

## August 16, 2018

A meeting of the Westmoreland County Commissioners met in regular session beginning at 10:08am on August 16, 2018 in the Commissioners Public Meeting Room, Courthouse Square, Greensburg, PA. The following were present Chairman Gina Cerilli, Vice-Chairman Ted Kopas, Secretary Charles W. Anderson and County Solicitor Melissa A. Guiddy. The following business was conducted;

Pastor Bob Ross, Heritage Baptist Church, gave an invocation before the meeting and Commissioner Cerilli led the Pledge of Allegiance

### Salary Board Agenda

### Industrial Development Corporation Agenda

### General Agenda

Motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve minutes of regular meeting held July 26, 2018, as presented

### Notice of Executive Session

The Board of Commissioners met in executive session at noon on Wednesday, August 15, 2018, to consult with legal counsel regarding current litigation.

### Opportunity for Public Comment

*No Public Comment*

### Solicitors Report

Upon review and recommendation of Melissa A. Guiddy, County Solicitor, Sharon Bold, Chief Probation Officer and the Department of Financial Administration motion was made by Mr. Kopas, seconded by Mr. Anderson and it was unanimously agreed to approve the following item for **Adult Probation:**

- (A) Acceptance of Grant Award from the **Pennsylvania Commission on Crime & Delinquency** in the amount of **\$829,181.00** for “**Intermediate Punishment,**” for the term July 1, 2018 through June 30, 2020

Upon review and recommendation of Melissa A. Guiddy, County Solicitor, Kate Johnson, Administrator and the Department of Financial Administration motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve the following items for **Area Agency on Aging:**

- (A) Agreement with **Zelenkofske Axelrod, LLC**, in the amount of **\$20,000.00** (No Cost to Westmoreland County, Aging Services Block Grant) for “**Forensic Accounting,**” for the term August 16, 2018 through June 30, 2019
- (B) Amendment to Agreement with **Alle-Kiski Caregivers, LLC**, dated April 12, 2018 in the amount **\$458,850.00 additional** (No Cost to Westmoreland County, Aging Block Grant; New Total Agreement \$496,800.00) for “**Aging Services-Personal Care with Ancillary Services,**” for the term July 1, 2018 through June 30, 2021

- (C) Amendment to Agenda Item C (3) for Area Agency on Aging, July 12, 2018; Grant Agreement with **Senior Community Services Employment Program**, to correct the contract amount to **\$136,341.00** (Grant Award of \$122,707.00 with a local match of \$13,634.00) for “**Aging Services-Senior Community Services Employment Program**”
- (D) Amendment to Agreement with **Westmoreland County Community College** to reflect a decrease in the amount from **\$138,323.00 to \$136,341.00** (Senior Community Service Employment Program Grant, No Cost to Westmoreland County) for “**Aging-Services-Senior Community Services Employment Program**,” for the term July 1, 2018 through June 30, 2019
- (E) Amendment to Ancillary Provider Services Agreement with **Amerihealth Caritas Health Plan**, dated August 17, 2017 for “**Community HealthChoices Program**,” to extend the agreement through August 31, 2018, in order to collect additional data

Upon review and recommendation of Melissa A. Guiddy, County Solicitor, Dirk Matson, Administrator and the Department of Financial Administration motion was made by Mr. Kopas, seconded by Mr. Anderson and it was unanimously agreed to approve the following item for **Behavioral Health & Developmental Services:**

- (A) Agreements for the term July 1, 2018 through June 30, 2019:
  - (1) **Bedford-Somerset Developmental & Behavioral Health Services**, in the amount of **\$10,152.00** (No Cost to Westmoreland County, Department of Human Services) for “**Intellectual Disabilities: Health Care Quality Unit**”
  - (2) **Therapy Connections, LLC**, in the amount of **\$258,858.00** (DHS \$232,972.00, County \$25,886.00) for “**Early Intervention: Evaluation (Speech Pathology, Physical Therapy, Occupational Therapy, Special Instruction)**”

Upon review and recommendation of Melissa A. Guiddy, County Solicitor, Shara Saveikis, Administrator and the Department of Financial Administration (items C, D & E) motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve the following item for **Children’s Bureau:**

