

The Crawford County Board of Commissioners met on Wednesday, December 12, 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
Brigid Winsor	Deputy Chief Clerk
Keith Button	County Solicitor
Brian Connolly	Chief Financial Officer
Heidi Shiderly	Court Administrator
Zach Norwood	Planning Director
Gail Kelly	Human Services Director
Mark Phelan	Assistant Maintenance Director
Brian Noah	Project Manager
John Boeckman	Juvenile Probation
Phil Baranyai	GIS Manager
Kevin Nicholson	Public Safety
Nick Hoke	Sheriff
Leighann Steck	Care Center Controller
Mark Peaster	Assistant to Commissioners
Diana Perry	Fair Board
Chris Seeley	Auditor
Beth Forbes	Deputy Register & Recorder
Tim Kelley	ITS Director
Scott Schell	Coroner
Craig Conforti	Penn State Extension
Jason McMasters	Public
Rick Copeland	Public
Duane Copeland	Public
Doris Copeland	Public
Rich Zylak	Public
Nate Slawson	Public
Carleigh Copeland	Public
Cassidy Copeland	Public
Glenn Tapper	Public
Colton Tapper	Public
Gary Griggs	Public
John Friedrich	Public
John McMaster	Public
Gary Baker	Public
Janet Baker	Public
Jim White	Public
Nancy White	Public
Greg Gordon	Public
John Lyons	Public
Bryan Agnew	Public
Mike Agnew	Public
Eric Henry	Public
John McGlynn	Public

Gary Jeffery	Public
Marlene Patterson	Public
Dru Handy	Public
Jim Handy	Public
David Cox	Public
Paul Messina	Public
Frank Stevens	Public
Edward Wetzel	Public
Jennifer King	Public
Jeff Cory	Armstrong
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune

The meeting was opened at 9:33 am with the Pledge of Allegiance.

Mr. Amato made a motion to approve the minutes from the meeting on November 28, 2018. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on December 5, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment of bills in the amount of \$5,737,264.04 for the period ending December 11, 2018. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn announced there was an executive session for potential litigation on December 5, 2018.

Public Comment:

- Mr. Jason McMaster spoke about the budget, finance item #20 from the agenda.
- Mr. Rick Copeland spoke about the budget, finance item #20 from the agenda.
- Mr. Duane Copeland spoke about the budget, finance item #20 from the agenda.

Official Business:

Mr. Soff made a motion to approve Public Safety's 2019 Maintenance Agreement with In-Synch Systems in the amount of \$1,199.00; paid by Act 12 funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Public Safety's 2019 Maintenance Agreement with Caliber in the amount of \$17,567.19; paid by Act 12 Funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the appointments of William Agnew, Kathy Klink and Dean Maynard to the Fair Board; replacing John Lasko, William Davis and Ron Kerr. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the appointments of John Lasko, William Davis and Ron Kerr as Honorary Fair Board Members. Mr. Soff seconded and the motion carried. Mr. Weiderspahn gave thanks for their many years of service.

