

The Crawford County Board of Commissioners met on Wednesday, March 13, 2019, for a regular meeting with the following present:

Francis F. Weiderspahn, Jr.	Chairman
John M. Amato	Commissioner
John Christopher Soff	Commissioner
Kelsey Zimmerman	Deputy Treasurer
Brigid Winsor	Deputy Chief Clerk
Keith Button	County Solicitor
Brian Connolly	Chief Financial Officer
Debbie Curry	Register & Recorder
Kathie Roae	Auditor
Kevin Nicholson	Public Safety Director
Heidi Shiderly	Court Administrator
Carla Smith	Domestic Relations Director
Gail Kelly	Human Services Director
Tim Kelley	ITS Director
Barb Smith	Care Center Administrator – Affinity
Allison Piatt	Assistant to the Coroner
Mark Peaster	Assistant to the Commissioners
Mark Phelan	Assistant Maintenance Director
Brian Noah	Project Manager
Kenny Johnston	Vantage
Kevin Tommaney	Armstrong
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune
Jason McMaster	Public
Rick Copeland	Public
Corey Copeland	Public

The meeting was opened at 9:30 am with the Pledge of Allegiance.

Mr. Amato made a motion to approve the minutes from the meeting on February 27, 2019. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on March 6, 2019. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment of bills in the amount of \$2,668,912.20 for the period of March 12, 2019. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn announced there were no executive sessions.

Public Comment:

None

Official Business:

Mr. Soff made a motion to approve the Coroner's payment to Erie County Coroner's office for a one-year service agreement of Forensic Pathologist for Crawford County in the amount of \$7,000.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Public Safety's auction sale of five obsoleted radio consoles, related accessories, and three equipment racks on publics surplus.com. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Register & Recorder's payment to Infocon Corporation for 2018 microfilming of estate filed and record of deed documents in the amount of \$5,481.42. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify Register & Recorder's replacement Fujitsu FI 7160 duplex scanner from CDWG in the amount of \$956.24. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve for Human Services, the following purchase requisitions for the Prospect Street house, a 3-person group home which will be shared with Mercer and Venango Counties, and be open by the end of April:

- Lilly Painting to paint and patch walls, sand and prime patches, 2 coats of paint walls & ceilings, prime & paint the front door ~ \$3,985.00 total cost, \$1,328.33 Crawford share, and \$212.75 County funds
- Foulk's Flooring America to re-carpet the living room and stairs, replace flooring in laundry room, and replace carpet in 2 upstairs bedrooms ~ \$2,176.46 total cost, \$2,176.46 Crawford share, and \$116.20 County funds
- Bowers Dirt Away Carpet & Cleaning Services to clean the entire house and remove trash from basement ~ \$800.00 total cost, \$266.67 Crawford share, and \$42.71 County funds.
- Fuller Building Group for construction of a bathroom, replace window screens, stall new storm door, handrails and fix banister ~ \$13,990.00 total cost, \$4,663.34 Crawford share, and \$746.91 County funds
- Amark Environmental for Asbestos removal in basement ~ \$695.00, \$231.67 Crawford share, and \$37.11 County funds

Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services purchase of PACA (Pennsylvania Association of County Administrators) MH/DS annual Director's Membership Dues in the amount of \$4908.00; \$262.03 County funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services purchase of PACHSA (Pennsylvania Association of County Human Service Administrators) annual Director's Membership Dues in the amount of \$1,429.00; \$151.61 County funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Human Services purchase of PCYA (Pennsylvania Children & Youth Association) annual Director's Membership Dues in the amount of \$2,716.45; \$613.92 County funds. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to ratify Human Services travel of Brian Shoop and Bryon Mushrush to obtain parental signature for termination of parental rights in Jersey City, NJ on 2/22/19 with a return on 2/23/19 in the total amount of \$448.28; \$101.32 County funds. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS contracts with Alternative Living Solutions in Latrobe, PA for supervised independent living and transitional living program for boys and girls 16 to 20. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 18/19 CYS contract with Children's Aid Society of Mercer County for the delivery of foster care, primarily children who are in the process of adoption. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services FY 18/19 MH/ID/EI contract with BAYADA Home Health Care, Inc. which provides additional support for an individual who is currently hospitalized and needs additional support; rate set by State. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Domestic Relations travel of five employees attend the Eastern Regional Interstate Child Support Association (ERICSA) conference in Niagara Falls, NY in the total amount of \$1,546.00. The conference offers 48 training sessions and workshops featuring child experts from around the country, focusing on practical applications and best practices most importantly in interstate cases which are the most difficult to handle. The state reimburses 66% of expenditures for this training. All trainings offered at this conference relate to the five performance measures used to determine our levels of incentive money which amounts to \$120K to \$125K annually Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the lease with Esmark Realty LLC for Linesville MDJ office space in the amount of \$2,282.40 per month for five years, 11 months, effective February 1, 2019 and terminating December 31, 2024.

