

Crawford County Commissioners
WORK SESSION

November 19, 2025~ 9:30 am

Please turn Cell Phone Ringers to Silent!

1. SHERIFF: Dave Powers

- A. Approve Hagen Business Machine copier maintenance and supply contract #7380-03 for Toshiba Copier, effective 12/3/2025

2. TREASURER: Christine Krzysiak

- A. Approve payment of the 2025 Actuarially Determined Contribution to the Retirement Account. This year the payment is \$2,324,363.00. This is a budgeted item.

3. COURTS: Heidi Shiderly

- A. Approve payment of \$4,000.00 to City of Meadville for Invoice #3968 for 2024 LIVESCAN maintenance fee. This is a budgeted item.
- B. Approve 1 year Maintenance and Supply agreement with Hagan Business Machines for MDJ Meadville copier effective December 6, 2025.
- C. Approve a 5-year contract with Thomson Reuters effective Jan 1, 2026 for law library print materials at a cost of \$81.66 per month with a 4% annual increase.
- D. Approve a 5-year contract with Thomson Reuters effective Jan 1, 2026 for law library print materials at a cost of \$3,176.07 per month with a 4% annual increase.

4. CCCF- Jack Greenfield

- A. **RATIFY** the payment \$366.92 to Lindsey Refrigeration for emergency repairs to the kitchen cooler. This is not a budget item
- B. **RATIFY** the payment of \$893.65 to HRI Commercial Food Service for emergency repairs to the kitchen dishwasher. This is not a budget item
- C. **RATIFY** the payment of \$2980 to Canadohta Security for the replacement of 2 Restricted Housing Unit (RHU) cameras that were destroyed by an inmate. This is not a budget item.

5. MAINTENANCE: Mark Phelan

- A. **RATIFY** Approval of Approval of invoices from Courthouse Remodeling Project – Courtroom #3 - \$2,646.21
 - Ace Contractor Center - \$2,578.17
 - Sherwin Williams - \$34.95
 - The Home Depot - \$33.09

6. PLANNING: Samantha Travis

- A. Request approval of payment to Request approval of payment to Vogt Heating & Cooling for reimbursement (#11& #12), totaling \$3,200.00, for training wages associated with the Workforce and Retention Program (WARP). This is a non-budgeted item. This item will be paid for out of the Whole Home Repair Program (WHRP).
- B. Request approval of payment to Ferguson Construction for reimbursement (#9), totaling \$720.00, for training wages associated with the Workforce and Retention Program (WARP). This is a non-budgeted item. This item will be paid for out of the Whole Home Repair Program (WHRP).
- C. Request approval of payment of Pay App #3 from Genesis Roofing & Construction totaling \$52,625.00 for construction at the Meadville Central Fire Station. This is a non-budgeted item. This item will be paid for from the FY 2022 Meadville CDBG.
- D. Request approval to pay invoice #621015 from McDonald, Illig Attorneys for \$200.00 for contracted professional services for the county SALDO. This is a non-budgeted item.
- E. Request approval to pay a check request for Active Aging for \$130.00 for room rental for the Peer-to-Peer stakeholder meeting. This is a non-budgeted item. This item is to be paid for with match funds for the Peer-to-Peer Grant.
- F. Request approval of an Intergovernmental Cooperation Agreement between Crawford County and Cambridge Springs Borough.
- G. **RATIFY** approval of payment of invoice from QRS Construction for \$23,972.93 for completed housing rehab work for homeowner #031. This is a non-budgeted item. This item will be paid for from the Whole Home Repair Program (WHRP).

7. FINANCE: Stephanie Franz

- A. Approve the following:
 - 1. Erie Bank/CNB 2016 Judicial Center Loan Principal & Interest \$293,789.07
 - 2. Erie Bank/CNB 2015 Judicial Center Loan Principal & Interest \$414,837.71
 - 3. Maher Duessel Contract for Single Audits

8. COMMISSIONERS: Brittany Johnston

- A. Appointments of Public Safety Commission Appointments
- B. Approve the Shafer Law Firm invoice #89992 in the amount of \$2,622.00 for Litigation Services
- C. Ratify the refund payment for fairground storage due to decrease in fees. Storage area changed from enclosed @ \$15/ft to the covered area @ \$7/ft. Refund amount is \$168.00
- D. **Notifications:**
 - 1. Notification from Olde Forge Environmental on behalf of PennDOT Crawford County regarding their intent to apply to PA DEP for a renewal NPDES permit to allow for the discharge of treated wastewater to Oil Creek. Activities to take place in Rome Township.

2. Notification from HRG, Inc. on behalf of Shearer Family Farm, LLC regarding their intent to apply to PA DEP for Chapter 102 permitting. The proposed project is the Installation of a pre-engineered waste storage facility and other agricultural BMPs, including heavy-use area protection, waste transfer, roofs and covers, roof runoff structures, access road, underground outlet, subsurface drains, fence, and stormwater control measures. Activities to take place in East Fairfield Township.
3. Notification from CEC, Inc. on behalf of National Fuel Gas regarding their intent to apply to PA DEP for Chapter 105 permitting. The proposed project includes the installation/replacement of an existing exposed 6-inch-diameter pipeline with approximately 626 feet of 8-inch-diameter high-pressure natural gas distribution steel pipeline within an existing right-of-way (ROW) and across Oil Creek using open-trench methods. Activities to take place in the City of Titusville.

2025 Upcoming Events:

November 26, 2025 Full Session

December 3, 2025 Work Session

December 10, 2025 Full Session

December 17, 2025 Work Session

PUBLIC COMMENT:

COMMISSIONER COMMENTS:

ADJOURN: