

The Crawford County Board of Commissioners met on Wednesday, December 28, 2022 for a regular meeting, with the following present:

Eric Henry	Chairman
Francis Weiderspahn- Phone	Commissioner
John Christopher Soff	Commissioner
Terri Chimiak	Secretary
Katie Eckstein	Deputy Treasurer
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Dave Powers	Sheriff
Tim Valencic	JC Maintenance
Tonya Moyer	CCCC
Heidi Shiderly	Court Admin
Jack Greenfield	CCCCF
Tim Brown	IT
Ann Knott	Planning
Greg Beveridge	Public Safety
Trevor Oates	APO
Mark Phelan	Maintenance
Sue Watkins	Human Services
Brittany Johnston	HR
Ellie Donnell	HR/Payroll

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the full session meeting held on December 14, 2022.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on December 21, 2022.

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$5,120,274.30 for the period ending December 23, 2022. Mr. Weiderspahn seconded and the motion carried

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to ratify the purchase of 2 motors ordered in the amount of \$1,775.00 from Weber Electric. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of a 2022 Ford Explorer, 4WD, XLT from the President Judges Account in the amount of \$39,900 from Whitmoyer Auto Group per Mark Peaster. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of Video Conferencing Equipment for the Gary Chapin Training Center. Equipment to be purchased by various vendors for a total of \$1629.62. Mr. Soff seconded with further discussion. A decision was made to table the item to look further into possibilities of using grant money to make the purchase. Mr. Soff then made a motion on this and Mr. Weiderspahn seconded and the motion carried the item was tabled.

Mr. Soff made a motion to approve payment to Fine Print for Printing of Dog License Renewal Postcards in the amount of \$1,465.00. This will be 100% reimbursed by PA Dog Law in February 2023. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the policy to set Tax Sale Documentation Fee in the amount of \$10 per parcel. Fee effective 1/1/2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the proposal from Farley Solutions to provide assistance with the December 31, 2020, Pennsylvania Medicaid cost report audit and serve as the primary contact for the Department of Human Services, Office of Long-Term Living auditor. Professional fees for these services, exclusive of travel time, will be at an hourly rate of consultant: \$175 and Administrative Support: \$50. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment for the \$734 civil money penalty for the Fair Labor Standards Act, Wage and Hour Division investigation of the November 1, 2020 through October 23, 2022 period. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of the annual service of the Courthouse UPS from Nationwide Power for \$2,274.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the new pricing schedule for sale of public information from county databases and service pricing to support tax collection processes. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of \$4,200 to LSSE Civil Engineers for services conducted in relation to the Greiser Rd. Tower project using ARPA funds for this expense. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of a mouse and keyboard combiner for a 911 console at a cost of \$962.67 to replace an outdated system. This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of \$805.62 to Erie County DPS for Crawford County's portion of the startup costs for the EMS Plan Administrator. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the renegotiated lease agreement with Verizon Wireless for tower space rental. The new agreement is a five-year term with seven automatic five-year renewals. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the proposal submitted by the Gildea group for the Greiser Road tower site (road construction/site clearance/water management) on the advice of the bid manager in the amount of \$95,282.71. This was reviewed by Attorney Button. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the annual maintenance agreement with Mobilcom for the ZETRON system at a cost of \$20,900.00. This is a budgeted expense. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay Scobell Company, Inc. – yearly boiler maintenance at the QLC Facility – \$1,337.80. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay Scobell Company, Inc. – to replace float switch in condensate tank in the Public Defender's Office - \$954.45. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay Scobell Company, Inc. -\$1,240.00. Mr. Weiderspahn seconded and the motion carried.

- Diagnose and replace (2) check valves on the condensate tank in the boiler room at the Courthouse
- Repair overhead heating unit in the Register and Recorder's Office

Mr. Weiderspahn made a motion to approve to pay invoices from Courthouse Remodeling Project - HVAC Project - \$3,191.80. Mr. Soff seconded and the motion carried.