Mr. Soff made a motion to approve Courts purchase and installation of one steel door with half glass, ballistic level 3 grade, for MDJ Vernon staff office from Builder's Hardware in the amount of \$3,235.00; reimbursed by AOPC grant funds. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Courts purchase and installation of one additional security camera for the Judicial Center from Horizon Information Services in the amount of \$1,466.00; with \$1,378.73 reimbursed by AOPC grant funds and \$87.27 funded by the Sheriff. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of technical labor from Linstar to upgrade the Courthouse access-controlled client/server software in the amount of \$1,281.27; reimbursed by AOPC grant funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of equipment and installation from Horizon Information Services to upgrade the Courthouse in the amount of \$12,780.00; reimbursed by AOPC grant funds. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve ITS renewal of Microsoft Enterprise Agreement through CDWG for a three-year period at a total cost of \$295,807.32, broken into 3 annual payments of \$98,602.44. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve ITS renewal of annual VMWare agreement through Dell. Pricing on this agreement includes an additional line item and total cost has been increased to \$23,474.24 to get all components onto a single agreement rather than having two separate agreements. This includes a reinstatement amount of \$3,562.64 as VMWare shows a lapse in coverage. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify ITS amendment to the existing agreement with Armstrong Utilities Inc. to increase Internet bandwidth to 100 mbps for the amount of \$910.00 monthly; increase of \$361.00. This was required due to consistently hitting a maximum use of the current 40 mbps bandwidth causing issues with operations that require internet connectivity. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify ITS annual renewal of the Rapid Recovery backup solution, that backs up all County servers to prevent data loss, through Quest Software from 4/30/2019 to 4/30/2020 in the amount of \$747.60. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve to advertise for bids for rehabilitation of Bridge #41, Craig Road, Woodcock Township; paid for by Liquid Fuels funds and be complete in 2019. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to ratify the transfer of \$1,000,000 from the Reserve Fund Accounts to the General Fund to cover operating expenses and closing the CD at Marquette Savings with a one-time withdrawal without penalty. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve payments for General Operations in the amount of \$84,284.66:

- Community Health Services for MATP Trips reimbursement January 2019 – MATP ~ \$57,017.00
- Horizon Information Services for 2 Samsung cameras and installation for Judicial Center (PCoRP Grant) – Sheriff ~ \$2,120.00
- PCoRP for Deductible reimbursement – Avanco CAPS System – Insurance ~ \$2,500.00
- CC Coalition on Housing Needs, Inc. for 2019 budget allocation ~ \$17,000.00
- Adobe for creative cloud software – IT ~ \$599.88
- Pgh Laundry Systems for motor – CCCF ~ \$2,547.88
- City of Meadville for Magistrate Office city hall maintenance – Meadville DJ ~ \$1,751.90
- Meadville Plate Glass Co. Inc. for glass replacement – CCCF ~ \$748.00

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify payments for the General Operations in the amount of \$22,859.46:

- Crown Benefits Administration for week ending 2/22/19 – Various ~ (\$238.80)
- PNC for loan interest series B – Various ~ \$18,098.26
- US Postal Service for replenish postage meter – Titusville DJ ~ \$5,000.00

Mr. Amato seconded and the motion carried.


NOTE: (Correction from February 13, 2019 meeting) CC Drug & Alcohol Executive Commission for Human Services Block Grant Match for July thru December 2018 – Human Services ~ \$8,544.62. (\$10.00) difference from prior approval of \$8,554.62. There were no objections.

Mr. Amato made a motion to approve the payment to Lloyds Rental in the amount of \$510.00 for January and February for temporary fencing rental at Lots #2 & #3. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment to Perry Construction Group for their change order request dated 2/20/19, in the amount of \$13,226.00 for additional work on Lot #2 & #3 project; paid from the Project Construction Contingency Fund. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the New Hires/Transfers detailed in the attached packet from Human Resources/Payroll (list to be attached to the minutes). Mr. Amato seconded and the motion carried.

There being no further items to address, Mr. Amato made a motion to adjourn. Mr. Soff seconded and the meeting was adjourned at 9:57 AM.


