

BUTLER COUNTY BOARD OF COMMISSIONERS
Public Meeting
Wednesday, October 19, 2016
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
Lori Altman, Human Resources
April Anschutz, Administrative Asst.
Steve Bicehouse, Emergency Services
Ann Brown, Human Services
Billie Jo Edwards, Area Agency on Aging
Amanda Feltenberger, Human Services

Richard Goldinger, District Attorney
Kevin Gray, Planning
Beth Herold, Area Agency on Aging
Tom Holman, Court Administration
Sheryl Kelly, Recycling & Waste Mgmt.
Wendy Leslie, CDBG
Maria Thomas, Recording Admin. Asst.

Media:

Kayla Molczan, Butler Radio
Tom Victoria, Butler Eagle

CALL MEETING TO ORDER

The regular public meeting of the Butler County Board of Commissioners was called to order by Chairman Leslie Osche at 10:02 a.m. on Wednesday, October 19, 2016, 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

Chairman Osche called for a motion to approve the minutes of the September 14, 2016, agenda-setting meeting and the September 21, 2016, public meeting. Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

PROCLAMATIONS AND CERTIFICATES

None.

OLD BUSINESS

None.

BOARD OF ELECTIONS

- A. Chief Clerk Scott Andrejchak requested approval to appoint Karen Barbati to replace Megan Thompson for the 2016 Elections Computation Board.

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

NEW BUSINESS

A. Court Administration

1. Tom Holman requested ratification of the approval of a proposal for an LSIR UCM Module and Interface.

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

2. Mr. Holman requested approval of a new contract with Relihan Enterprises for the provision of cleaning services at the Saxonburg MDJ Office, with authorization for the Chairman to sign.

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

3. Mr. Holman requested approval of an agreement with Weyman's Landscaping for snow removal at the Cranberry Twp. MDJ Office.

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

4. Mr. Holman requested approval of a Professional Services Contract with MHY Family Services for drug testing services.

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

B. District Attorney's Office

1. District Attorney Rich Goldinger requested approval of contract between the County of Butler and the District Attorneys Institute for SAVIN Maintenance and services, with authorization for the Chairman to sign.

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

2. District Attorney Goldinger requested approval of Memorandum of Understanding between the County of Butler, the District Attorneys Institute and the Pennsylvania Commission on Crime and Delinquency.

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

C. Emergency Services

1. Steve Bicehouse requested approval of no-cost change order to the County's Contract with Century Link dated April 25, 2014 for the Westcore Project, with authorization for Chairman to sign.

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

2. Mr. Bicehouse requested approval of Commercial Service Agreement with Armstrong Utilities, Inc. in the amount of \$217.40 per month. This is a 34 month agreement commencing September, 2016.

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

D. Facilities & Operations

1. Sheryl Kelly requested the rejection of bids opened at the October 12, 2016 agenda-setting meeting for waste and recycling collection services for County-owned facilities and authorization to re-bid.

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

E. Human Resources

1. Lori Altman requested ratification of Agreement with Specialized Staffing, Inc. for temporary project staff services for the Election Bureau for September 21, 2016 through November 30, 2016.

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

2. Ms. Altman requested approval to institute Health Reimbursement Account (HRA) with Highmark for January 1, 2017 through December 31, 2017 and renew health insurance coverage, with authorization for the Chief Clerk to sign.

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

3. Ms. Altman requested approval of vision insurance with Vision Benefits of America for January 1, 2017 through December 31, 2018, with authorization for the Chief Clerk to sign the renewal endorsement.

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

4. Ms. Altman requested approval of dental insurance with United Concordia for January 1, 2017 through December 31, 2017, at no additional cost.

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

F. Human Services

1. Ann Brown reported on bids received for the VOICe security camera system, as follows:
 - a. Guardian Protection Services - \$15,596
 - b. Intertech Security - \$18,411

Ms. Brown requested approval to award the bid to the lowest bidder, Guardian Protection Services.

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

2. Ms. Brown requested approval to enter into a three-way contract between the County, VOICe and Guardian Protection Services in the amount of \$15,596 for the VOICe security camera system.

