

The Crawford County Board of Commissioners met on Wednesday, November 28, 2018 for a regular meeting with the following present:

Francis F. Weiderspahn, Jr.	Chairman
John M. Amato	Commissioner
John Christopher Soff	Commissioner
Christine Krzysiak	Treasurer
Gina Chatfield	Chief Clerk
Keith Button	County Solicitor
Brian Connolly	Chief Financial Officer
Debbie Curry	Register & Recorder
Nick Hoke	Sheriff
Ken Saulsbery	Warden
Joe Galbo	Chief Assessor
Heidi Shiderly	Court Administrator
Kevin Nicholson	Public Safety Director
Britany Johnston	Human Resources Director
Tori Kapopoulos	Assistant Planning Director
Gail Kelly	Human Services Director
Mark Phelan	Assistant Maintenance Director
Rebecca Little	Voter Services Director
Nick Loiacona	Chief Probation/Parole Officer
Matt Pierce	Deputy Chief Probation/Parole Officer
Tracy Crawford	Conservation District Director
Brian Noah	Project Manager
Ellie Donnell	Payroll Clerk
Chris Seeley	Auditor
Jeff Corey	Armstrong
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune
Bruce Lallier	Public
Jason McMasters	Public
Richard Copeland	Public
Nate Slawson	Public
Eric Henry	Public

The meeting was opened at 9:30 am with the Pledge of Allegiance.

Mr. Amato made a motion to approve the minutes from the meeting on November 14, 2018. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on November 21, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment of bills in the amount of \$3,018,264.52 for the period ending November 21, 2018. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn announced there were no executive sessions

Public Comment:

Mr. Lallier spoke about the budget item #13.C from the agenda.

Jason McMaster spoke about the budget item #13.C from the agenda.

Official Business:

Mr. Soff made a motion to approve the monthly service agreement for three years with Shred-it to provide on-site services of CLEAN documents for Adult Probation per the request of the PA State Police regulations, at a cost of \$60.50 per month. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve job title changes for the current Counselor/Classification Supervisor to Case Manager Supervisor and the current Counselor/Classification to Case Manager, both at the Correctional Facility and no degree for counseling will be needed after the change. Mr. Amato seconded and the motion carried.

Roof repair for the Correctional Facility is only hold due to weather and requires no vote.

Mr. Soff made a motion to approve the reauthorization of the Crawford County Agricultural Land Preservation Program for seven years from January 1, 2019 to December 31, 2025. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the reappointment of Richard Deiss to the Crawford County Agricultural Land Preservation Board as the Municipal Official for a three year term from January 1, 2019 to December 31, 2021. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve the reappointment of Robert Waddell to the Crawford County Conservation District Board as a Farmer Director for a four year term from January 1, 2019 to December 31, 2022. Mr. Soff seconded and the motion carried.

The Care Center item on the agenda was placed on hold to wait for a requester.

Mr. Soff made a motion to approve Human Services MATP Revised Allocation for FY 17/18. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Pitney Bowes, Inc. Postage Machine Lease for 48 months at Human Services. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve the purchase from Dell, Inc. for a Laptop for Human Services employee, J. Eggert, in the amount of \$167.40; county portion. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services FY 18/19 SOC contract with Women's Services, Inc. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 SOC contract with YWCA Titusville Contract Amendment to clarify the termination date. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS Contract with Adelphoi Village, Inc. for specialized and intensive foster care. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS contract with Child to Family Connections, Inc. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS contract with Mid-Atlantic Youth Services Corp. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services FY 18/19 CYS contract with Pathways Adolescent Center, Inc. for a transitional living program. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 MH/ID/EI contract with Child to Family Connections, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Planning's 2017 ESG expenses for October 2018 in the amount of \$4,363.85. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Planning's 2017 Shelter+ Care expenses for October 2018 in the amount of \$15,922.46. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Planning's 2016 Act 23 Environmental Initiative for the Titusville Redevelopment Authority Bicycle Suitability Plan in the amount of \$5,000.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the reappointment of John Lawrence to the Planning Commission for a four-year term from January 1, 2019 to December 31, 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the appointment of John Frye to the Planning Commission for a four-year term from January 1, 2019 to December 31, 2022. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the appointment of Ron Mattocks to the Planning Commission for a one-year term from January 1, 2019 to December 31, 2019. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payments for General Operations in the total amount of \$4,185,957.06 for the following:

- Epson for Epson DC-21 Document Camera – Courts ~ \$573.21
- Crawford County Retirement Fund for ARC for 2018 – Pension ~ \$2,601,045.00
- US Postal Service for replenish postage – Meadville DJ ~ \$2,000.00
- Social Security Administration for reimbursement of overpayments – CYS ~ \$2,883.69