- (A) Extend Agreement with **ArcPoint Labs of Pittsburgh North**, for “**Westmoreland County Children’s Bureau Drug Testing**,” (Bid 17-40) for an additional one year term, August 1, 2018 through July 31, 2019; this is the first of two one year extensions
- (B) Agreement with **Taylor Diversion Programs, (Title IV-E, Act 148, County)** for “**Residential Independent Living**,” at the per diem rate of **\$199.00** for the term July 1, 2017 through June 30, 2018
- (C) Amendment to Agreement with **Families United Network, Inc., (Title IV-E, Act 148, County)**, dated May 17, 2018 to add the following per diem services, effective June 1, 2018, with all other terms, conditions and provisions of the agreement remaining in full force and effect:

**\$173.72** for **Arborvale Life Readiness**  
**\$189.69** for **Ashler Manor OR White Rose Manor Level 1**  
**\$198.05** for **Ashler Manor OR White Rose Manor Level 2**  
**\$130.00** for **Ashler Manor OR White Rose Manor Transitional Living Program**



Upon review and recommendation of Melissa A. Guiddy, County Solicitor and Eric Glod, Senior GIS Coordinator motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve the following items for **Geographic Information Systems:**

- (A) Agreement with **ESRI (Environmental Systems Research Institute, Inc.)** for “**ArcGIS Maintenance,**” for the term October 7, 2018 through October 6, 2019 in the amount of **\$41,800.00** (pursuant to State Contract #4400004760)
- (B) Maintenance Agreement with **Document Solutions, Inc.** for maintenance of the OCE TDS320 Copier/Scanner in the G.I.S. office, in the amount of **\$199.00/month** for a period of one year effective October 1, 2018 through October 1, 2019.

Upon review and recommendation Melissa A. Guiddy, County Solicitor and Amanda Bernard, Director motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve the following item for **Human Resources:**

- (A) New Hires, Resignations, Retirements and Terminations:

**New Hires**

Tracy Higdon - Public Works - Maint Worker III  
Patrick Elston - Parks - Maint Worker II  
Michael Shabe - Park Police -Park Police PT  
Ashley Moore – Juvenile Service Worker Temp  
James Amoroso – Juvenile Service Worker Temp  
Stephen Major Jr. – Juvenile Service Worker Temp  
Cheyenne Brangard – Nurse Aide Temp  
Amber Folman – Registered Charge Nurse  
Stephanie Ressler – Nurse Aide Temp

**Resignations**

Tisha Hobaugh - Children’s Bureau – County Caseworker I  
Asa Shafron- 911 Surcharge-TCO Trainee Temp  
Debra Gray- AAA-Custodian PT  
Lance Sandolfini – 911 Surcharge- TCO Trainee Temp  
Jessica Nowlin – Children’s Bureau- County Caseworker II  
Celina Orbin- Human Resource- Clerk Typist Trainee Temp  
Bradley Constantine- Parks- Maint Worker IV  
Zachary Morrill- Parks- Maint Aide Temp  
K.J. Collamer- Children’s Bureau- Child Welfare Aide Temp  
Blake Kosor – Parks- Maint Aide Temp  
Alexis Salopek- Parks- Maint Aide Temp  
Kimberly Carpinelli- Children’s Bureau- County Caseworker II  
Kimberly Kraus – Registered Nurse  
Samantha Keffer – Nurse Aide  
Carmen Carnes – Custodian  
Mellissa Leasure – Nurse Aide  
Sandra Elliott - Registered Nurse  
Merle Sager – Food Service Worker  
Ronald George – Correction Officer

**Retirements**

Maureen Wisyanski- AAA- Clerk Steno I  
Christine Parker - BHDS- MR Program Specialist I  
Lori Hawker - AAA- Aging Care Mgr II  
Frank Globosky - Title 75- Maint Worker IV  
Marlene Brasco – Nurse Aide

**Termination**

Jennifer McCandless- Human Resource – Clerk Typist Trainee Temp  
Frank Capel – Correction Officer  
Maria Denton – Correction Officer P/T  
Lorelei Garasich – Nurse Aide Temp  
Michelle Walko – Nurse Aide

- (B) Extend Agreement with **CCS Drug Testing** , for **“Westmoreland County Prison/Juvenile & Adult Probation/Park Police/Sheriff’s Office Random Employee Drug Testing,” (Bid 17-39)** for an additional one year term, August 14, 2018 through August 13, 2019 at the same terms and prices; this is the first of two one year extensions.