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

3. Ann Brown requested approval of the following contracts beginning July 1, 2016 and ending June 30, 2017:

DePaul School for Hearing

Fee for Service (as per prior authorization)

| Name of Program | Unit Cost | Definition of Unit | ID or EI Transaction Code |
|-------------------------------|-----------|--------------------|---------------------------|
| Special Instruction – Hearing | 2.25 | ¼ hour | W0023 |

Alliance for Behavioral & Developmental Disabilities

Fee for Service (as per prior authorization)

| Name of Program | Unit Cost | Definition of Unit | ID or EI Transaction Code |
|-----------------------|-----------|--------------------|---------------------------|
| Respite – Out of Home | | | |
| Basic | 98.33 | Per Day | W7287 |
| Level 1 | 180.50 | Per Day | W7288 |
| Level 2 | 238.92 | Per Day | W7290 |

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

G. Human Services – Children and Youth Services

1. Ann Brown requested approval of the following contracts beginning July 1, 2016 and ending June 30, 2017:

Children's Aid Society of Mercer County

| | | | | | |
|------------------------|----|---------------------------------|--|-------|-----|
| <i>Foster Services</i> | | | | | |
| 432850 | FA | Pre-adoptive children ages 0-18 | | 70.00 | Day |

Pressley Ridge

| | | | | | |
|--|----|-------------------------|--|-------|-----|
| | FC | Treatment Foster Care | | 89.97 | Day |
| | TF | Teen Foster Care | | 75.00 | Day |
| | TD | Traditional Foster Care | | 58.00 | Day |

Three Rivers Adoption

| | | | | | |
|---|----|----------------|--|-------|--------|
| <i>Foster Care Services</i> | | | | | |
| 436240 | AA | Minimal 0-18 | | 40.85 | Day |
| 436240 | BB | Moderate 0-18 | | 42.89 | Day |
| 436240 | CC | Intensive 0-18 | | 46.00 | Day |
| 436240 | DD | Severe 0-18 | | 52.09 | Day |
| <i>Non-Placement Services</i> | | | | | |
| Transportation Services-Authorized Only | | | | 8.00 | 15 min |

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

H. Human Services – Community Action

1. Ann Brown requested approval of the Amendment to CSBG Contract to extend Contract termination date and Contract Activity Period through December 31, 2017.

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

I. Human Services – Area Agency on Aging

1. Billie Jo Edwards requested approval for the following Advisory Board Appointments with a three year minimum term:
 - a. Marjorie Davis Harding
 - b. Gaynell Brady
 - c. Marjorie Smith

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

2. Billie Jo Edwards requested approval for contract name change for Visiting Nurses Association of Butler County, Inc. d/b/a Visiting Nurses, Western Pennsylvania will be changed to BeHome Partners Inc. effective October 2, 2016.

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

3. Ms. Edwards requested approval of the following contract addendums running from July 1, 2016 to June 30, 2017 (see Attachment Book for details):
 - a. Visiting Nurses Assoc. of Butler County Inc. d/b/a Visiting Nurses Assoc. of Western PA

- b. Concordia Telecaregivers d/b/a Concordia Private Care
- c. Hambley Corporation Right at Home
- d. Nonprofit Development Corporation Inc.
- e. Cambridge Home Health Care, Inc./ Private
- f. Personal Touch Home Aides, Inc.

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

- 4. Ms. Edwards requested approval of the following new contract running from July 1, 2016 to June 30, 2017 (see Attachment Book for details):
 - a. St. Gregory Catholic Church

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

J. Bridge Department

- 1. Kevin Gray requested approval of five-year agreement with XTO Energy agreement to install a temporary water line on the Hite Bridge (No. 101), located on T-354 in Forward Township.

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

K. Planning – CDBG Program

- 1. Wendy Leslie requested approval to submit to the PA Dept. of Community & Economic Development the 2016 CDBG Application in the amount of \$698,505 on behalf of the County of Butler and the 4 entitlements of Jefferson, Penn, Slippery Rock, and Summit Townships.