- CC Human Services HSBG/EI for county match due for FY 17/18 Q3Q4 – HSGB/EI ~ \$177,114.48
- CC Children & Youth Services for county match due for FY 17/18 Q2-Q4 – CYS ~ \$1,400,666.68
- TJS Insurance Group for renewal of volunteers accident policy – Human Resources ~ \$1,647.00

Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to ratify payments for General Operations in the total amount of \$1,404,020.94 for the following:

- Crown Benefits Administration for week ending 11/2/18 (runoff thru 12/31/18) – Various ~ \$378.27
- Crown Benefits Administration for week ending 11/9/18 (runoff thru 12/31/18) – Various ~ (\$148.00)
- CNB Bank (Erie Bank) for debt service 2015 Note: Principal \$310,000; interest \$110,005.93 – Debt Service ~ \$420,005.93
- CNB Bank (Erie Bank) for debt service 2016 Note: Principal \$210,000; interest \$79,426.67 – Debt Service ~ \$289,426.67
- PCHIP for health premiums and estimated claims Dec. 2018 – Various ~ \$686,348.07
- CC Historical Society for record storage: Prothonotary 2018 and half 2018 – Prothonotary ~ \$1,650.00
- CC Historical Society for record storage: Register & Recorder 2017 & 2018 – R&R ~ \$6,360.00

Mr. Soff seconded and the motion carried.

The Board discussed the 2019 preliminary budget which is on display now until December 27. The budget needs \$446,000 from the General Fund cash carryover, plus a 3.1 mil tax increase.

Mr. Soff made a motion to approve Human Resources payment to Campbell, Durrant & Beatty for special labor counsel in the amount of \$7,910.48. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve payment of invoices for the Lot 1 Project in the amount of \$128,907.00 (Perry November invoice \$128,792.00, Powell \$115.00). Mr. Amato seconded and the motion carried. Lot will begin use Monday, December 3.

Mr. Soff made a motion to approve the payment of Perry Construction's November invoice for the Lot 2 & 3 Projects in the amount of \$31,629.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve payment to KC Transportation for the demolition of the 364 Walnut St. structure in the amount of \$7,250.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the award for the 3rd party testing of County Lots 2 & 3 to Urban Engineer's on the same unit price basis that the County has used on recent construction projects with Urban Engineering. Mr. Soff seconded and the motion carried.

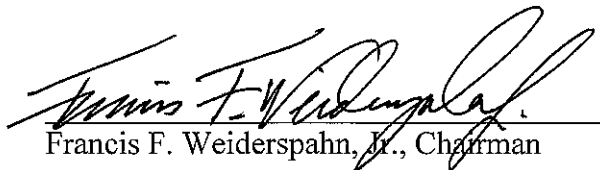
Mr. Amato made a motion to adopt the revised 2016 Uniform Parcel Identifier Ordinance. Mr. Soff seconded and the motion carried.


Mr. Soff made a motion to approve the New Hires/Transfers detailed in the attached packet from Human Resources/Payroll (list to be attached to the minutes). Mr. Amato seconded and the motion carried.


Mr. Soff made a motion to ratify the promissory note for \$300,000.00 for the Care Center, to be repaid in monthly installments. Mr. Amato seconded and the motion carried. No one from the Care Center attended this meeting.

Mr. Weiderspahn stated the Courthouse will be closed on December 25 and 26 for Christmas, with the next meeting being held on Thursday, December 27, 2018.

There being no further items to address, Mr. Amato made a motion to adjourn. Mr. Soff seconded at 10:10 AM and the meeting was adjourned.


Francis F. Weiderspahn, Jr., Chairman


John M. Amato, Commissioner


John Christopher Soff, Commissioner

THIRD RESOLUTION

WHEREAS, non-agricultural land uses tend to remove land from agricultural use and threat of this trend exists in Crawford County; and

WHEREAS, expanding urban land uses continue and will continue to encroach upon agricultural and agricultural reserve lands, permanently converting them to non-agricultural uses; and

WHEREAS, land use conflicts caused by encroaching urban land uses threaten the farmers' ability to cultivate the land; and

WHEREAS, present farmers are finding economic survival to be increasingly difficult and young potential farmers are being discouraged from pursuing an agricultural livelihood; and

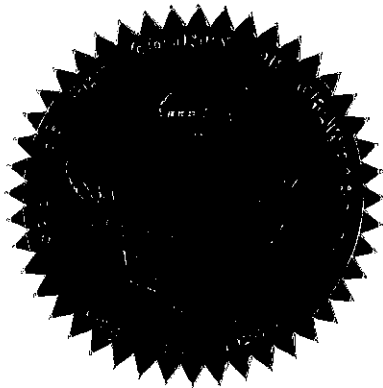
WHEREAS, agriculture is essential to the survival of all persons and plays an important role in the overall economy of the County, State, and Nation.

