

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Agenda-Setting Meeting**  
**Wednesday, September 12, 2018**  
**10:00 a.m.**

**MINUTES**

**PRESENT:**

Chairman Leslie Osche  
Commissioner Kimberly Geyer  
Lori Altman, Human Resources  
Michael English, County Solicitor  
Joyce Ainsworth, Human Services  
Shari Brewer, Elections  
Ann Brown, Human Services  
John Campbell, Facilities & Operations  
Billie Jo Edwards, Area Agency on Aging  
Mark Gordon, Planning & Economic Development  
Kevin Gray, Planning  
Tom Holman, Court Administration  
Donna Jenereski, Drug & Alcohol  
Charlie Johns, Children & Youth  
Sheryl Kelly, Recycling & Waste Management

Diane Marburger, Treasurer  
Lisa Metrick, Controller's Office  
Michelle Mustello, Recorder of Deeds  
Leslie Powers, Controller's Office  
Chris Savage, Assessment  
Lori Shah, Administrative Asst.  
Janine Thoma, Treasurer's Office  
Maria Thomas, Recording Admin. Asst.  
Jim Venturini, Information Technology  
Lance Welliver, Parks & Recreation

**Media:**

Kayla Molczan, Butler Radio

**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 10:03 a.m. on Wednesday, September 12, 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.

**APPROVAL OF MINUTES**

- August 9, 2018, Agenda-Setting Meeting
- August 15, 2018, Public Meeting
- August 27, 2018, Special Public Meeting

## **PROCLAMATIONS AND PRESENTATIONS**

-- Mental Health Awareness Week, October 7 – 13, 2018

--Armstrong Avenue Hunger Day (September 19, 2018) & Week (August 27 – September 23, 2018)

## **OLD BUSINESS**

None.

## **BOARD OF ELECTIONS**

A. Shari Brewer will request approval of Voting Precinct Mobile Phone Policy.

## **NEW BUSINESS**

### **A. Assessment**

1. Chris Savage will request approval to renew Preventative Maintenance Agreement with Compucom, Inc. for Minolta RP603Z Microfilm Reader/Printer in the amount of \$887.

### **B. Court Administration**

1. Tom Holman will request approval of Agreement with Alere Toxicology for the provision of drug testing services for the Department of Community Corrections.
2. Mr. Holman will request approval of Agreement with A Plus Cleaning Solutions for the provision of cleaning services at the Cranberry Township MDJ office, with authorization for Chairman to sign. Mr. Holman reported this reflects a name change only.

### **C. Emergency Services**

1. Lori Altman announced that Steve Bicehouse will request approval of Memorandum of Understanding: Agreement of Volunteer Services with Pennsylvania Volunteers, Inc. (PA-V).
2. Mr. Bicehouse will request approval of five-year Service Agreement with Consolidated Communications at \$618.70 per month for 5000 minutes.
3. Mr. Bicehouse will request approval of a renewal of Netmotion maintenance for \$3,880 for one year.
4. On behalf of Mr. Bicehouse, Ms. Altman requested approval of West Penn Power invoice for \$6,734.14 for electrical work at West Sunbury Tower.

Commissioner Geyer made the motion; seconded by Chairman Osche. The motion carried.

5. Mr. Bicehouse will request approval to apply for the HMEP Grant for FY 2018/2019.

The following item was added to today's agenda:

6. Mr. Bicehouse will request approval to appoint Terry Seilhamer to the Communications Council.

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

1. John Campbell requested ratification of Upgrade Order Agreement with Schindler Elevator Corporation in the amount of \$4,297, with authorization for Vice Chairman to sign.

Commissioner Geyer made the motion; seconded by Chairman Osche. The motion carried.

2. Mr. Campbell will request approval of five-year renewal of Elevator Maintenance Agreement with Industrial Commercial Elevator in amount of \$335 per month, with authorization for Chairman to sign.
3. Mr. Campbell will request approval of Service Agreement (previously approved at June 21, 2017 Agenda-Setting Meeting), to reflect Com-Tec's name change to Cornerstone Detention Products Inc. d/b/a Com-Tec.

The following items were added to today's agenda:

4. Mr. Campbell will request approval of Agreement with Croll's Mills Auction for 2018 Fall Auction, with authorization for Chairman to sign.
5. Mr. Campbell will request approval of Agreement with Iron Mountain for off sight hard drive & tape destruction, with authorization for Chairman to sign.

#### **E. Human Resources**

1. Lori Altman will request approval to renew Agreement with Reschini Group for reporting requirements at \$6.25 per form for 2018 health insurance information and for filing of 1094 form to IRS.

#### **F. Human Services – Area Agency on Aging**

1. Billie Jo Edwards will request approval of 60 month lease with Pitney Bowes Postage Lease Agreement at a cost of \$53.22 per month, with authorization for Chairman to sign.

