

The Crawford County Board of Commissioners met on Wednesday, December 13, 2023 for a regular meeting, with the following present:

Eric Henry	Chairman
Francis Weiderspahn Jr.	Commissioner
John Christopher Soff	Commissioner
Gina Chatfield	Chief Clerk
Christine Krzysiak	Treasurer
Courtney Stirling	Secretary
Stephanie Franz	CFO
Jaclyn Millan	Solicitor
Matt Digiacommo	IT/Voter Services
Dave Powers	Sheriff
Jessica Hillburn	CCFLS
Tracey Crawford	CCCD
Holly Varndell	JPO
Jack Greenfield	CCCF
Emmy Arnett	Prothonotary
Patti Wetherbee	Clerk of Courts
Paula Digiacommo	District Attorney
Heidi Shiderly	Courts
Greg Beveridge	Public Safety
Beth Forbes	Register & Recorder
Mark Phelan	Maintenance Director
Sue Watkins	Human Services
Ellie Donnell	HR/Payroll
Luke Clark	HR/Payroll
Brittany Johnston	HR
Keith Gushard	Tribune
Kevin Tommaney	Armstrong

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 November 22, 2023. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on December 6, 2023. Mr. Henry seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$7,474,654.43 for the period ending December 12, 2023. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve the following county library representatives to the CCFLS Board of Directors, for a term beginning January 1, 2024. Mr. Soff seconded and the motion carried.

1. Cochran Area Public Library – Linda Roche – 12/31/2024
2. Shontz Memorial Library (Conneaut Lake) – Kathe McKay – 12/31/2024
3. Stone Memorial Library (Conneautville) – Dot Luckok – 12/31/2024
4. Benson Memorial Library (Titusville) – Sara Patterson – 12/31/2025
5. Cambridge Springs Public Library – Carol Thumm – 12/31/2025
6. Meadville Public Library – Susan Slote – 12/31/2025
7. Linesville Community Public Library – Dale Pysner – 12/31/2026
8. Saegertown Area Library – Barry Capell – 12/31/2026
9. Springboro Public Library – Marsha Jones – 12/31/2026

Mr. Soff made a motion to approve the re-appointment of George Greig as a Farmer Director and Amber Heil as an Urban Director to the Crawford County Conservation District Board effective January 1, 2024 to December 31, 2027. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Reappointment of John Tautin as a Member-at-Large, Richard Ferguson as a Local Contractor and Robert Hopkins as the Chair to the Crawford County Agricultural Land Preservation Board; effective January 1, 2024 to December 31, 2026. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Amendment No. 2 for the Electronic Monitoring Service agreement with Commonwealth of PA-DGS Costars. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment to Craftmater Hardware for the purchase of 25 food pass/restraint apertures a.k.a. wickets and locking devices, in the amount of \$36,225, which is to be paid from the PCOMP Grant. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the installation of 25 food pass/restraint apertures a.k.a. wickets and locking devices, which will be installed by Rademacher Industrial Inc. and funded by the PCORP Grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment for continuing legal education for Paula Digiaco, in the amount of \$1,459.45. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the grant award from PEMA from Statewide Interconnectivity Fund to be utilized specifically for NextGen 911 GIS purposes and Post Migration Legacy Phone services, in the amount of \$90,430.50. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment to Cernica Engineering for the core boring report for the Sugar Lake Tower project, in the amount of \$1,950.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of Dell Latitude 3440 laptop computer through IT, in the amount of \$952.48. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion for approval to pay Application for Payment #1 from Horizon Construction Group, Inc. for work at the Ed Myer Complex, in the amount of \$183,265.20. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay invoice from HRG for October 2023 engineering services for ARC POWER Grant trail development, in the amount of \$22,720.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion for approval to pay 2 invoices from October 2023 and November 2023 for engineering service for the Conneautville Washington Street Stormwater Management Improvement Project, in the amount of \$5,800.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay reimbursement to Wayne Township for the Rynd Road Culvert Replacement 2023 Act 13 Project, in the amount of \$6,305.01. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion for approval to pay reimbursement to West Mead Township for the Oakgrove Park Improvement 2023 Act 13 Project, in the amount of \$3,637.73. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay reimbursement to Crawford County Historical Society for the Baldwin Reynolds House Historic Garden & Public Recreation Project 2023 Act 13 Project, in the amount of \$10,405.15. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the 2023 Annual Report submitted by the Crawford County Planning Agency. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval of a proclamation acknowledging Scott Sjolander's dedication and service to the Crawford County Planning Commission. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the contract amendment with Michael Baker International for additional services associated with the comprehensive plan project at a not-to-exceed figure of \$18,672. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for the approval to pay Invoice #5 from Michael Baker International for contracted services for October 2023 for the 2024 Crawford County Comprehensive Plan, in the amount of \$16,503.37. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the appointment of Becky Dawson of the City of Meadville, to fill a vacated seat on the Crawford County Planning Commission with the term to expiring December 31, 2026. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the appointment of Ron Mattocks of Cambridge Springs, to fill a vacated seat on the Crawford County Planning Commission with the term to expiring December 31, 2027. Mr. Weiderspahn seconded and the motion carried 2-1 with Mr. Soff voting against.

