

The Crawford County Board of Commissioners met on Wednesday, May 13, 2020, for a regular meeting, with the following present:

Eric Henry	Chairman
Francis F. Weiderspahn Jr	Commissioner
John Christopher Soff	Commissioner
Kristen Baker	Secretary
Christine Krzysiak	County Treasurer
Keith Button	County Solicitor
Stephanie Franz	CFO
John Swick – phone	Hospital Authority
Jack Greenfield	Warden
Gail Kelly – phone	Human Services
Kevin Nicholson	Public Safety
Mark Phelan	Maintenance
Tim Brown	IT Director
Heidi Shiderly	Court Admin
Emmy Arnett – phone	Prothonotary
Carla Smith – phone	Domestic Relations
Zach Norwood	Planning Director
Brittany Johnston	HR Director
Stephan Franz	CFO
Rebecca Little	Director of Elections

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the meeting on April 22, 2020. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on May 6, 2020. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$4,355,798.05 for the period ending May 12, 2020. Mr. Weiderspahn seconded and the motion carried.

Mr. Henry announced there was an executive session on March 31, 2020 regarding personnel.

Public Comment:

None

Official Business:

Mr. Soff made a motion to approve the Meadville Medical Center Note issuance. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Labor and materials to repair sally port vehicle door to Overhead Door Co, in the amount of \$920.57. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the repairs to the inherited Ford Transit Van. in the amount of \$1,389.88 Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of 80lb washing machine, in the amount of \$7,800.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment for the Annual fire Alarm inspection fee, in the amount of \$8,625.00 Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment to Crawford County General Fund (1/1/20 – 3/31/20 Expenses) and Social Security Administration (Overpayment) - Amount to reimburse general fund - \$1,334.00. \$91.00 will be returned to the Social Security Administration due to an overpayment. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Purchase Requisition – Community Chevrolet, Inc. (Vehicle #41 Repairs) - Total cost of repairs - \$2,325.26. Cost to the county - \$425.68. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Family Development Services – Amendment F-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Samantha Perrine - This contract runs from May 1, 2020 to April 30, 2021. This position is funded with grant funds and there is no cost to the county. Total contract max is \$35,740.00. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase replacement antenna for Police North repeater near Venango. Purchase and installation from MOBILCOM in the amount of \$3,020. Paid with Act 17 funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of the replacement Dell laptop computer for Operations/Training Officer. Includes Adobe Acrobat Pro with a 3-year license, in the amount of \$1,616.11. Paid with HazMat Safety Funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to ratify the invoices from the Courthouse Remodeling Project – new Planning Office in the amount of \$1,010.33. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the payment to Otis Elevator for the service contract on the elevator at the Courthouse in the amount of \$9,729.48. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the annual Sophos Web/Email protection from Candoris for the amount of \$38,493.35. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of annual hardware and software support of county network switch infrastructure from Dagostino Electronic Services, Inc (DES) for the amount of \$8,193.04. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the payment for Schindler Elevator Corporation in the amount of \$16,138.80. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the remaining scanning project of court docket books ranging from the years 1920-1956, 114 books in the amount of \$88.65 per book, \$10,106.10 through Pirrello Enterprise Corp. This will include Master DVD, Duplicate DVD, pick up and deliver, access to images while books are in PEI possession, and all scanned images

will be output and uploaded in HTML format as the previous 661 books for public use in the Prothonotary Office. This will conclude the balance of 775 books scanned from 1800-1956. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the contracts with Strait's Cleaning Services LLC for cleaning services at MDJ Titusville Office of \$120.00 per visit an initial detailed cleaning of \$325.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to ratify the payment of invoice from Staples for Lexmark toner in the amount of \$598.29. This is a budgeted item, cost to the county \$203.42. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the invoice from McCandless Ford of Meadville for repairs in the amount of \$4,566.21. Cost to the County is \$1,552.52. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the March 2020 invoice from CHAPS for FY 2018 ESG grant in the amount of \$4,033.87. This amount is reimbursed 100% by federal grant funding. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the April 2020 invoice from CHAPS for their FY 2018 ESG grant in the amount of \$2,028.50. This amount is reimbursed 100% by federal grant funding and is their final invoice. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Act 13 trail bridge inspection project from Clear Lake Authority in the amount of \$3,086.18. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the 2020 CDBG Public Participation Plan. MR. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the updates to the County's 3year Community Development Plan. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to approve the following:

- F.Approve the appointment of Zachary Norwood as Crawford County's Fair Housing Officer and approval of the 2020 Fair Housing Resolution.
- G.Approve the appointment of Zachary Norwood as Crawford County's Section 3 Officer and approval of the 2020 Section 3 Resolution.
- H.Approve the appointment of Zachary Norwood as Crawford County's Section 504 Officer and approval of the 2020 Section 504 Plan.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the resolution granting signatory authority to Eric Henry for a Memorandum of Agreement related to the South Perry Street Bridge Project. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Memorandum of Agreement between the Federal Highway Administration and the Pennsylvania Historical and Museum Commission for the South Perry Street Bridge Project. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to ratify the Crawford County Pandemic Leave Policy. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Crawford County Policy and Procedure When an Employee is Tested for COVID-19 and/or When an Employees Tests Positive. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the MOU with SEIU regarding benefits during a furloughed status. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the General Operations invoices in the amount of \$25,349.50. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to table Penn State Extension in the amount of 72,500.00 - Contributions to Institutions.

Mr. Weiderspahn made a motion approve the ratifications in the amount of \$180,545.08. Mr. Soff seconded and the motion carried.

Mr. Soff made the motion to ratify the purchase of 100,000 mail-in and absentee envelopes from Fine Print in the amount of \$8,848.50. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made the motion to ratify the acceptance of the election security grant in the amount of \$43,550.92 and the CARES Act grant in the amount of \$37,319.34. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made the motion to approve the resolution to create a Capital Reserve Fund in the amount of \$475,042.78. Mr. Soff seconded and the motion carried.

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

There being no further items to address, Mr. Soff made a motion to adjourn. Mr. Weiderspahn seconded and the motion carried.

Eric Henry, Chairman

John Christopher Soff, Commissioner

Francis F. Weiderspahn, Jr., Commissioner