THEREFORE BE IT RESOLVED that the Commissioners of Crawford County recognize that the problem of agricultural land loss in Crawford County and the need to preserve both farmers and farmlands in future years; and

THAT the Commissioners stand in support of the preservation of agricultural lands in Crawford County; and

THAT the Commissioners hereby authorize the Crawford County Agricultural Land Preservation Board to administer the Pennsylvania Agricultural Conservation Easement Program within Crawford County, Pennsylvania, on behalf of the Crawford County Board of Commissioners, effective June 1, 2004.

RESOLVED this 28th day of November, 2018, by the Crawford County Board of Commissioners, at a regular meeting, duly convened.



CRAWFORD COUNTY BOARD OF COMMISSIONERS

Francis F. Weiderspahn Jr.

Francis F. Weiderspahn Jr., Chairperson

John Christopher Soff

John Christopher Soff

John M. Amato

John M. Amato

Attest:
Gina Chatfield
Chief Clerk, Gina Chatfield

Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
OTHER						
1	MATP Revised Allocation					17/18
	MATP Revised Allocation		\$1,000,000.00 max	n/a	\$0.00 max	
2	Pitney Bowes, Inc.					1/1/19 - 12/31/23
	Postage Machine Lease		\$748.92/quarter	n/a	\$110.76/quarter	
3	Purchase Requisition	P.R.				18/19
	Dell, Inc. (Laptop for J. Eggert)		\$1,673.95 total	n/a	\$167.40 total	
SOC CONTRACTS FY 18/19						
4	Women's Services, Inc.	Contract				18/19
	HOPE Initiative		\$12,396.93 max	n/a	\$0.00 max	
5	YWCA Titusville	Amendment				18/19
	Parent Cares and Trauma Focused Yoga Training		n/a	n/a	n/a	
CYS CONTRACTS FY 18/19						
6	Adelphoi Village, Inc.	Contract				18/19
	Foster Care Level SF: Specialized Foster Care		\$76.45/day	\$76.20/day	\$7.33/day	
	Foster Care Level IF: Intensive Foster Care		\$82.45/day	\$82.20/day	\$7.90/day	
	Foster Care Level PP: Pregnant and Parenting Foster Care		\$88.45/day	\$88.20/day	\$8.47/day	
	Intensive Supervision - Mental Health Focus		\$297.42/day	\$279.21/day	\$30.41/day	
	Intensive Supervision Shelter		\$244.65/day	\$229.49/day	\$24.95/day	
	Sexual Offenses		\$221.15/day	\$213.10/day	\$10.98/day	
	Diagnostic Evaluation		\$231.80/day	\$214.25/day	\$23.97/day	
			\$2,600.00/eval	n/a	\$520.00/eval	
7	Child to Family Connections, Inc.	Contract				18/19
	Foster Care Level AA: Age 0-5 Without Case Management		\$39.07/day	\$39.07/day	\$3.73/day	
	Foster Care Level BB: Age 5-18 or Special Needs without Case Management		\$44.07/day	\$44.07/day	\$4.21/day	
	Foster Care Level CC: Foster Care with Case Management		\$48.13/day	\$48.13/day	\$4.60/day	
	Foster Care Level DD: Parent & Child (w/C Eligible)		\$57.05/day	\$57.05/day	\$5.45/day	
	Foster Care Level EE: Parent & Child (w/C Non-Eligible)		\$61.13/day	\$61.13/day	\$5.84/day	
	Foster Care Level FF: Kinship Care		\$65.89/day	\$65.89/day	\$3.43/day	
	Foster Care Level GG: Sibling Kinship Care		\$35.65/day	\$35.65/day	\$3.40/day	
	Family Behavior Therapy		\$135.25/hour	n/a	\$6.76/hour	
8	Mid-Atlantic Youth Services Corp.	Contract				18/19
	Intensive Open Residential Treatment		\$270.50/day	\$207.57/day	\$64.82/day	
	Secure Residential Treatment		\$323.50/day	\$0.00/day	\$129.40/day	
9	Pathways Adolescent Center, Inc.	Contract				18/19
	Female Group Home / Female Shelter		\$155.00/day	\$155.00/day	\$29.60/day	\$7.40 if shelter
	Female Transitional Living		\$185.00/day	\$185.00/day	\$17.67/day	

Male Group Home / Male Shelter	\$150.00/day	\$150.00/day	\$28.85/day	\$7.48/day
Male Group Home	\$55.00/day	\$55.00/day	\$14.32/day	
Male Transitional Home	\$45.00/day	\$45.00/day	\$13.85/day	

