

The Crawford County Board of Commissioners met on Wednesday, May 11, 2022 for a regular meeting, with the following present or by phone:

Eric Henry	Chairman
Francis Weiderspahn	Commissioner
John Christopher Soff	Commissioner
Gina Chatfield	Chief Clerk
Terri Chimiak	Secretary
Christine Krzysiak	Treasurer
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Matt Digiacomio	Voters Services/IT
Heidi Shiderly	Court Admin
Mark Peaster	Procurement
Jack Greenfield	CCCF
Brittany Johnston	HR Director
Ellie Donnell	HR/Payroll
Mark Phelan	Maintenance
Sue Watkins	Human Services
Zach Norwood	Planning
Dave Powers	Sheriff
Tonya Moyer	Care Center Director
Greg Beveridge	Public Safety
Tim Brown	IT
Keith Gushard	Meadville Tribune
Kevin Tommaney	Armstrong Cable

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 April 27, 2022. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on May 4, 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$2,045,961.77 for the period ending May 10, 2022. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions:

- A. April 29, 2022 with the Finance and Human Resources Department (personnel)
- B. May 5, 2022 with the Maintenance Department (personnel)
- C. May 6, 2022 with the Finance Department to discuss (personnel)

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve the renewed lease agreements with Pitney Bowes for mailing systems (equipment, software, maintenance, postage meter) at the following County facilities under Pennsylvania state contract #4400015964 for Mailroom Equipment: Mr. Soff seconded and the motion carried.

- Courthouse \$592.56 per month for a 60-month term
- District Court 30-2-01 \$55.31 per month for a 60-month term

Mr. Soff made a motion to ratify the amendment to CCCF's current contract with our food service provider Trinity Services I, LLC. The first amendment is an increase of \$0.05 per meal. This increase is due to CCCF's request of slightly increased portions and menu changes. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to ratify the amendment to CCCF's current contract with our food service provider Trinity Services I, LLC. The second amendment is an increase of \$0.04 per meal. This increase was requested by Trinity to help offset the current rate of inflation and supply chain issues. Mr. Weiderspahn seconded and Mr. Henry was a no vote. The motion carried 2 to 1.

- The combined increases will set the current meal cost at a rate of:
 - With an average daily population above 200 inmates: \$2.07 per meal
 - With an average daily population below 200 inmates: \$2.17 per meal

Mr. Weiderspahn made a motion to approve an Amendment to Agreement between Crawford County and Palmetto Posting, Inc. adjusting the fees in response to increased fuel costs. Has been reviewed by Solicitor Keith Button. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of the networking hardware for the 2nd floor office area in the Courthouse from multiple vendors totaling \$6,688.95. Mr. Weiderspahn seconded and the motion carried.

- WIFI Access Point from CDI LLC for \$750.00.
- Tripp Lite UPS from CDW-G for \$311.06
- Network Switch and hardware from Dagostino Electronic Services Inc. for \$5,558.00
- 35 Network Patch Cables from ShowMeCables for \$69.89

Mr. Weiderspahn made a motion to approve the purchase of MS Office licenses for the Office 2013 replacement project from CDW-G for \$32,768.80. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of ITS desktop from DELL for \$1,300.04. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of a backup air conditioner unit from multiple vendors totaling \$10,921.11. Mr. Soff seconded and the motion carried.

- Electrical Work from Mark Johnson for \$2,550.00.
- AC hardware and installation (Option 2) from Scobell for \$8,371.11.

Mr. Soff made a motion to approve the Starn Marketing Group invoice in the amount of \$585.00 for facility tri-fold brochure design. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Commonwealth of Pennsylvania 2021-2022 Surcharge Invoice in the amount of \$2,081.82. Per PA DOH, each nursing home shall pay the department a surcharge on its licensing fee to provide sufficient revenues for the authority to perform its responsibilities related to Section 409 of Act 52. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the 24-month Cyntox contract to provide medical waste removal. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of a SOPHOS Firewall/Wi-Fi device with a three-year license at a total cost of \$1,316.69 for the backup 911 center. Item quoted by County I.T. through the CDI Company. This will be paid for with wireless funds at no additional expense to the county. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of a Dell Laptop, case and external DVD drive at a total cost of \$1,221.99. Item quoted by County I.T. through Dell. This will be paid for with wireless funds at no additional expense to the county. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the annual Hazardous Materials Response Fund (HMRF) grant to be received from PEMA in the amount of \$29,449.00. This will be used to offset funding shortages in the EMPG grant cycle for personnel and to purchase additional docking stations and electronic cylinder holders for the previously purchased Multi-gas detectors. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the annual Emergency Management Performance Grant (EMPG) Application in the amount of \$65,231. The EMPG grant is used to offset the personnel costs for the Emergency Management Agency. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the travel of the Emergency Management Agency Coordinator to Shepherdstown, WV for a FEMA Regional Advisory Council meeting June 21st and June 22nd. All expenses to be covered by FEMA except for transportation. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice #1 from Fred L. Burns Inc. in the amount of \$4,646.14 for Steuben Township Community Development Block Grant (CDBG) project. This is paid for out of Crawford County's FY 2019 CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice #1 from Fred L. Burns Inc. in the amount of \$4,594.66 for Richmond Township CDBG project. This is paid for out of Crawford County's FY 2018 CDBG program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoices #23 to 25 from Stiffler McGraw in the total amount of \$4,982.96 for the following CDBG projects. This is paid for out of Crawford County's CDBG program. Mr. Weiderspahn seconded and the motion carried.

