

AGENDA
CRAWFORD COUNTY BOARD OF COMMISSIONERS MEETING
FEBRUARY 13, 2019

Please Turn Cell Phone Ringers to Silent

DRAFT

1. PLEDGE OF ALLEGIANCE
2. APPROVE THE MINUTES FROM THE MEETINGS ON JANUARY 23, 2019.
3. APPROVE THE MINUTES FROM THE WORK SESSION ON FEBRUARY 6, 2019.
4. APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$TBD FOR THE PERIOD ENDING FEBRUARY 12, 2019.
5. ANNOUNCE EXECUTIVE SESSIONS: None
6. PUBLIC COMMENT: (Reminder the time limit for individual comment is 3 minutes; total comment period is 30 minutes. Anyone requesting to be placed on the Regular Meeting AGENDA must specifically state their topic and restrict their comments to the County matter that is on the published agenda items or that can be reasonably expected to be a future actionable item by the Board of Commissioners.)
 - a. None
7. CORRECTIONAL FACILITY:
 - A. DSI-ITI, Inc. for OMS 2019 Maintenance and Support Agreement ~ \$9,370.00
 - B. The Wilkins Co., Inc. for 2019 Fire Alarm Inspection ~ \$8,625.00
 - C. City of Meadville for Range Fees for Staff Qualifications ~ \$2,000.00
 - D. RATIFY SECURUS Inmate Tablet Training in Dallas, Texas ~ No cost.
8. PUBLIC SAFETY:
 - A. Accept EMMCO West Communication Grant \$5,539.20 to replace Med 6. Local match \$3,692.80 from Act 12. Total \$9,232.00.
 - B. Purchase new Med 6 from MOBILCOM \$9,232.00 State Contract Price.
 - C. Apply for FFY 2019 EMPG \$102,471.
 - D. Ratify payment to Ibis-Tek of Butler. \$10,601.25. Approved for \$9,819.25. Increase of \$782.00. Paid by Tier II.
 - E. Cellular Mobile Router for use at emergency scenes to enhance cellular and internet capabilities. \$1,492.91. \$10.00 Month. Tier II.
9. PLANNING:
 - A. RATIFY the 2018 Emergency Solutions Grant contract with CED to be managed by the Crawford County Mental Health Awareness Program (CHAPS).
 - B. Approval of the 2017 ESG invoices for December 2018 expenses in the amount of \$5,311.48; reimbursement to CHAPS

- C. Approval of the 2017 Shelter + Care invoice for December 2018 in the amount of \$14,563.26; reimbursement to CHAPS

10. HUMAN SERVICES:

- A. Other
 - Avanco International, Inc. AFCARS 2019 Upgrade
 - HSBG I&E Report for FY 17/18 – Revision 1
 - RATIFY PCCD Grant – Safe and Resilient Titusville
 - Purchase Requisition – Dell, Inc. (Laptop for K. Winters)
 - Purchase Requisition – Dell, Inc. (Laptop for P. Beebe)
- B. CYS Contracts FY 18/19
 - Adelphoi Village, Inc. – Amendment F-1
 - Family Care for Children and Youth, Inc.
 - George Junior Republic in Pennsylvania
- C. MH/ID/EI Contracts FY 18/19
 - Arc Human Services, Inc.

11. TREASURER:

- A. RATIFY Close out CD at Marquette Savings in the amount of \$1,000,000.00 to reimburse General Fund for Parking Project. This is the 3rd withdrawal of reserve funds that are intended to pay for the Parking Project. The total amount restricted for this project is \$3.8M. The balance of reimbursement for this project will be \$800,000.00 after this withdrawal is made.

12. ASSESSMENT:

- A. Catastrophic Loss and refunds
- B. Adoption of 2019 Assessment and Per Capita rolls

13. REGISTER & RECORDER:

- A. Approval for Indecomm Electronic Recording Trusted Submitter Agreement

14. ITS:

- A. Request approval to procure a Ribbon Networks SBC 1000 Chassis w/PRI for \$1,600 and one year of 24 x 7 premium maintenance for \$208.00. This will be through Landis Technologies and is the lowest of three prices found for the item. The total cost for this procurement is \$1,808.00. Two other quotes for this SBC with the PRI license were obtained, one from CDWG for \$3,904.21, and the other through Insight for \$2,787.99
- B. Request approval of the renewal of VMWare annual maintenance licensing from Dell for the amount of \$20,473.97. VMWare is the software used to run the virtualized servers for the county.