MH/ID/EI CONTRACTS FY 18/19

10 Child to Family Connections, Inc. Contract 18/19

Transitional Housing	\$56,333.00 max	n/a	\$3,007.56 max
Community Participation Services (W5996)	\$9.84/15 min	n/a	\$0.53/15 min
In-Home and Community Supports - Level 1 (W7059)	\$4.52/15 min	n/a	\$0.24/15 min
In-Home and Community Supports - Level 2 (W7060)	\$8.08/15 min	n/a	\$0.43/15 min
Support (Medical Environment) - Level 3 (W7309)	\$6.33/15 min	n/a	\$0.34/15 min

11/21/2018

Legend:

- Rate = Increased From Prior Fiscal Year
- Rate = Same As Prior Fiscal Year
- Rate = Decreased From Prior Fiscal Year
- Rate = Adjusting to Actuals
- Rate = New Program

{Provider Name} = Not Used During Prior Fiscal Year or Current FY

2018-20



RESOLUTION

WHEREAS AND WITH CONSIDERATION, of John Lawrence's ongoing service and continued commitment to the Crawford County Planning Commission; and

WHEREAS, since Mr. Lawrence's initial appointment to the Crawford County Planning Commission, he has been instrumental in and has served faithfully on a variety of Planning Commission Committees; and

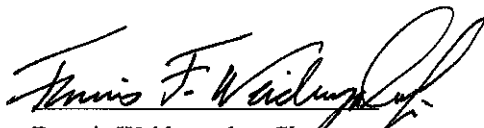
WHEREAS, Mr. Lawrence has served as the Chair of the Planning Initiatives Committees of the Crawford County Planning Commission, and served in this capacity with distinction and for the betterment of the citizens of Crawford County, and

WHEREAS, Mr. Lawrence's connections to various community groups and local citizenry provides an asset to the Crawford County Planning Commission for communicating with and engaging local residents, businesses, and community organizations, and

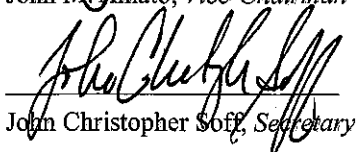
WHEREAS, on November 19th, 2018 the Crawford County Planning Commission unanimously voted to forward a recommendation for reappointing Mr. Lawrence to the Crawford County Planning Commission for a four-year term starting on January 1, 2019 through December 31, 2022.

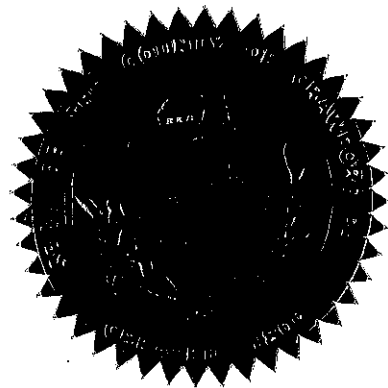
THEREFORE, BE IT RESOLVED on this Twenty Eighth day of November 2018, the Crawford County Board of Commissioners hereby reappoints Mr. John Lawrence to another four-year term on the Crawford County Planning Commission. This term shall commence January 1, 2019 and conclude on December 31, 2022.


CRAWFORD COUNTY BOARD OF COMMISSIONERS


Francis Weiderspahn, *Chairman*


John M. Amato, *Vice-Chairman*


John Christopher Soff, *Secretary*



ATTEST:

Gina Chatfield, *Chief Clerk*



RESOLUTION

WHEREAS AND WITH RECOGNITION of anticipated term expirations from the Crawford County Planning Commission in December, 2018, and

WHEREAS, since Lynn Cressman, who has served with distinction, is not seeking a reappointment to the Crawford County Planning Commission, and

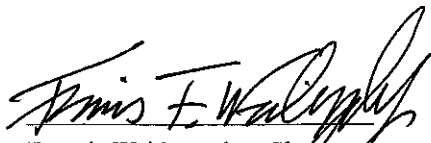
WHEREAS, the Crawford County Planning Commission solicited interested candidates from Crawford County's citizenry, and


WHEREAS, during this solicitation process, Mr. Jon Frye of the City of Titusville was recommended due to his background with the City of Titusville Zoning Hearing Board and City Council along with his interest in improving communities and businesses throughout Crawford County, and

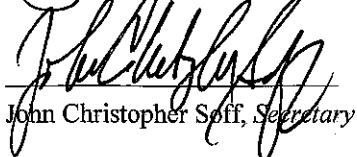
WHEREAS, the Crawford County Planning Commission was suitably impressed with the qualifications, character, demeanor and commitment of Mr. Frye relative to the importance of sound rational land use planning and community development concepts for the health and sound economies of our municipalities in Crawford County that the Commission has endorsed his candidacy for appointment to the Crawford County Planning Commission.