Francis F. Weiderspahn, Jr., Chairman


John M. Amato, Commissioner


John Christopher Soff, Commissioner

Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
OTHER						
1	Purchase Requisition Lilly Painting (Prospect Street House)	P.R.	\$3,985.00 total	n/a	\$212.75 total	18/19
2	Purchase Requisition Foulk's Flooring America (Prospect Street House)	P.R.	\$2,176.46 total	n/a	\$116.20 total	18/19
3	Purchase Requisition Bowers Dirt Away Carpet & Cleaning Services (Prospect Street House)	P.R.	\$800.00 total	n/a	\$42.71 total	18/19
4	Purchase Requisition Fuller Building Group (Prospect Street House)	P.R.	\$13,990.00 total	n/a	\$746.91 total	18/19
5	Purchase Requisition Amark Environmental (Prospect Street House)	P.R.	\$695.00 total	n/a	\$37.11 total	18/19
6	Purchase Requisition PACA MH/DS (Director's Membership Dues)	P.R.	\$4,908.00 total	n/a	\$262.03 total	18/19
7	Purchase Requisition PACHSA (Director's Membership Dues)	P.R.	\$1,429.00 total	n/a	\$151.61 total	18/19
8	Purchase Requisition PCYA (Director's Membership Dues)	P.R.	\$2,716.45 total	n/a	\$613.92 total	18/19
9	Travel Expense Report Jersey City, NJ – Brian Shoop 2/22/19 – 2/23/19	Expense Report	\$71.43 total	n/a	\$16.14 total	18/19
10	Travel Expense Report Jersey City, NJ – Bryon Mushrush 2/22/19 – 2/23/19	Expense Report	\$224.14 total	n/a	\$50.66 total	18/19
CYS CONTRACTS FY 18/19						
11	Alternative Living Solutions Supervised Independent Living Transitional Living	Contract	\$197.95/day \$197.95/day	\$96.33/day \$150.71/day	\$29.52/day \$23.84/day	18/19
12	Children's Aid Society of Mercer County Foster Care Level FA	Contract	\$70.00/day	\$69.04/day	\$6.79/day	18/19
MH/ID/EI CONTRACTS FY 18/19						
13	BAYADA Home Health Care, Inc. Support (Medical Environment) - Level 3 (W7309)	Contract	\$6.33/15 min	n/a	\$0.34/15 min	18/19

3/6/2019

Legend:

Rate = Increased From Prior Fiscal Year

Rate = Same As Prior Fiscal Year

Rate = Decreased From Prior Fiscal Year

Rate = Adjusting to Actuals

Rate = New Program

{Provider Name} = Not Used During Prior Fiscal Year or Current FY

Requests of New Hires and Employee Transfers

March 13th 2019

Domestic Relations

The Transfer of Katheryn Picard, Full Time Caseworker II (Temporary), transferring from Part Time Caseworker I, replacing Rachel Norman, effective 02/25/2019 thru 03/01/2019. This was previously approved on the 12/12/2018 Salary Board with a TBA date.

The Transfer of Judit Kleszcz, Full -Time Caseworker II (Temporary), transferring from Full-Time Child Support Caseworker I, replacing Katheryn Picard, effective 03/04/2019. This was previously approved on the 12/12/2018 Salary Board with a TBA date.

Sheriff

The Emergency Transfer of Victoria Zeigler, Full-Time Deputy Sheriff, transferring from Part-Time Deputy Sheriff, replacing Kayla Pound, effective 03/04/2019.

Human Services

The New Hire of Xinyang Sylves, Full-Time Caseworker II (Intake Substitute), replacing Lexi Drohn, effective 03/18/2019.

The New Hire of Samuel Barnett, Full-Time Caseworker I (On-Going Substitute), replacing Nate Bailey, effective 03/18/2019.

The New Hire of Erica Nesbitt, Full-Time Caseworker I (On-Going Substitute), replacing Dave Keem, effective 03/25/2019.

Care Center

The Emergency Transfer of Paula Bartges, Per Diem Dietetic Technician, replacing Paula Bartges, effective 03/01/2019.

The Emergency New Hire of Amanda York, Per Diem LPN, replacing Christine Greenlee, effective 03/04/2019.

The Transfer of Christine Rothacher, Part Time CNA, transferring from Per Diem CNA, replacing Stanyl Ruhl, effective 03/18/2019.

The Transfer of Tricia Henderson, Full Time CNA, transferring from Per Diem CNA, replacing Kaela Rummel, effective 04/08/2019.