

The Crawford County Board of Commissioners met on Wednesday, November 10, 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
Jenny Tompkins	Planning
Heidi Shiderly	Court Admin
Tim Brown	IT
Mark Phelan	Maintenance
Gail Kelly	Human Services
Dave Powers	Sheriff
Tonya Moyer	Care Center Director
Nicole Graham	HR
Ellie Donnell	HR Payroll
Keith Gushard	Tribune
Garrett Dvorkin	Titusville Herald
Kevin Tommaney	Armstrong

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the full meeting held on October 27, 2021.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on November 4, 2021.

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$3,370,243.87 for the period ending November 9, 2021. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve the purchase of one-year remote access server license and maintenance from Proxy Networks for \$2,659.66. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of (1) Dell Latitude 3520 Build Your Own laptop (\$1159.09) with docking station (\$260.92) and backpack case (\$44.39) for a total cost of \$1464.40.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to renew the annual contract with M&M lawn care for year-round snow/ice removal and lawn maintenance. This is a cost of \$7500.00 and is a budgeted expense.

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to renew the existing three-year contract with Mobilcom for maintenance service on all Radio communications system components for an additional three years at a cost of \$41,784.00 per year which will be billed at \$3,482.00 per month. This is a budgeted expense, covered by wireless monies at no additional expense to the county. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the quote with Rabell Surveying and Engineering of Albion for the Surveying and Engineering Services work at the West Tower site in the amount of \$15,000.00. This is part of the ARPA Fund approved tower project. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the renewal of an existing tower space lease agreement with West Mead Township for three years. This will be for the Fairgrounds tower site with a 3% annual increase. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to create four (4) Full Time C.N.A. positions, 3–12-hour shifts, 72 hours. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to create two (2) Part Time C.N.A. positions, 2–12-hour shifts, 48 hours. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to create five (5) additional C.N.A. Per Diem positions (3618-026, 3618-027, 3618-028, 3618-029, 3618-030). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to create seven (7) Per Diem Temporary Nurse Aide (T.N.A.) positions. Pay rate to be determined by Salary Board. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve invoice– The Wilkins Co., Inc. - Fire alarm inspection at the Courthouse –\$760.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the payment of invoice from Courthouse Remodeling Project – new Treasurer’s Office – Rotomat Project - in the amount of \$ 84.96 from Home Depot. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment of invoice from Courthouse Remodeling Project – new front ADA Ramp – Stiffler McGraw & Associates, Inc.- in the amount of \$679.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify approval to cut 2 trees at the former QLC – Jon Mowris Tree Care LLC – in the amount of \$ 2,000.00. 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 \$ 1,197.60. Mr. Soff seconded and the motion carried.

- Ace Contractor Center \$ 983.86
- Saegertown Hardware - \$ 40.99
- Sunbelt Rentals - \$ 75.50
- Weber Electric Supply Inc. – \$ 60.43
- Winters’ Plumbing & Heating Supplies - \$ 36.82

Mr. Soff made a motion to ratify the payment of invoice from Courthouse Remodeling Project - existing Commissioner’s Conference Room – in the amount of \$ 478.79. Mr. Weiderspahn seconded and the motion carried.

- The Home Depot - \$ 71.72
- Sherwin-Williams - \$ 329.97

- Weber Electric Supply, Inc. - \$ 77.10

Mr. Weiderspahn made a motion to ratify the purchase HP Color LaserJet Printer – CDW Government – COSTARS - \$642.51. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Payment of invoice – Shingledecker’s Welding, Inc.- Rehab on Bridge # 3 – Jerusalem Hill Rd – in the amount of \$ 184,000.00 – this will be paid by Liquid Fuels monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve an annual subscription for an Adobe Creative Cloud license in the amount of \$599.88. This is a budgeted item. Mr. Soff seconded and the motion carried