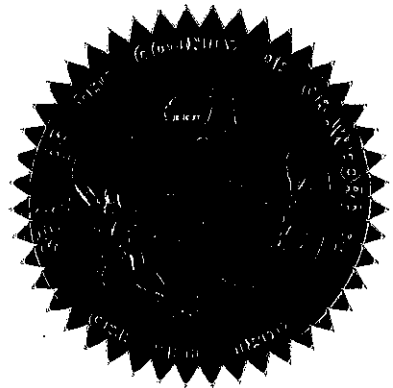
THEREFORE, RESOLVED, on this Twenty Eighth Day of November, 2018, the Crawford County Board of Commissioners hereby appoints Mr. Jon Frye to serve a four-year term on the Crawford County Planning Commission. This term shall begin January 1, 2019 and conclude on December 31, 2022.

CRAWFORD COUNTY BOARD OF COMMISSIONERS


Francis Weiderspahn, *Chairman*


John M. Amato, *Vice-Chairman*


John Christopher Soff, *Secretary*



A T T E S T:


Gina Chatfield, *Chief Clerk*



RESOLUTION

WHEREAS AND WITH RECOGNITION of the recent resignation of James Glaspy from the Crawford County Planning Commission in July, 2018, and

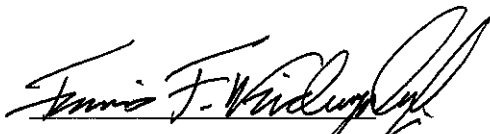
WHEREAS, since Mr. Glaspy's resignation, the Crawford County Planning Commission solicited interested candidates from Crawford County's citizenry, and

WHEREAS, during this solicitation process, Mr. Ron Mattocks of Cambridge Springs Borough was recommended due to his background along with his interest in improving communities throughout Crawford County coupled with his business experience of marketing communities to develop resilient and diverse economies, and

WHEREAS, the Crawford County Planning Commission was suitably impressed with the qualifications, character, demeanor and commitment of Mr. Mattocks relative to the importance of sound rational land use planning and community development concepts for the health and sound economies of our municipalities in Crawford County that the Commission has endorsed his candidacy for appointment to the Crawford County Planning Commission.

THEREFORE, RESOLVED, on this Twenty Eighth Day of November, 2018, the Crawford County Board of Commissioners hereby appoints Mr. Ron Mattocks to serve the remainder of Mr. Glaspy's four-year term on the Crawford County Planning Commission. This term shall begin December 1, 2018 and conclude on December 31, 2019.

CRAWFORD COUNTY BOARD OF COMMISSIONERS


Francis Weiderspahn, *Chairman*

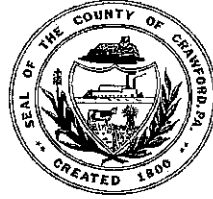

John M. Amato, *Vice-Chairman*


John Christopher Soff, *Secretary*



A T T E S T:


Gina Chatfield, *Chief Clerk*



Ordinance No. 2 of 2018

AN ORDINANCE ESTABLISHING A UNIFORM PARCEL IDENTIFIER SYSTEM BY PROVIDING FOR A DEPOSITORY AGENCY OF THE COUNTY'S TAX MAPS, INCLUDING ADDITIONS, DELETIONS, AND REVISIONS OF SUCH MAPS, AND BY PROVIDING FOR THE ASSIGNMENT BY SUCH AGENCY OF UNIFORM PARCEL IDENTIFIERS FOR EACH PARCEL ON THE MAP TO FACILITATE CONVEYANCING AND ESTABLISH A MODERN LAND RECORDS SYSTEM

Pursuant to the provisions of the Uniform Parcel Identifier Law, Act of January 15, 1988, P.L. 1, No. 1, § 1 (21 P.S. § 331, *et seq.*) and the Act of January 15, 1988, P.L. 8, No. 4, § 2 (16 P.S. § 9781.1, *et seq.*) it is hereby enacted and ordained by the Commissioners of the County of Crawford, Pennsylvania (the "County") as follows:

Section 1 - Short Title

This Ordinance shall be known as the Crawford County Uniform Parcel Identifier Ordinance.

Section 2 - Definitions

The following words and phrases when used in this ordinance shall have the meaning given to them in this Section unless the context clearly indicates otherwise. All words and terms not defined herein shall be used with a meaning of standard usage.

"County Tax Map." A map describing Real Estate in Crawford County, maintained for tax assessment purposes as otherwise provided by law.