Mr. Weiderspahn made a motion to approve the appointment of Stephanie Thauer of Venango Township, to fill a vacated seat on the Crawford County Planning Commission with the term to expiring December 31, 2027. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the agreement between Crawford County and Conneautville Borough for Act 13 Environmental Initiative Fund, which is for a blight clearance project on two adjacent parcels in the Borough, in the amount of up to \$32,000 or the total cost of the project, whichever is lesser. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the approval of invoices from Courthouse Remodeling Project for the new GIS Office, in the amount of \$2,531.75. Mr. Soff seconded and the motion carried.

- Home Depot - \$209.51
- Meadville Ace Contractor Center - \$2,322.24

Mr. Soff made a motion to ratify the approval to pay invoice from Courthouse Remodeling Project for HVAC Project with Tower Engineering, Inc. for engineering services, in the amount of \$2,626.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the approval to pay invoice from Courthouse Remodeling Project for HVAC Project with Foreman Group for commissioning services, in the amount of \$10,000.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay The EADS Group for engineering services on the parking deck rehab, in the amount of \$13,964.40. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion for approval to pay Brian J. Noah, Project Manager for Professional Services from 11/1/23 to 11/30/23, in the amount of \$1,813.50. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay Perry Construction Group, Inc. for a coil unit and valve for the Courthouse Assembly Room air handler unit, in the amount of \$4,535.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion for approval to pay The Meadville Tribune for advertisement to accept bids for construction on the back wall at the Courthouse, in the amount of \$397.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay Powell's Sanitation and Construction to excavate, repair and camera a storm drain line at the Courthouse, in the amount of \$5,495.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion for approval to pay The Wilkins Co., Inc. to replace a fire alarm pull station at the Courthouse, in the amount of \$625.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion for approval to pay Stantec Architecture, Inc. for engineering services on the Youth Show Arena Roof project at the Fairgrounds, in the amount of \$953.63. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify Act 148 report for 1st quarter FY 23/24. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the MOU with Joseph C. Barnhart. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the PCCD Grant Modification – CAC/CIC 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Purchase Requisition from CHAPS for reimbursement for CIT Luncheon on 10/12/23 with no cost to the county. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Purchase Requisition from Whitmoyer Ford for the purchase of two 2023 Ford Escapes. Total cost to the county was \$3,187.85. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Travel Request for Heather Gerard and Samantha Kircher to Youngstown, OH on 10/2/23 for Emergency Placement. Total cost to the county was \$9.72. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Travel Request for Jill Penicie to Dayton, OH on 9/25/23 for Consumer Monitor. Total cost to the county was \$0.93. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Travel Request for Molly McElhaney to Dayton, OH on 9/25/23 for Consumer Monitor. Total cost to the county was \$0.93. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Professional Contact CY 2022 with Center for Family Services, Inc. – Amendment C-2. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contract FY 23/24 with Family Services of NW PA. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the MH/ID/EI Contract FY 23/24 with Achievement Center of LECOM Health – Amendment C-2. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the ride waiver addendum to the Motor Vehicle Use Policy. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following purchase requisitions/invoices. Mr. Soff seconded and the motion carried.

- Remedy Analytics \$26,338.00
- Community Health Services \$90,336.00
- \$116,674.00

Mr. Soff made a motion to ratify the following purchase requisition/invoice. Mr. Weiderspahn seconded and the motion carried.

- PA Counties Health Insurance \$706,358.40

Ms. Franz presented the Preliminary 2024 Budget.

Mr. Weiderspahn made a motion to approve the contract with the Zerbini Family Circus for 20 shows at the 2024 Crawford County Fair, in the amount of \$24,500. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify Estoppel and Security Agreement between Crawford County, Crawford Care Center Opco, LLC and eCaptial Healthcare Corporation. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to close early on December 22, 2023 for the Christmas Holiday. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the new hires/transfers. Mr. Weiderspahn seconded and the motion carried.

After all requests were made Mr. Weiderspahn thanked everyone who helped with the budget. Mr. Soff and Mr. Henry agreed.

Mr. Weiderspahn made a motion to adjourn the meeting at 9:55AM. Mr. Soff seconded and the motion carried.

Eric Henry, Chairman

Francis F. Weiderspahn, Jr., Commissioner

John Christopher Soff, Commissioner