Mr. Soff made a motion to approve a Real Property Disposition Policy for Crawford County’s Community Development Block Grant program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a letter of understanding between Crawford County and Richmond Township for the Richmond Township Municipal Building ADA updates. Funded by CDBG-CV. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to reimburse Meadville Medical Center for the purchase of a COVID-19 rapid testing machine in the amount of \$50,000. This is paid for by CDBG program FY 2021.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to reimburse Linesville for their FY 2021 Act 13 Memorial Park Improvements project in the amount of \$9,900. This is paid for by Crawford County’s Act 13 Environmental Initiative program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to reimburse CHAPS for their July and September rent and utility assistance program in a total amount of \$1,591.85. This is paid for by the City of Meadville’s CDBG-CV program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay an invoice from the Titusville Herald for advertising expenses associated with advertising for engineering services for two park projects, Ed Myer Complex and Day Park, in the amount of \$136.50. This is paid for by the City of Titusville’s CDBG program.

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay an invoice from Stiffler McGraw for professional services associated with the Richmond Township ADA project in the amount of \$1,590.65. This is paid for by Crawford County’s CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay an invoice from Stiffler McGraw for professional services associated with the Beaver Township ADA project in the amount of \$2,063.90. This is paid for by Crawford County’s CDBG program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay an invoice from Stiffler McGraw for professional services associated with the Steuben Township ADA project in the amount of \$1,427.55. This is paid for by Crawford County’s CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Crawford County Planning Commission recommendation to the Board of the Commissioners to appoint Maria Drees to a four-year term running from January 1, 2022 through December 31, 2025. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Crawford County Planning Commission recommendation to the Board of the Commissioners to appoint Jessica Hillburn to a four-year term running from January 1, 2022 through December 31, 2025. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Crawford County Planning Commission recommendation to the Board of the Commissioners to appoint Austin Rock to a three-year term running from November 11, 2021 through December 31, 2024. This appointment fills an existing vacancy created by the departure of Daniel Arnett from the Commission. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Crawford County Planning Commission recommendation to the Board of the Commissioners to appoint Travis Palmer to a two-year term running from November 11, 2021 through December 31, 2023. This appointment fills an existing vacancy created by the departure of Peter Zimmer from the Commission. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Purchase Requisition - Healthy Body Peaceful Soul, LLC (Plugged Into Mindfulness 10-Session Course 1/10/22 – 3/14/22). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Purchase Requisition - – Keymark IMR (OnBase Maintenance Renewal for 12/1/21 – 11/30/22). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Purchase Requisition - Titusville Housing Authority (Senior Anti-Bullying Training for Residents and Staff). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following SOC Contracts FY 21/22 for New Beginnings Church of God DBA Water's Edge Christian Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following CYS/JP Contracts FY 21/22 for Adoption Connection, PA. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following CYS/JP Contracts FY 21/22 for White Deer Run, LLC. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following MH/ID/EI Contracts FY 21/22 for Achievement Center of LECOM Health – Amendment C-1. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following MH/ID/EI Contracts FY 21/22 for Family Services of NW PA – Amendment C-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following Professional Contracts FY 21/22 for Hand In Hand Christian Counseling, LLC. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following Professional Contracts FY 21/22 for Karrail Phillips. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following Same Rates as Prior Year for CYS/JP Contracts FY 21/22 from Bethany Christian Services of Western Pennsylvania. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following Same Rates as Prior Year for MH/ID/EI Contracts FY 21/21 from Care Center, Inc. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following Same Rates as Prior Year for MH/ID/EI Contracts FY 21/21 from Human Services Center - Edgewood LTSR. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following Same Rates as Prior Year Professional Contracts FY 21/22 from MMC Pharmacy, Inc. DBA Mill Run Community Pharmacy. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Purchase Requisitions for the following in the amount of \$44,142.00. Mr. Soff seconded and the motion carried.

- Community Health Services 44,142.00

Mr. Soff made a motion to ratify Purchase Requisitions for the following in the amount of \$658,947.30. Mr. Weiderspahn seconded and the motion carried.

- PCHIPC 658,947.30

Mr. Weiderspahn made a motion to approve the 2020 final audit from MaherDuessel. 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, November 17, 2021. There being no further items to address, Mr. Weiderspahn made a motion to adjourn. Mr. Soff seconded and the motion carried.

---

Eric Henry, Chairman

---

Francis F. Weiderspahn, Jr., Commissioner

---

John Christopher Soff, Commissioner