Upon review and recommendation of Melissa A. Guiddy, County Solicitor and Jason Rigone, Director motion was made by Mr. Kopas, seconded by Mr. Anderson and it was unanimously agreed to approve the following for items for **Planning:**

- (A) **Resolution #R-32-2018** authorizing a minor amendment to FY 2016 and 2017 of the County’s Community Development Block Grant (CDBG) program.

**RESOLUTION # R-32-2018**

WHEREAS, the Westmoreland County Board of Commissioners find it necessary to make amendments to the Federal Fiscal Years 2016 and 2017 of the Westmoreland County Community Development Block Grant Program.

WHEREAS, the Board of Commissioners in full accordance with guidelines set forth in the officially adopted Citizen Participation Plan for the County of Westmoreland, adopted January, 1975 and revised July, 2006, have determined that the proposed amendment is not a substantial change and therefore does not require notification to the public of intent to amend said CDBG Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Westmoreland that the amendment as described on the attached summary are hereby in all respects approved.

- (B) Subrecipient Agreement Amendments; funding is provided by the U.S. Department of Housing and Urban Development through its CDBG program.

<b>SUBRECIPIENT</b>	<b>ACTIVITY CODE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>ACTION TAKEN</b>
South Huntingdon Township	16-22B	Water Line Extension	-\$1,395.00
Westmoreland County Twin Lakes Park	16-13D	Removal of Architectural Barriers	-\$55.63
Westmoreland County Mammoth Park	16-13E	Removal of Architectural Barriers	-\$9,819.11
Allegheny Township	17-25A	Street Reconstruction	+6 month term extension
Donegal Township	17-25B	Street Reconstruction	+6 month term extension
Homes Build Hope, Inc.	17-14A	Union Mission Reconstruction	+6 month term extension
City of Latrobe	17-25C	Street Reconstruction	-\$20,151.48
North Belle Vernon Borough	17-25D	Street Reconstruction	-\$3,940.00
North Huntingdon Township	17-13D	Removal of Architectural Barriers	+6 month term extension
Penn Borough	17-25E	Street Reconstruction	+6 month term extension

Upon review and recommendation of Melissa A. Guiddy, County Solicitor, Roland Mertz, Director and the Department of Financial Administration motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve the follow item for **Public Safety:**

- (A) Grant Application to the **Pennsylvania Emergency Management Agency** in the amount of **\$23,923.42** for “**SFY 2018/2019 Act 165 Hazardous Materials Response Fund (HMRF) Grant Program,**” for the term July 1, 2018 through June 30, 2019

Upon review and recommendation of Melissa A. Guiddy, County Solicitor and Greg McCloskey, Director motion was made by Mr. Anderson, seconded by Mr. Kopas and it was unanimously agreed to approve the following items for **Public Works:**

- (A) Change Order #2 with **Limbach Company, LLC** for “**Westmoreland History Education Center-Plumbing Construction,**” (Bid 17-49), dated November 16, 2017 in the amount of **\$6,975.00 additional** (New Total Agreement \$120,099.00) for work performed as a result of existing conditions discovered during the course of the work; the additional costs will be funded by the Westmoreland County Historical Society
- (B) Change Order #2 with **Miller Corporation Electrical Contractor** for “**Westmoreland History Education Center-Electrical Construction,**” (Bid 17-49), dated November 16, 2017 in the amount of **\$1,590.00 additional** (New Total Agreement \$181,730.00) for additional circuits for kitchen equipment; the additional costs will be funded by the Westmoreland County Historical Society
- (C) Change Order #2 with **Masscon, Inc.,** for “**Westmoreland History Education Center-General Construction,**” (Bid 17-49), dated November 16, 2017 in the amount of **\$35,817.00 additional** (New Total Agreement \$1,803,332.00) for work performed as a result of existing conditions discovered during the course of the work; the additional costs will be funded by the Westmoreland County Historical Society
- (D) Agreement with **Andrasko & Associates, Inc.,** in the amount of **\$1,530.00** for “**Drip Irrigation System-New Restroom-Twin Lakes Park Pavilion #8**”
- (E) Change Order #1 with **Derry Construction, Co., Inc.,** for “**Resurfacing of Airshaft Road & Grossheim Road,**” (Bid 18-13), dated May 17, 2018 in the amount of **\$3,238.99 additional** (addition of \$10,324.29, deduct of \$7,085.30; New Total Agreement \$282,775.74) for additional wearing courses.
- (F) PennDOT Agreement L00016 Work Order 3, Supplement 2 - Price Proposal, for CDI-Infrastructure, LLC d/b/a L. R. Kimball to provide supplemental Services During Construction for the Story Road (Beaver Run) Bridge project, for an estimated cost of \$30,877.73. These costs are funded through the federal funding provided for the project and Act 13. Additional Construction Consultation is needed for unanticipated field conditions for pile drilling and driving.

