funds.

There was discussion between Chairman Osche, Commissioner Boozel and Chief Clerk Andrejchak about the funds available in the Act 137 fund. Chairman Osche said that the Board will review available funding and determine an amount.

**PUBLIC COMMENT ON GENERAL ITEMS**

There was no public comment.

**ADJOURNMENT**

The meeting adjourned at approximately 11:00AM.

**Submitted by:**

Scott Andrejchak, Esq.  
Chief Clerk