"Document." The term "Document" includes the following to be recorded in the Office of the Recorder of Deeds of Crawford County:

1. A general or special warranty Deed, Quit-claim Deed, and all types of Corrective Deeds;
2. Installment Land Contract (Article of Agreement);
3. Mortgage; a partial or complete Assignment of Mortgage; a partial or complete Release of Mortgage; an Extension, Postponement, or Subordination of Mortgage, Satisfaction Pieces, or corrective versions of any of these items.

When determining whether a submission for recording is a Document, the overall effect and/or purpose or substance of the submitted document will be examined, regardless of the title of the submission. For example, a document submitted for recording that is effectively an article of agreement between parties involving real estate will be considered a Document for purposes of this Ordinance, even if that document is not expressly called an Installment Land Contract or Article of Agreement.

“Metes and bounds.” The boundary lines of land, with their terminal points and angles. A way of describing land by listing the compass directions and distances of the boundaries.

“Municipality.” Any city of the first, second, second class A or third class, borough, incorporated town, township of the first or second class or any similar general purpose unit of government which shall hereafter be created by the General Assembly. The term includes those general purpose units of government smaller than a county which exercise self-government under a home rule charter or optional plan.

“Owner.” The person(s) and/or entity(ies) of record possessing any form of current interest in Real Estate, as described in any Document with the exception of oil, gas, and/or mineral interests, as noted in a Document.

“Permanent Depository.” The Crawford County Assessment Office, as set forth in Section 4 of this Ordinance.

“Real Estate.” The surface estate and any interest(s) involving oil, gas, or mineral rights, or any other form, type, or extent of subsurface estate.

“Uniform Parcel Identifier.” A finite, punctuated sequence of numbers indicating the land parcel or other interest in Real Estate as shown on the recorded county tax map, which sequence shall be the existing or assigned county tax parcel number.

(1) In the case of a “unit” within the meaning of the Act of July 3, 1963 (P.L. 196, No. 117), known as the Unit Property Act, a designator for the number of the “unit” as

indicated on the recorded “declaration plan” shall be included in the sequence of numbers forming the uniform parcel identifier for such “unit.”

(2) In the case of a “unit” within the meaning of 68 Pa. C.S. Part II Subpart B (relating to condominiums), a designator for the number of the “unit” as indicated on the recorded declaration shall be included in the sequence of numbers forming the uniform parcel identifier for such “unit.”

(3) In the case of an interest in real estate less than fee simple, an additional designator may be included in the sequence of numbers forming the uniform parcel identifier for such interest in order to distinguish such interest from the fee simple parcel of which such interest is a part.

Section 3 – Uniform Parcel Identifier System Established

A Uniform Parcel Identifier system is established and implemented in the County of Crawford in accordance with the provisions of this Ordinance.

Section 4 – Assessment Office to be Permanent Depository

Pursuant to Section 4(a) of the Uniform Parcel Identifier Law (21 P.S. § 334(a)), the County Assessment Office shall be the single agency which shall be the permanent depository of all county tax maps. The designation of the permanent depository may be changed from time to time by resolution duly adopted by the Board of Commissioners. The said permanent depository is referred to herein as either the “permanent depository” or the “Assessment Office”.

Section 5 – Tax Maps

- A. The officials of the permanent depository, as from time to time designated by the Commissioners, shall create, revise, amend and maintain the county tax maps as authorized and required by Section 5 of the Uniform Parcel Identifier Law (21 P.S. § 335).
- B. The uniform parcel identifier shall be the existing County tax parcel numbers, as the same may be supplemented and revised in the future. Pursuant to Section 3 of the Uniform Parcel Identifier Law (21 P.S. § 333), the County Assessment Office shall maintain a permanent record of all county tax maps with the uniform parcel identifier numbers clearly visible thereon, or in a data field directly linked to the parcel shown on the map, and easily accessible from that map.

C. Pursuant to Section 5(b) & 5(f) of the Uniform Parcel Identifier Law (21 P.S. § 335(b) & 335(f)) the county tax maps shall be maintained in paper form and electronic form with provisions for off-site, secure back-up for all county tax maps, on a daily basis, for each day during which county offices are open.

D. Electronic access to all county tax maps shall be maintained in the County Assessment Office. All revisions or new maps shall be available to the public by means of public access terminals in such office within ten days of the revision or addition being made to the master or original electronic map, pursuant to Section 5(d) of the Uniform Parcel Identifier Law (21 P.S. § 335(d)).