Mr. Soff made a motion to approve Human Services purchase for August and September Transportation costs shared between Crawford Central, Jamestown School District and Human Services in the amount of \$160.61; county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS Contract with Crossroads Group Homes & Services. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Juvenile Probation's annual Juvenile Court Judge's Commission (JCJC) Service grant in the amount of \$118,070.00; to be received. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to ratify the Care Center's one-year contract with Renata Harland, PsychOptions Psychologist, effective November 8, 2018. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Care Center's one-year contract with Melissa Green, PsychOptions Certified Registered Nurse Practitioner, effective November 8, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Care Center's one-time fee payment for Affinity Registered Nursing Assessment Coordinator Department Evaluation. This is to evaluate job descriptions, review work load, provide recommendations to improved processes and follow up training in the amount of \$1,629.28. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Care Center's one-year contract renewal with independent contractor Lauren Johnson, Beautician, effective January 1, 2019. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the County's one-time Intergovernmental Transfer Agreement (IGT) in the amount of \$2,244,073 on the due date of May 21, 2019, to the PA Department of Human Services. The Department of Health will provide their share of \$1,660,936, with an ultimate return to the County of \$3,478,401. The result is a net gain of \$1,234,328. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the Care Center's purchase of a wheelchair for a resident in the amount of \$4,890.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Care Center's hospice care services agreement with Hospice Preferred Choice, Inc. dba AristaCare. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Care Center's purchase of a medical use locking refrigerator with an external thermometer for resident medications, as required by DOH, in the amount of \$799.99 each for a total of \$2,399.97. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Register & Recorder's CSC Memorandum of Understanding Agreement for e-recording purpose. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve ITS maintenance renewal for Proxy Pro Software from Proxy Pro in the amount of \$2,296.90 from December, 2018 to December, 2019. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve for ITS annual agreement renewal of Oracle Consulting Services the with US Information Technologies Corp. (USIT) for as-needed professional services in the amount of \$165 per hour, with an annual limit not to exceed of \$20,000.00; additional approval is needed. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve for ITS annual agreement renewal of Oracle Database Monitoring Service with US Information Technologies Corp. (USIT) in the amount of \$2,650.00 per month. This agreement requires 24/7, 365 onsite or remote support of the County Oracle Database application to a 99% uptime requirement. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve GIS' annual service agreement renewal with ESRI GIS Mapping Software from January 1, 2019 to December 31, 2019 in the amount of \$21,983.70; split between five offices. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve GIS' maintenance agreement renewal for Pictometry software from January 1, 2019 to December 31, 2019 in the amount of \$3,300.00; split between 5 offices. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the 2019 service agreement renewal with Linstar for Courthouse access-control related systems including the I.D. printer, scanners and cameras in the amount of \$4,908.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify Planning's purchase of Adobe Creative Suite software package in the amount of \$599.88. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Planning's Resolution of Signatory Power for the Community Development Block Grant (CDBG). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the adoption of the 2018 Crawford County Language Access Plan, administered by Planning, for those who have limited ability to read, speak, write and understand English may be entitled to language assistance services as required by Title VI of the Civil Rights Act. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the adoption of the revised 2018 Crawford County Citizen Participation Plan on behalf of Vernon Township and the City of Meadville, administered by Planning, to provide for and encourage citizen participation in the planning, implementation and assessment of the County's CDBG program and the CDBG for the entitlement municipalities which it administers. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Planning's payment to Allegheny Realty Settlement for the Centerville 2015 CDBG project for acquisition of real property in the total amount of \$11,240.64. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of the Lot #1 Project in the amount of \$18,676.25 including the following:

- Perry RFCO #04, Inlet top change ~ \$1,589.0
- Perry RFCO #05, added chain link fencing at stairs ~ \$1,581.00
- Perry RFCO #06, Unforeseen underground conditions at North Street ~ \$6,545.00
- Perry RFCO #07 Added handrail ~ \$2,442.00
- Perry RFCO #08, Penelec requirements ~ \$1,060.50
- Perry RFCO #09, Chain link fencing at the west wall ~ \$3,661.00
- Urban Engineers ~ \$1,261.40
- Grainger ~ \$19.95
- Grainger ~ \$516.40

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of Stantec's November Invoice for the Lot #2 and #3 Projects in the total amount of \$1,131.55. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of Stantec's final invoice for the Crawford County Correctional Facility roof replacement project in the amount of \$3,650. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Maintenance's purchase of ice melt from DeSantis in the amount of \$2,028.60. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Maintenance's payment to Scobell for Courthouse boiler repairs in the amount of \$7,525.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Treasurer's payment of postage for the 2019 Dog License Renewal Cards in the amount of \$2,119.41 for 8,345 cards; to be reimbursed by the PA Dog Law in January. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payments for General Operations in the amount of \$108,730.54 as follows:

- Tyler Technologies for Eden Annual Maintenance Fee – Finance ~ \$53,419.04
- Parkside Psychological Associates for Compliance Monitoring and evaluations – APO ~ \$7,811.50
- Nutech US Inc. for last payment – Whole Body Inspection System – CCCF ~ \$47,500.00

Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to ratify the payments for General Operations in the amount of (\$51.34).