(G) Bids for “**Resurfacing of Mount Pleasant Road,**” (Bid 18-25), were opened on July 31, 2018:

Derry Construction	\$526,882.65
Michael Facchiano Contracting, Inc.	\$564,520.00
Tresco Paving Corp.	Rejected-failure to comply with bid specifications

Award bid to **Derry Construction, Co., Inc.**, being the lowest bidder and meeting specifications in the amount of **\$526,882.65**; this project is funded by Title 75

(H) Bids for “**Trail Improvements at Ann Rudd Saxman Nature Park,**” (Bid 18-24), were opened on July 31, 2018:

	Base Bid	Alt #1	Alt #2
Swede Construction Corp	\$49,068.00	\$5,950.00	\$5,650.00
Silvis Group	\$56,276.83	\$7,551.10	\$7,132.40
WG Land Company, LLC	\$224,339.50	\$26,777.50	\$25,218.00
Esken Landscaping	\$69,327.49	\$12,166.20	\$11,495.00

Reject all bids, revise bid specifications and authorize the County Controller to re-advertise

(I) Bids for “**Roof painting, new gutters & downspouts for Westmoreland Conservation District,**” (Bid 18-22), were opened on July 31, 2018:

Detwiler Roofing	\$56,000.00
Bryn Enterprises, LLC	\$64,300.00
Arkadia Contracting, Inc.	\$77,920.00

Award bid to **Detwiler Roofing**, being the lowest bidder and meeting specifications in the amount of **\$56,000.00**

Upon review and recommendation of Melissa A. Giddy, County Solicitor and Deborah T. Chiado, Director, motion was made by Mr. Kopas, seconded by Mr. Anderson and it was unanimously agreed to approve the following item **Tax Office:**

(A) Sale of the following properties from the Repository of Unsold Properties pursuant to Section 627 of the Real Estate Tax Sale Law (72 P.S. §5860.627):

<b><u>Date</u></b>	<b><u>Map Number</u></b>	<b><u>Location</u></b>	<b><u>Bid Amount</u></b>
7.27.18	02-02-07-0-119	City of Arnold	\$1,050.00
7.25.18	58-14-00-0-016	Sewickley Township	\$789.61
8.7.18	54-04-14-0-115	North Huntingdon	\$1,220.00

Upon review and recommendation of Melissa A. Guiddy, County Solicitor motion was made by Mr. Anderson seconded by Mr. Kopas and unanimously agreed to approve the following items (A through F) for **Westmoreland County:**

- (A) Affiliation Agreement with Saint Vincent College for supervised experiences for Saint Vincent students at the Westmoreland County Regional Youth Services Center and/or Westmoreland County Prison; No Cost to Westmoreland County.
- (B) Satisfaction of Mortgage between The Redevelopment Authority of the County of Westmoreland and the County, recorded in the Recorder of Deeds Office of Westmoreland County, on December 19, 2013 at Instrument Number 201312190049915.
- (C) Pilot Program Agreement between the County and ACHIEVA for Employment Support at Westmoreland Manor commencing September 4, 2018 at the rate of \$8.50 per hour.
- (D) **Stipulation of Settlement** in the tax assessment appeal of 12<sup>th</sup> Bay LLC, located in the Borough of Irwin, Norwin School District, Westmoreland County, No. 5571 of 2017 for the tax year 2018. The assessed value shall be determined by applying the common level ratio established by the State Tax Equalization Board.

