

The Crawford County Board of Commissioners met on Wednesday, December 8, 2021 for a regular meeting, with the following present or by phone:

Eric Henry	Chairman
Francis Weiderspahn	Commissioner
John Christopher Soff	Commissioner
Gina Chatfield	Chief Clerk
Terri Chimiak	Secretary/Open Records Officer
Christine Krzysiak	Treasurer
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Matt Digiacomo	Voters Services/IT
Kristin Hauser	CATA
Paula DiGiacomo	Asst. District Attorney
Mark Peaster	Procurement
Tim Brown	IT
Zach Norwood	Planning
Heidi Shiderly	Court Admin
Mark Phelan	Maintenance
Gail Kelly	Human Services
Dave Powers	Sheriff
Tonya Moyer	Care Center Director
Carla Szalewicz	Domestic Relations
Greg Beveridge	Public Safety
Brittany Johnston	HR
Ellie Donnell	HR Payroll
Keith Gushard	Tribune
Kevin Tommaney	Armstrong Cable

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the full meeting held on November 24, 2021. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on December 1, 2021. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$2,867,495.77 for the period ending December 7, 2021. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve the reappointment of Jill Withey to the Crawford Area Transportation Authority Board of Directors for a 4-year term beginning January 1, 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify to virtually attend the 2022 National Child Support Enforcement Association (NCSEA) Policy Forum February 3-5, 2022. Cost to the county is \$102.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve expenses in the amount of \$775.00 for Continuing Legal Education Training. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Bid award to Tri-County Industries for collection of refuse and recyclables at multiple County facilities for the two-year period of 2022–2023 at a projected cost of \$37,406. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the renewal of the maintenance agreement with Teleosoft for 2022 in the amount of \$6,672.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of 16 video surveillance camera system for security of the Walnut St. parking structure from Mobilcom at a cost of \$19,699.00, pre-approved to be reimbursed from AOPC security grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the maintenance agreement with Hagan Business Machines of Meadville, Inc. for maintenance and supplies of Toshiba copier ID# 5065 at MDJ Meadville office effective December 6, 2021. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of Actuarially Determined Contribution for 2021 in the amount of \$2,484,106.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of 6 desks and 1 48” round conference table in the total amount of \$4,470.00 (including \$795.00 shipping to be split with Commissioners and Finance). These are used desks and will need approval then ratification. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the replacement purchase of a Waring Blender from Hobart, in the amount of \$662.58 to be paid from Dietary Minor Equipment. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the replacement purchase of a Robot Coupe Food Processor from Hobart, in the amount of \$994.00 to be paid from Dietary Minor Equipment. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the change in FTE from 50% to 100% for Business Office Clerk-Accounts Receivable. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the payment of invoices from New Backup 911 Center Project at Fairgrounds – in the amount of \$ 337.00. Mr. Soff seconded and the motion carried.

- The Home Depot \$ 139.00
- Weber Electric Supply Inc. - \$ 198.00

Mr. Soff made a motion to ratify the payment of invoice – Scobell Company, Inc. – work on boilers at Courthouse - \$ 6,613.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoices from Stiffler McGraw for work completed on three CDBG projects. All three invoices are paid for by the County’s CDBG program. Mr. Soff seconded and the motion carried.

- \$181.50 for the Steuben Township ADA project.
- \$181.50 for the Richmond Township ADA project.
- \$1,029.54 for the Beaver Township ADA project

Mr. Soff made a motion to approve to release \$4,528.75 of Act 13 environmental funds awarded for the French Creek Heritage and Entertainment District project to Economic Progress Alliance of Crawford County to match an Industrial Sites Reuse Program (ISRP) grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify a contract award to Windstream Services, LLC. for broadband deployment to the Keystone Industrial Park in Greenwood Township. The contract is for a not-to-exceed figure of \$21,410.68. The cost is covered through a grant award by the State Facility Closure Transition Program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to the renewal of the annual service agreement with Breathing Air Systems for the Air Trailer at a cost of \$1,347.98. This is a budgeted expense with no additional cost to the County. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to a one-year agreement with Mobilcom for maintenance of the ZETRON Alerting/Communications equipment at a cost of \$19,998.00. This was not a budgeted expense for 2022 but funds are available to cover this cost at no additional expense to the County. Mr. Soff seconded and the motion carried

Mr. Soff made a motion to approve the agreement with the State Homeland Security Grant Program for the period of September 01, 2021 to November 30, 2024 in the amount of \$312,380.00. This is at no expense to the county. ***Electronic Signatures Required***. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the agreement with In-Synch Systems for CAD RMS support at a cost of \$1,199.00. This is a budgeted wireless fund expense at no additional cost to the county. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of 475 Skype for Business licenses for \$13,129.00 from CDWG. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase network support from DES for \$546.25. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of CORE Program from CCAP for \$1500.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of Internet and Voice solution for a 36-month contract from Zito for monthly recurring costs of \$1,844.75. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Northwest Behavioral Health Partnership, Inc. – Modification to Administrative Services Agreement for 1/1/21 – 12/31/24. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify Payment to Center for Family Services, Inc. (ERAP Services Provided 10/15/21 – 11/9/21 and Admin Reimbursement 9/1/21 – 10/30/21). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify Payment to Center for Family Services, Inc. (ERAP Services Provided 10/26/21 – 11/10/21). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve PCCD Grant – CAC/MDIT 2021 for 1/1/21- 4/30/22. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Personnel – Appointment of Sue Watkins to the NW3 Board of Directors as of 1/6/22. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following Grant Contracts FY 21/22 for Crawford County School for Adult Education. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following CYS/JP Contracts FY 21/22 for Family Development Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following CYS/JP Contracts FY 21/22 for Hermitage House Youth Services, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following MH/ID/EI Contracts FY 21/22 for wood Services, Inc. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Purchase Requisitions for the Erie County Coroner in the amount of 41,580.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the appointment of Kirk Shimshock to represent Crawford County on the NWPAs Job Connect Workforce Development Board in Northwest Pennsylvania, effective December 8, 2021 through June 30, 2025. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Courthouse closing at 12:00 pm on 12/23/2021 for the Christmas Holiday. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the New Hires/Transfers on the attached sheet from Human Resources/Payroll (list attached to the minutes). Mr. Weiderspahn seconded and the motion carried.

The next Meeting will be held on meeting will be held on Wednesday, December 15, 2021. There being no further items to address, Mr. Soff made a motion to adjourn. Mr. Weiderspahn seconded and the motion carried.

Eric Henry, Chairman

Francis F. Weiderspahn, Jr., Commissioner

John Christopher Soff, Commissioner