15. COURTS:

- A. Approve Service Agreement with Vanderhoof Heating & Air Conditioning for quarterly service of HVAC at Titusville MDJ office per lease agreement requirements for a cost of \$279 per quarter of \$1,116.00 total
- B. Approve lease with Esmark Realty LLC for Linesville MDJ office space at a cost of \$2,282.40/month for five years, eleven months, terminating Dec. 31, 2024

16. FINANCE:

- A. Approve payments for General Operations (total amount \$40,850.00)
 - CC Convention and Visitors Bureau for 2019 budget allocation – Recreation ~ \$3,000.00

- CC Drug & Alcohol Executive Commission for Human Services Block Grant Match for July thru December 2018 – Human Services ~ \$8,554.62
- CC Drug & Alcohol Executive Commission for county match for July thru December 2018 – Drug & Alcohol ~ \$7,976.12
- Northwest Commission for 2019 county dues – Commissioners ~ \$5,512.00
- Social Security Administration for reimbursement due SSA for advance monies – CYS ~ \$2,253.16
- CC General Fund for reimbursement for expenses 10/1/thru 12/31/18 – CYS ~ \$11,909.40
- Social Security Administration for return of overpayment – CYS ~ \$1,654.70

B. Ratify payments for General Operations (total amount \$672,046.37)

- Crown Benefits Administration for week ending 1/11/19 – Various ~ \$498.07
- Crown Benefits Administration for week ending 1/18/19– Various ~ (\$391.23)
- PCHIP for health insurance – estimated premiums and claims – February 2019 – Self Funded Health Insurance ~ \$649,055.10
- PA Chiefs of Police Association for Livescan maintenance fee – Commissioners ~ \$3,400.00
- McKesson for 2 whirlpool tubs – Care Center Funded Depreciation ~ \$15,142.60
- Government Software Solutions for printing & postage – return & Claim statement – Tax Claim ~ \$4,448.67

17. PROJECT MANAGER:

- A. Approval to award contracts for the Crawford County Personal Care Boarding Home in the amount of \$12,505.00 (Microbac Labs for Asbestos Material Survey work in the amount of \$3,505.00 per their quote dated 1/18/19. Stantec Architectural for CAD drawing preparation work in the amount of \$9,000.00 per their quote dated 2/1/19). This work will be funded out of last year's retained revenue funds from the block grant that was earmarked for the renovations or new construction of a personal care boarding care home.
- B. Approval to award a contract for the Courthouse Renovation Project to Microbac Labs for the Asbestos Material Survey work in the amount of \$3,640.00 per their quote dated 9/28/18.

18. CARE CENTER:

- A. Change in management structure

19. COMMISSIONERS:

- A. Resolution to increase cost of preliminary engineering by \$35,000.00 and reuse the remaining monies previously approve for Wightman Road Bridge; Liquid Fuels
- B. Payment to The Eads Group for FBIP #19, Est. #4 in the amount of \$45,724.14; Liquid Fuels
- C. French Creek COG Delegate and Alternate Selection

20. NEW HIRES/ TRANSFERS:

Approve the New Hires/Transfers detailed in the attached packet from Human Resources/Payroll (list to be attached to the minutes).

21. COMMISSIONERS INFORMATION AND UPDATES:

***Work Sessions will be held on the 1st and 3rd Wednesdays of each month at 9:30am in the Assembly Room and Full Meetings will be held on the 2nd and 4th Wednesdays of each month at 9:30am in the Assembly Room. Any adjustments to the schedule will be advertised in advance in both the Meadville Tribune and the Titusville Herald and notification on the preceding agenda with the exception of emergency changes. ***

22. ADJOURN

The Commissioners of Crawford County hereby reserve the right to hold appropriate executive sessions as needed between this date and the next public meeting. Meetings may be cancelled or rescheduled as required by the Commissioners schedule, with prior notice and advertising.

2019 Upcoming Events

February 18, 2018 ~ President's Day ~ Courthouse Closed

February 19, 2019 ~ Elections: First day to circulate and file nomination petitions

February 20, 2019 ~ Work Session ~ Assembly Room

February 27, 2019 ~ Full Meeting ~ Assembly Room

March 6, 2019 ~ Work Session ~ Assembly Room

March 13, 2019 ~ Full Meeting ~ Assembly Room