**Tax Map No. 13-01-08-0-018**

<i>Year</i>	<i>Proposed Market Value</i>	<i>STEB Ratio</i>	<i>Resulting Assessment</i>
2018	\$60,000.00	16.2%	\$9,720.00

Taxes for the year noted above are determined upon the foregoing assessment values. The County Solicitor shall be authorized to execute Court documents to implement such settlement

- (E) Westmoreland County Vacation Policy
- (F) Westmoreland County Vacation Leave Donation Policy

Upon review and recommendation of Melissa A. Guiddy, County Solicitor motion was made by Ms. Cerilli seconded by Mr. Kopas, with Mr. Anderson opposed, motion passes to approve the following item for **Westmoreland County:**

- (G) Agreement between SEIU (HCPA & 668) and the County concerning employee access, effective upon the date of the final signature and effective on a year to year basis until or unless it is terminated by either party with 90 days written notice.



Upon review and recommendation of Melissa A. Guiddy, County Solicitor and John Austin, Administrator motion was made by Mr. Anderson seconded by Mr. Kopas and unanimously agreed to approve the following items for **Westmoreland Manor**:

- (A) Bids for “**Westmoreland Manor Air Handler Equipment,**” (Bid 18-21), were opened on July 31, 2018:

	Base Bid	Alt #1	Alt #2	Alt #3	Alt #4
Limbach Company, LLC	\$ 1,582,000.00	\$235,700.00	\$235,700.00	\$235,700.00	\$235,700.00
Hranec Sheet Metal, Inc.	\$ 960,000.00	\$ 129,000.00	\$ 129,000.00	\$ 129,000.00	\$ 129,000.00
SP McCarl & Company, Inc.	\$991,000.00	\$178,000.00	\$178,000.00	\$178,000.00	\$178,000.00

Award bid to **Hranec Sheet Metal, Inc.**, being the lowest bidder and meeting specifications in the amount of **\$960,000.00 (plus alternates)**

- (B) Change Order #1 to Agreement with **Gurtner Construction Co., Inc.**, dated October 26, 2017 for “**Westmoreland Manor Window Replacement Project,**” (Bid 17-48) to extend the completion date to August 31, 2018, due to inclement weather.
- (C) Amendment to Agreement with **Kennedy, PC Law Offices**, dated June 22, 2017 in the amount of **\$12,500.00** (New Total Agreement \$37,500.00) to include services to aide in collection of delinquent accounts
- (D) **Emergency Resolution #R-33-2018** to authorize an emergency contract with **Cleveland Brothers Equipment, Co., Inc.**, to provide rental of a 527 ton chiller, chiller hose and cables, along with delivery and technician services, at Westmoreland Manor, in the amount of \$7,500.00 per week/\$22,500.00 per month for a 527 ton chiller, \$2,514.00 per week/\$7,540.00 per month for a chiller hose and \$600.00 per week/\$1,800.00 per month for the 20-4/o cables, without advertising for bids.

**RESOLUTION #R-33-2018**

WHEREAS, Westmoreland Manor houses the County's skilled nursing facility, including physical therapy, occupational therapy, speech therapy, IV therapy, and respiratory therapy services; hospice and respite care services; and administrative offices for personnel who oversee the operations of Westmoreland Manor; and

WHEREAS, the Administrator of Westmoreland Manor has informed the Board of County Commissioners of the existence of a defective chiller that impacts air conditioning for the residential rooms and offices in Westmoreland Manor, making it imperative to take immediate steps to provide rental equipment for the defective chiller until the chiller can be replaced in accordance with Bid 18-18 awarded on July 26, 2018 to Limbach Company, LLC for the “Westmoreland Manor Chiller Replacement Project;” and

WHEREAS, to prepare written specifications, advertise for sealed written bids in a newspaper of general circulation, review the bids submitted, evaluate the qualifications of the prospective vendors, award a contract to the lowest responsible and responsive bidder, prepare and obtain signed contracts, order the necessary parts and equipment and carry out the repairs would require a period of four to eight weeks, during which time the facility would be without a chiller sufficient to provide air conditioning to the staff and residents of the facility, while the work awarded to Limbach Company, LLC is being completed; and

WHEREAS, Cleveland Brothers Equipment Co., Inc., of Hunker, Pennsylvania, is willing to provide the labor, materials and power systems equipment rental needed to ensure adequate air conditioning prior to and during the completion of the Chiller Replacement Project by Limbach Company, LLC., including the rental of a 527 ton Chiller, chiller hose and cables, along with delivery and technician services, but the price for all of the said work will exceed the statutory threshold for awarding contracts without advertising for sealed written bids; and

WHEREAS, Section 1802(b) of the County Code [16 P.S. §1802(b)] allows contracts in excess of the statutory bid threshold to be awarded without the usual advertisement requirements of the County Code in cases of emergency, if such emergency is declared and stated by resolution of the Board of County Commissioners.