#### **G. Human Services**

1. Ann Brown will request approval of the following FY 2017-2018 Human Services contract amendments (see Attachment Book for details):
  - a. Grapevine Center
  - b. Lighthouse Foundation
2. Ms. Brown will request approval to submit the 2018/2019 Consolidated Assistance Agreement with the PA Department of Transportation, with authorization for Chairman to electronically accept the contract through the PENNDot E-Grants system. Butler County's allocation consists of the following programs (see Attachment Book for details):
  - Shared Ride Lottery
  - Transportation for Persons with Disabilities (PWD)
  - Welfare to Work (vehicle purchase/repair)
3. Ms. Brown will request approval of the following FY 2018-2019 Human Services contracts (see Attachment Book for details):
  - a. ARC, Human Services
  - b. Jody L. Barto, M.Ed. dba Developmental Therapy Associates
  - c. HCQU (Health Care Quality Unit)
  - d. Sensory Link

- e. The CARE Center, Inc.
- f. Catholic Charities

#### **H. Human Services – Drug & Alcohol**

1. Ann Brown will request approval of the following FY 2018-19 Drug and Alcohol Contracts (see Attachment Book for details):
  - a. Alpine Springs
  - b. Arc Manor
  - c. Foundations Medical Services
  - d. Highland House
  - e. SpiritLife Inc.
  - f. Twin Lakes Center
  - g. Greenbriar Treatment Center
  - h. Center for Behavioral Health PA
  - i. Adagio Health
  - j. Firetree Inc
  - k. Cove Forge Behavioral Health System
  - l. Bowling Green Brandywine
  - m. White Deer Run
  - n. Sage Action Consulting
  - o. Abstemious Living at the Turning Point
  - p. SPS Care Center
  - q. Center for Community Resources
  - r. Keystone Wellness Programs
  - s. Ellen O'Brien Gaiser Addiction Center

#### **I. Human Services – Children & Youth Services**

1. Ann Brown will request approval of the following contracts with Butler County Children and Youth/Juvenile Probation for the period of July 1, 2018 – June 30, 2019 (see Attachment Book for details):
  - a. Adelphoi Education
  - b. Adelphoi USA
  - c. Bethany Christian Services
  - d. Outside In
  - e. Taylor Diversion Program

#### **J. Parks & Recreation**

1. Lance Welliver will request approval to enter into an agreement with RecDesk Software to update our recreation software program. Mr. Welliver explained that this will allow them to offer online registrations, which they are unable to do at this time. The annual subscription amount is \$3,480 plus additional costs for the credit card processing portion for equipment.

#### **K. Planning – Bridges**

1. Kevin Gray will request approval of Resolution allowing Lori Altman to e-sign the Bridge Reimbursement Agreement and any future addendums and exhibits following Commissioner approval.

#### **L. Planning – Farmland Preservation**

1. Sheryl Kelly will request ratification of approval of Allen Farm Conservation Easement Donation. Ms. Kelly explained that John and Kathy Allen wish to donate for \$1.00 an easement to Butler County on a 35-acre farm they own in Clinton Township. This was approved by the Agriculture

Board. Per County guidelines, a donation must also be approved by the Board of Commissioners.

**M. Planning – Recycling & Waste Management**

1. Sheryl Kelly will request approval to adopt the Butler County Municipal Solid Waste Management Plan for submission to DEP for review. Ms. Kelly reported that was posted for 30 days and that no comments were received.

**N. Planning & Economic Development**

1. Mark Gordon will request approval to proceed on financing for the selected Infrastructure Bank projects as recommended by the Infrastructure Bank Advisory Board. Mr. Gordon explained PFM will be utilized in developing an RFP. He further stated one of the four project municipalities is withdrawing.
2. Mr. Gordon will request approval of Agreement with Southwestern Pennsylvania Corporation (SPC) for work in the SPC's approved 2018-2020 Unified Planning Work Program.

**O. Sheriff's Office**

1. Sheriff Mike Slupe will request approval of Agreement with Adagio Health, Inc. for 2018-2019 Tobacco Compliance checks.

**P. Commissioners**

1. Lori Altman will request approval to add Policy 821, Social Media, to the County of Butler's Policies and Procedures.
2. Ms. Altman will request approval to appoint Lori Altman as Butler County Human Resource Director/Chief Clerk effective September 2, 2018.
3. Ms. Altman will request approval to appoint Michael English as Butler County's Right to Know Officer effective September 2, 2018.
4. Ms. Altman will request approval to appoint Michael English as HIPAA Compliance Officer.
5. Ms. Altman requested ratification of approval of Lease with Alliance for Nonprofit Resources.

Commissioner Geyer made the motion; seconded by Chairman Osche. The motion carried.

6. Solicitor Michael English will request approval of Agreement for the Administration of the PA Housing Affordability and Rehabilitation Enhancement (PHARE) Funds for Butler County with the Redevelopment Authority of the County of Butler in the amount of \$345,000. Solicitor English explained that this commits \$115,000 from the Recorder of Deeds Act 137 Fund, conditional upon the PA Housing Finance Agency funding the application.
7. Solicitor English will request approval to solicit bids for Prison Contraband Detection System, as approved by Prison Board.

**CONFERENCE TIME WITH MEDIA**

There was no media present.