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

- 2. Ms. Leslie requested approval and adoption of Resolution 2016-14, Fair Housing Resolution to appoint the Chairman of the Board of Commissioners, as the County's Fair Housing Officer.

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

- 3. Ms. Leslie requested approval of Resolution 2016-15, Resolution of Filing, for filing of application for 2016 CDBG funds for the County and four entitlements of Jefferson, Penn, Slippery Rock, and Summit Townships, with authorization for the Chairman to sign, including the County's three-year plan.

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

- 4. Ms. Leslie requested approval and adoption of Resolution 2016-16 to re-adopt the updated plans for the MBE/WBE Plan, Anti-displacement and Relocation Plan, Citizens Participation Plan, Citizens Complaint Plan, Fair Housing Plan, and Section 504 Plan in order to be in compliance with the Federal HUD requirements for all grants receiving money from the Department of Community and Economic Development.

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

5. Ms. Leslie requested approval to enter into cooperation agreements with the four entitlements of Jefferson, Penn, Slippery Rock, and Summit Townships to administer their 2016 CDBG program.

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

6. Ms. Leslie requested approval to enter into a cooperation agreement between the County of Butler, the Redevelopment Authority, and Jefferson Township to administer the Housing Rehabilitation program using Jefferson Township's 2015 CDBG funding. Cooperation agreement dates are October 19, 2016 through April 1, 2019. Jefferson's funding is \$76,781 for 2015 activity funding.

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

L. Commissioners

1. Chief Clerk Scott Andrejchak requested approval of Voluntary Collection Agreement with Airbnb regarding the collection of the County's Hotel Tax.

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

2. Chief Clerk Scott Andrejchak requested the reappointment of Edward Rawlings to the Butler County Airport Authority Advisory Board for five-year term expiring September 30, 2021.

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

3. Chief Clerk Andrejchak requested approval of Agreement with the Redevelopment Authority for the administration of 2015 PHARE funds.

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

4. Chief Clerk Andrejchak requested approval of service proposal from Herbert, Rowland & Grubic, Inc. in the amount of \$19,470 for services related to feasibility assessment of a County Infrastructure Bank Program.

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

5. Chief Clerk Andrejchak requested approval of Section 712, Naloxone Policy, of the Butler County Personnel and Procedures Manual.

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

6. Chief Clerk Andrejchak requested approval of scope of work with Syntrio in the amount of \$3,000.

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

7. Chairman Osche discussed the Butler Downtown Holiday Tree Project for Diamond Park. She explained that thanks to a local sponsor, there will be additional trees on display for the holidays in Diamond Park.

BUDGETARY TRANSFERS

Chairman Osche asked for a motion to approve the budgetary transfers. Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

RATIFICATION OF PERSONNEL TRANSACTIONS

Chairman Osche asked for a motion to ratify personnel transactions. Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

TRAVEL REQUESTS

Chairman Osche asked for a motion to approve the travel requests. Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

REQUISITIONS

Chairman Osche asked for a motion to approve the requisitions. Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

CHECK REGISTER

Chairman Osche asked for a motion to approve the check register. Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

CONFERENCE TIME WITH MEDIA

Chairman Osche suspended the minutes for conference time with the media. Following media questions, the minutes resumed.

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 unanimously. The meeting adjourned at 10:47 a.m.

Respectfully submitted,

Maria Thomas
Recording Administrative Assistant
Date Approved: November 16, 2016

BUTLER COUNTY COMMISSIONERS' MEETING SCHEDULE:

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|-------------------------------------|---|
| NEXT AGENDA-SETTING MEETING: | Wednesday, November 9, 2016, 9:30 a.m. Public Meeting Room, 1st Floor |
| NEXT PUBLIC MEETING: | Wednesday, November 16, 2016, 10:00 a.m. Public Meeting Room, 1st Floor |
| FUTURE MEETINGS: | November 30 Agenda-Setting Meeting December 7 Public Meeting December 21 Agenda-Setting Meeting December 28 Public Meeting |