NOW, THEREFORE, it is resolved by the Board of Commissioners of the County of Westmoreland, Pennsylvania, that:

1. The Board of Commissioners has determined that rental of a chiller is necessary to permit the continued operations of the Westmoreland Manor skilled nursing facility (including all therapy, hospice and respite services) and the conducting of regular business in the administrative offices at Westmoreland Manor.

2. The Board of Commissioners has further determined that it will require a time period of at least four weeks, and possibly as long as eight or more weeks, to prepare written specifications for rental of the chiller, and to advertise for sealed written bids in a newspaper of general circulation, review the bids submitted, evaluate the qualifications of the prospective vendors, award a contract to the lowest responsible and responsive bidder, prepare and obtain signed contracts, authorize the successful bidder to proceed with the contracted work.

3. The Board of Commissioners has further determined that the residential rooms and offices at Westmoreland Manor would be subjected to excess temperature, thereby creating risk of physical harm to the elderly and physically fragile residents of the skilled nursing facility during the period while the chiller would remain inoperable.

4. The Board finds that the substantial risk of physical harm to the elderly and physically fragile residents of the skilled nursing facility at Westmoreland Manor constitutes an actual emergency that justifies the awarding of a contract for rental of the chiller equipment, under the provisions of Section 1802(b) of the County Code without first advertising for bids.

5. Emergency contracts are hereby awarded to the following firm:

A. Cleveland Brothers Equipment Co., Inc., having principal offices at 190 Earnhardt Drive, Hunker, PA 15639. Cleveland Brothers is to provide rental of a 527 ton chiller, chiller hose and cables, along with delivery and technician services, in the amount of \$7,500.00 per week/\$22,500.00 per month for the 527 ton chiller, \$2,514.00 per week/\$7,540.00 per month for the chiller hose and \$600.00 per week/\$1,800.00 per month for the 20-4/o cables, along with freight charges, technician services and an environmental charge.

RESOLVED and enacted this 16<sup>th</sup> day of August, 2018.

(E) Bids for “**Westmoreland Manor Curb Replacement & Concrete Repair Project,**” (Bid 18-26), were opened on July 31, 2018:

Santamaria Landscape & Cement Contractors, Inc.	\$312,700.00
Michael Facchiano Contracting, Inc.	\$467,150.00

Award bid to **Santamaria Landscape & Cement Contractors, Inc.**, being the lowest bidder and meeting specifications in the amount of **\$312,700.00**

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Upon review and recommendation of Melissa A. Giddy, County Solicitor motion was made by Mr. Kopas, seconded by Mr. Anderson and unanimously agreed to approve the following items of Miscellaneous Business:

(1) Amendments to the **2018 Budget** for Westmoreland County, as prepared by the Department of Financial Administration

(2) **Proclamation**  
*“100<sup>th</sup> Birthday-George Ellis Hall, oldest living West Newton Lion & VFW Post 7812 Member”*  
*“Hempfield Township Volunteer Fire Company No. 1, Grapeville 100<sup>th</sup> Anniversary”*  
*“Saint Vincent College Prevention Projects Observes 40 Years”*  
*“National Health Center Week August 12-18, 2018”*

(3) **Certificates of Special Recognition**  
*103<sup>rd</sup> Birthday - Ruth Lightcap*  
*101<sup>st</sup> Birthday - Alice Roach*  
*92<sup>nd</sup> Birthday – David Sinclair*

(4) **Certificates of Service**

**25 Years**  
Frank Globosky, Jr.  
Mary Wojtanowski

**20 Years**  
Donita Sawyer  
Joy Dwyer  
Jacqueline Henry  
Pamela Stringhill  
Marlene Brasco

**10 Years**  
Marsha George  
Darcie Godich  
Rachel Brandl  
Miranda McBeth

Motion was made by Mr. Anderson, seconded by Mr. Kopas, and it was unanimously agreed to adjourn the meeting at 10:30am.

Certified by,

Charles W. Anderson  
Secretary