- Crown Benefits Administration for week ending 11/16/18 (runoff thru 12/31/18) – Various ~ (\$208.38)
- Crown Benefits Administration for week ending 11/16/18 (runoff thru 12/31/18) – Various ~ \$156.95

Mr. Soff seconded and the motion carried.

Mr. Connolly discussed the Tax Anticipation Notice and is to be approved by December 27, 2018.

Mr. Amato made a motion to approve closing the County offices at noon for Christmas Eve, December, 24, 2018. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment for the Federal Bridge Inspection Program #19, Est. #3, to the EADS Group in the amount of \$84,146.64; paid by Liquid Fuels funds. Mr. Amato seconded and the motion carried.


Mr. Soff made a motion to approve the 2019 meeting dates and it will follow the same format as 2018; to be advertised in Meadville Tribune and Titusville Herald. Mr. Amato 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. Weiderspahn announced that the Courthouse is closed at noon on day December 24, 2018 and closed all day December 25 & 26, 2018 and January 1, 2019.

Mr. Amato read a letter he wrote about the cost of items in the budget that are required by state departments with no additional funding.

There being no further items to address, Mr. Amato made a motion to adjourn. Mr. Soff seconded at 10:12 AM and the meeting was adjourned.


Francis F. Weiderspahn, Jr., Chairman


John M. Amato, Commissioner


John Christopher Soff, Commissioner

Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
1	Purchase Requisition Jamestown School District (Transportation for C.M.)	P.R.	\$1,666.77 total	n/a	\$160.61 total	18/19
CYS CONTRACTS FY 18/19						
2	Crossroads Group Homes and Services, Inc. Crossroads Group Home for Girls Crossroads Group Home for Boys	Contract	\$150.00/day \$125.00/day	\$149.60/day \$123.86/day	\$14.37/day \$12.06/day	18/19

12/5/2018

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



RESOLUTION

RECITALS & BACKGROUND:

RESOLUTION OF THE CRAWFORD COUNTY BOARD OF COMMISSIONERS
AUTHORIZING SIGNATORY POWER FOR THE COMMUNITY DEVELOPMENT BLOCK
GRANT

WHEREAS, the Commissioners of Crawford County have this day-reorganized, and;


WHEREAS, Francis F. Weiderspahn, Jr. has been elected Chairman of the Crawford County Board of Commissioners, and John M. Amato has been elected Vice-Chairman of the same, John Christopher Soff, Secretary of the same, and;

WHEREAS, from time to time, it is necessary for a member of power to execute such documents on behalf of the Board when Board action has been taken and that the Vice-Chairman or Secretary act in his absence.

NOW, THEREFORE BE IT RESOLVED, on this 12th of December, 2018, it is resolved that Francis F. Weiderspahn, Jr., Chairman of the Crawford County Board of Commissioners shall have the power and authority to sign Community Development Block Grant documents both in hard copy and digitally on behalf of the Crawford County Board of Commissioners when required pursuant to actions taken by the Board of Commissioners. In the event of his inability to so act, then the Vice-Chairman or Secretary shall have aforesaid power and authority.

CRAWFORD COUNTY BOARD OF COMMISSIONERS


Francis F. Weiderspahn, Jr., Chairman


John M. Amato, Vice Chairman


John Christopher Soff, Secretary/Treasurer



ATTEST:


Gina Chatfield, Chief Clerk

2019 Commissioner Meeting Dates

	work session	full meeting
1	Wednesday, January 2, 2019	Wednesday, January 9, 2019
2	Wednesday, January 16, 2019	Wednesday, January 23, 2019
3	Wednesday, February 6, 2019	Wednesday, February 13, 2019
4	Wednesday, February 20, 2019	Wednesday, February 27, 2019
5	Wednesday, March 6, 2019	Wednesday, March 13, 2019
6	Wednesday, March 20, 2019	Wednesday, March 27, 2019
7	Wednesday, April 3, 2019	Wednesday, April 10, 2019
8	Wednesday, April 17, 2019	Wednesday, April 24, 2019
9 *	Wednesday, May 1, 2019	Wednesday, May 8, 2019
10	Wednesday, May 15, 2019	Wednesday, May 29, 2019
11	Wednesday, June 5, 2019	Wednesday, June 12, 2019
12	Wednesday, June 19, 2019	Wednesday, June 26, 2019
13	Wednesday, July 3, 2019	Wednesday, July 10, 2019
14	Wednesday, July 17, 2019	Wednesday, July 24, 2019
15	Wednesday, August 7, 2019	Thursday, August 15, 2019
16	Wednesday, August 21, 2019	Wednesday, August 28, 2019
17	Wednesday, September 4, 2019	Wednesday, September 11, 2019
18	Wednesday, September 18, 2019	Wednesday, September 25, 2019
19	Wednesday, October 2, 2019	Wednesday, October 9, 2019
20 *	Wednesday, October 16, 2019	Wednesday, October 23, 2019
21	Thursday, November 7, 2019	Wednesday, November 13, 2019
22	Wednesday, November 20, 2019	Wednesday, November 27, 2019
23	Wednesday, December 4, 2019	Wednesday, December 11, 2019
24	Wednesday, December 18, 2019	Monday, December 23, 2019

* **Conference Room**

Requests of New Hires and Employee Transfers

December 12th 2018

Coroner

The Transfer of Michael Betts, Part Time Chief Deputy Coroner, from Part Time First Deputy Coroner, replacing Rocco Tedesco, effective 12/24/2018.

The Transfer of Rocco Tedesco, Part Time First Deputy Chief Deputy Coroner, from Chief Deputy Coroner, replacing Michael Betts, effective 12/24/2018.

Clerk of Courts

The New Hire Nicole Brunot, Full Time Clerk Typist I, replacing Rachel Braebender, effective 12/27/2018.

Prothonotary

The Temporary Hire of Christiana Tomko, Per Diem Clerk, replacing Brianna Pandya, effective 12/12/2018.

The Transfer of Rachel Brabender, Full Time Clerk Typist I, transferring from Full Time Clerk Typist I (Clerk of Courts), replacing Christine Tomko, effective 01/07/2019.

Sheriff

The rate for Christiana Tomko, Full Time Clerk/Typist I, lateral move replacing Thomann Kiser, effective 12/12/2018.

Domestic Relations

The Transfer of Katheryn Picard, Full Time Caseworker II (Temporary), transferring from Part Time Caseworker I, replacing Rachael Norman, effective TBA.

The Transfer of Judit Kleesz, Full Time Caseworker II (Temporary), transferring from Full Time Child Support Caseworker I, replacing Katheryn Picard, effective TBA.

Correctional Facility

The New Hire Lauren Michalchik, Per Diem Corrections Officer, adding to the list, effective 12/13/2018.

Human Services

The Transfer of Jessie Brocklehurst, Full time Caseworker II (Intake-Permanent), transferring from Caseworker I (On-Going), replacing Cathy Santoro, effective 12/17/2018.

The Transfer of Luke Geer, Full Time Caseworker I (On-Ongoing – Permanent), replacing Jessie Brocklehurst, effective 12/17/2018.

The New Hire Lorrene Wagner, Full Time Caseworker II On-Going (Substitute), replacing Luke Geer, effective 12/17/2018.

Care Center

The Emergency New Hire Meghan Paige Walters, Per Diem Nutrition Aide, replacing Jade Willey, effective 11/26/2018.

The Emergency Transfer Mary VanHouten, Full Time CNA, replacing Kinsey Church, effective 12/10/2018.

The Emergency Transfer Katrina Eickley, Full Time LPN, replacing Kinsey Church, effective 12/10/2018.