Section 6 – Uniform Parcel Identifier Assigned to Each Parcel

A. For each parcel of Real Estate described in a Document to be recorded in the office of the Crawford County Recorder of Deeds, and prior to presenting the Document for recording, the Crawford County Assessment Office shall assign to each parcel in the Document a Uniform Parcel Identifier, which shall correspond with the county tax maps, as the same may be supplemented and revised in the future.

B. At the request of an owner subdividing or proposing to transfer, mortgage, or release any parcel of realty within the County for which a new Uniform Parcel Identifier may be assigned, the officials of the permanent depository shall assign a Uniform Parcel Identifier to each such parcel included in the proposed transfer, mortgage, or release, as more particularly provided in Section 4(b) of the Uniform Parcel Identifier Law (21 P.S. § 334(b)). In the case of multiple described lots, tracts, parcels, or other described areas of land now contained in an existing and recorded “common deed” or document, and now treated as separate tax parcels, a separate uniform parcel identifier shall be assigned for each lot, tract, parcel, or other described area. The County Assessment Office may elect to issue a new Uniform Parcel Identifier if an interest less than the entire fee simple title to a parcel is transferred or affected by a Document, or if the Document transfers or affects less than all of a parcel, or in other similar instances.

C. If the conveyance in the proposed transfer represents a change of size or description of the Real Estate, the Owner shall provide the officials with either a metes and bounds description based on a precise survey or a lot number and reference to a recorded subdivision plan, which plan on its face shows metes and bounds, prepared by a professional land surveyor as required by the act of May 23, 1945 (P.L. 913, No. 367; 63 P.S. §148, *et seq.*), known as the Professional Engineers Registration Law. Any subdivision plan which was prepared prior to the effective date of the aforesaid act and

which contains reasonably accurate metes and bounds shall be deemed compliant with these provisions. This assignment of uniform parcel identifiers shall take place within one day of the presentation of the request for such assignment when accompanied by the survey or such subdivision plan. No metes and bounds description by survey or subdivision plan shall be required for any transfer, mortgage, release or other purpose involving a right-of-way, surface or subsurface easement, oil, gas or mineral lease or other interest, or any subsurface estate.

D. This Ordinance shall not be applicable to any consolidation or merger of two or more parcels in the County, except insofar as any Document presented for recording that implements a consolidation or merger must comply with this Ordinance.

Section 7 – Uniform Parcel Identifier Required to Record

Pursuant to Section 9781.1 of the County Code (16 P.S. §9781.1), the Commissioners do hereby require that beginning January 1, 2019, the Recorder of Deeds shall not record or accept for record any Document requiring a uniform parcel identifier number as above, unless the uniform parcel identifier is contained in the body thereof, or is endorsed thereon, and is certified by the permanent depository (the County Assessment Office). The Crawford County Recorder of Deeds shall make the initial determination of whether a Document submitted for recording to its office requires a uniform parcel identifier pursuant to this Ordinance.

Section 8 – Certification Required

A. The uniform parcel identifier set forth on a Document to the Recorder of Deeds shall be certified by the permanent depository to be correct before the Document is recorded. Each Document submitted to the permanent depository for certification of a uniform parcel identifier shall include the applicable Tax Map ID Number for certification, or the Tax Map ID Number from which a new Uniform Parcel Identifier is to be created. The person seeking to record the Document in the Recorder of Deeds Office shall provide information sufficient to identify the property and allow a certification of the Uniform Parcel Identifier by the Assessment Office.

B. The Assessment Office, after verification of the property's Tax Map ID Number, shall certify its acceptance of the Uniform Parcel Identifier and the Document prior to the recording of the Document by the Recorder of Deeds. The certification by the permanent depository shall be placed at or near the top left corner of the first page of the Document to be recorded. All Documents shall contain at least two inches of space at the top of the first page for this purpose.

C. The role of the Assessment Office in certifying the Uniform Parcel Identifier shall be only to determine which parcel(s) is/are affected by the Document presented for recording, and to assign an appropriate Uniform Parcel Identifier(s) for the parcel(s) involved.

1.) To minimize the chances of rejection by the Assessment Office, the following information shall be included on any Document presented for certification:

a.) The Tax Map ID Number of each parcel described in the Document; and

b.) The names of all current owners of each parcel described in the Document, as said names appear in the Deed which the Assessment Office's records indicate is the current source of title at the time of presenting the Document for recording.

D. It is the intention of the County that the certification be issued within one day of a Document being submitted to the permanent depository when the request is accompanied by all documentation, in proper order. When a Document meets the provisions of this Ordinance and any rules and procedures implemented hereunder, the certification should normally occur shortly after receipt of the Document by the permanent depository. Notification of rejection may be made orally by the Recorder of Deeds to the person seeking to record the Document, by telephone if a number is available, or by mail or email.