- Tower Engineering – for Professional Services from 10/23/22 to 11/1/22 – \$2,626.00
- Meadville Redi-Mix – roll off charge - \$565.80

Mr. Soff made a motion to approve to purchase from Five Star International - new tanks for air brakes on the International Truck - \$1,402.80 – This will be paid with Liquid Fuels monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay Stantec – Professional Services for the roof project at the Care Center - \$16,182.50. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay The Wilkins Co., Inc. – contracted inspection fee for Fire Alarm System at QLC- \$600.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve replacing the Assistant Planning Director for Community Development position with a Deputy Director position. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a cooperation agreement between French Creek Recreational Trails Inc. and Crawford County for repair and maintenance of shared use path along State Route 6. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve execution of a Letter of Understanding between Crawford County and Venango Borough for \$141,940.40 FY 2021 and \$86,000 FY 2022 for the Karl Gerdon Park upgrade. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve execution of a Letter of Understanding between Crawford County and Venango Borough for \$41,000 FY 2021 for removal of blighted properties throughout Venango Borough. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of Application for Payment No. 2 from Terra Works in the amount of \$108,472.26 for partial payment for the City of Titusville's Diamond Street Park Project. This item is not budgeted and is to be paid for out of Titusville's FY 2020 CDBG program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice #11-2022-12 from Pashek+MTR in the amount of \$1,983.44 for engineering services for the Ed Myer Complex in Titusville. This item is to be is paid for out of Titusville's FY 2020 CDBG. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice #165630 from HRG, Inc. in the amount of \$6,914.20 for their October 2022 engineering services. This is paid for out of the ARC POWER Grant. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice # 77256 from the Meadville Tribune in the amount of \$167.25 for the Titusville Church Run RFP Notice. This is paid for out of the Titusville FY 2021 CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve renewal of Adobe Creative Cloud All Apps 100GB for \$599.88. The renewal is a budgeted item for 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the grant reimbursement request from the Crawford County Convention and Visitor's Bureau for their Tourism Signage project in the amount of \$3,400.00. This is paid for out of Act 13 Environmental Funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Payment to Center for Family Services, Inc. for (ERAP121522-2) and (ERAP121522-HN). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the PCCD Grant Modification – CAC/CIC 2022. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the appointment of Lori Walters to CCHS Advisory Board. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the appointment of Sabrina Hornstein to CCHS Advisory Board. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the appointment of Sarah Quinn to CCHS Advisory Board. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the SOC Contracts FY 22/23 from Crawford County Mental Health Awareness Program, Inc. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the SOC Contracts FY 22/23 from Meadville YMCA DBA Meadville Family YMCA. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the SOC Contracts FY 22/23 from New Beginnings Church of God DBA Water's Edge Christian Services – Amendment C-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the SOC Contracts FY 22/23 from Women's Services, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contracts FY 22/23 from Pathways Adolescent Center, Inc. – Amendment F-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Professional Contracts FY 22/23 from Counseling and Assessment Services, LLC. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Invoices/Purchase Requisitions in the amount of \$9,361.40. Mr. Weiderspahn seconded and the motion carried.

- Bollinger Technical Services Inc \$9,361.40

Mr. Weiderspahn made a motion to approve the 2023 Final Budget in the amount of \$73,191,365.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Resolution to set county tax millage rates for 2023 at a total of 21.85 Mills. Of which 20.25 mills is for General Fund; 0.90 mills is for interest & principal; and 0.7 mills is for the county library funding. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the 2023 CapEx Account in the amount of \$221,933.00. Mr. Soff seconded and the motion carried.

Ms. Franz asked to table the updated travel policy to a later date.

Mr. Weiderspahn made a motion to approve the KOI Racing contract in front of the grandstand for the 2023 Fair. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the 5-year term of Jill Haemer for the Central Region Fair Board Director. 1-1-2023 to 12-31-2027. 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.

Mr. Henry made a motion to recess the meeting to reconvene on Friday December 30, 2022 at 2:00 pm. Mr. Soff seconded and the motion carried.

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Eric Henry, Chairman

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Francis F. Weiderspahn, Jr., Commissioner

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John Christopher Soff, Commissioner