E. The party desiring to record a Document shall be solely responsible for the correctness of the Tax Map ID Number(s) set forth on the Document. The County, the permanent depository, and the Recorder of Deeds office shall not be liable to any party for the accuracy of any Uniform Parcel Identifier(s) certified on any Document.

Section 9 – Fees

The County shall charge and collect a fee for the services provided pursuant to this Ordinance. Such fee shall be payable to the Recorder of Deeds as the agent for the County at the time the Document is presented for recording. This fee shall be separate and distinct from any other charge or fee due upon presentation for recording of any Document subject hereto. The fee may from time to time be revised by resolution duly adopted by the Board of Commissioners of Crawford County. The initial fee is hereby established at \$20.00 for each Uniform Parcel Identifier affixed or certified as required pursuant to the Act and this Ordinance. If a single Document presented for recording contains or relates to multiple Uniform Parcel Identifiers, a separate fee shall be paid for each Uniform Parcel Identifier affixed or certified to each Document.

Section 10 – Recommendation of Recorder of Deeds

In accordance with Section 3 of the Uniform Parcel Identifier Law (21 P.S. §333) and Section 9781.1 of the County Code (16 P.S. §9781.1), written recommendation of the Recorder of Deeds of Crawford County is attached hereto.

Section 11 – Provisions Severable

The provisions of this Ordinance are severable. If any provision of this Ordinance, or its application to any person, entity or circumstances, is held invalid by a court of competent jurisdiction, such determined invalidity shall not affect any other provision or application of this Ordinance.

Section 12 – Effective Date

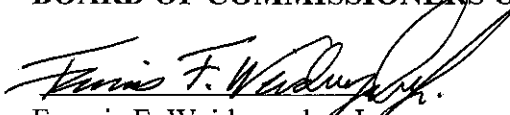
This Ordinance shall become effective on January 1, 2019.


Section 13 – Repeal

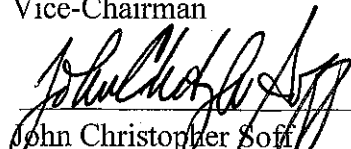
This Ordinance repeals and replaces Ordinance No. 2016-01 of Crawford County governing the same subject matter.

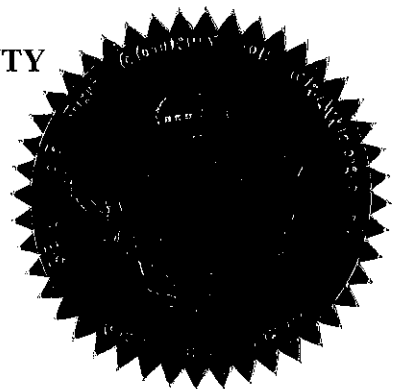
ENACTED AND ORDAINED by the Commissioners of Crawford County this 28th day of November, 2018.

BOARD OF COMMISSIONERS OF CRAWFORD COUNTY



Francis F. Weiderspahn, Jr.
Chairman


John M. Amato
Vice-Chairman


John Christopher Sofi
Secretary



ATTEST:


Gina Chatfield, Chief Clerk

I, Deborah Curry, Recorder of Deeds of Crawford County, Pennsylvania, do as prescribed by Section 3 of the Uniform Parcel Identifier Law (21 P.S. §333) and Section 9781.1 of the County Code (16 P.S. §9781.1), recommend the adoption of the foregoing Ordinance by the Board of Commissioners of Crawford County, establishing a Uniform Parcel Identifier system according to the terms set forth herein, all in accordance with the Uniform Parcel Identifier Law (21 P.S. §331, *et seq.*).

RECORDER OF DEEDS, CRAWFORD
COUNTY, PENNSYLVANIA

Deborah Curry
Deborah Curry

Date: 11-29-2018

Requests of New Hires and Employee Transfers

November 28th 2018

Human Services

The Emergency New Hire of Michelle Miller, Full Time County Caseworker II (Substitute), replacing Alex Loose, effective 11/26/2018.

The Emergency Transfer of Alex Loose, Full Time County Caseworker I (On-Going Permanent) replacing John Bartic, effective 11/26/2018.

The Transfer of Cathy Santoro, Full Time Caseworker II (Intake), transferring from Caseworker II (On-Going Substitute), replacing Jason Nesbitt, effective 12/10/2018.

Correctional Facility

The New Hire of Jill Tucker, Full Time Case Manager Supervisor, replacing Amy Weaver, effective 11/29/2018.

The Transfer of Cyndi Peck, Full Time Case Manager, transferring from Population Control Assistant, Effective 12/10/2018.

Care Center

The Emergency New Hire of Travis Myers, Per Diem CNA, replacing Sandra Patterson, effective 12/10/2018.