- Invoice #23 – Richmond Township - \$2,494.70
- Invoice #24 – Steuben Township - \$1,345.26
- Invoice #25 – Beaver Township - \$1,143.00

Mr. Weiderspahn made a motion to approve to pay invoice #00004915 from CATA in the amount of \$64.70 for their March Rural Family Work Force Transit Program (RFWTP). This is paid for out of Crawford County's 2019 CDBG program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice application #1 from Dynasty Construction in the amount of \$28,566.31 for Vernon Township's FY 2018/2019 CDBG architectural barrier project. This is paid for out of Vernon Township's 2018 CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay an invoice statement from the Titusville Herald in the amount of \$897.00 for public notifications associated with Crawford County's 2022 CDBG application. This is paid for out of Crawford County's FY2018 CDBG program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay an invoice statement from the Titusville Herald in the amount of \$272.75 for a public notification associated with the City of Titusville's 2022 CDBG application. This is paid for out of the City of Titusville's FY 2020 CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the FY 2021 CDBG contract with the Commonwealth of Pennsylvania in the amount of \$1,051,525.00. Approval will authorize electronic signatures on the contract. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the following plans, policies, and resolutions for Crawford County's 2022 CDBG program. Mr. Weiderspahn seconded and the motion carried.

- 2022 Section 3 Compliance Officer Resolution
- 2022 Section 3 Plan
- 2022 Minority and Women's Business Enterprise Plan
- 2022 Language Access Plan
- 2022 Fair Housing Resolution
- 2022 Fair Housing Resolution in Pennsylvania Dutch
- 2022 CDBG Citizen Participation Plan
- 2022 Residential Anti-Displacement and Relocation Assistance Plan
- 2022 Section 504 Plan
- 2022 Crawford County Community Development Plan

Mr. Weiderspahn made a motion to ratify approval to pay Johnson Controls - to change the set points on the boilers at the Renewed Life Haven - \$ 832.20 – this will be paid by Human Services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify approval of invoice from New Backup 911 Center Project at Fairgrounds - \$ 47.25 – from Bulldog Lock and Safe LLC. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify approval of invoices from Courthouse Remodeling Project-Register & Recorder Remodel - in the amount of \$ 4,976.98. Mr. Soff seconded and the motion carried.

- Amazon - \$ 226.98
- R.W. Construction - \$ 4,750.00-final payment

Mr. Soff made a motion to ratify approval of invoices from Courthouse Remodeling Project-New Assessment Office - in the amount of \$ 1,577.80 Mr. Weiderspahn seconded and the motion carried.

- Ace Contractor Center - \$ 254.76
- Amazon - \$ 209.00
- Home Depot - \$ 12.02
- Mark Johnson - \$ 720.00
- Sherwin Williams - \$ 275.60
- Weber Electric Supply Inc. - \$ 106.42

Mr. Weiderspahn made a motion to approve to hire Rabe – to install new display screen on boiler #2 at the Renewed Life Haven - \$ 2,768.00 – this will be paid by Human Services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to hire Rabe – to replace an expansion tank on the water system at the Renewed Life Haven - \$ 4,873.00 – this will be paid by Human Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay The EADS Group – Engineering services for the rehab on Bridge # 3-Jerusalem Hill Rd - \$ 11,682.69 – this will be paid by Liquid Fuels (Act 89) monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a quote from Mark A. Johnson Electrical Contracting – to install (3) 36” exhaust fans and (2) intake louvres on the metal section of the Exhibit #1 building at the Fairgrounds - \$ 16,364.00 – this will be paid by ARPA Funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay The EADS Group – Engineering services for the rehab on Bridge #8 – Creek Rd - \$ 11,814.16- this will be paid by Liquid Fuels (Act 89) monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay The EADS Group – Engineering services for the rehab on Bridge # 26 – Glynden Rd - \$17,776.34 – this will be paid by Liquid Fuels (Act 44) monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a 3-year contract with Cummins Sales and Service – to maintain generator in the Courthouse - \$ 2,797.35. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay Cummins Sales and Service – for maintenance agreement for Courthouse generator - \$ 932.45. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay Tower Engineering – for engineering services on the HVAC project at the Courthouse - \$ 5,252.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay Brian J. Noah, Project Manager – Professional Services for April 2022 - \$ 1,993.50. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay Otis – yearly service contract for the elevator in the Courthouse – \$ 10,651.56. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Media Displays, Inc.'s Letter of Agreement for One Year of Advertising at Meadville YMCA. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Media Displays, Inc.'s Letter of Agreement for One Year of Advertising at Tops Market #670 - Meadville. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Payment to Center for Family Services, Inc. (ERAP4822), (ERAP4822-2), (ERAP42622), (ERAP426-2), (ERAP42622-HN), (ERAP1231Admin).

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the CYS/JP Contract FY 21/22 from Appalachian Youth Services, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contract FY 21/22 from Merakey Pennsylvania – Amendment F-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Purchase Requisitions in the amount of \$19,500.00. Mr. Soff seconded and the motion carried.

- Crawford County Fair Building Assn II 10,000.00
- MaherDuessel 9,500.00

Mr. Soff made a motion to ratify Purchase Requisitions in the amount of \$696,084.12. Mr. Weiderspahn seconded and the motion carried.

- PCHIP 696,084.12

Mr. Soff made a motion to approve for Commissioner Francis Weiderspahn to attend the CCAP Annual Conference in Lancaster, August 7th through the 10th of 2022. Mr. Henry seconded and the motion carried.

Mr. Soff made a motion to approve the New Hires/Transfers on the attached sheet from Human Resources/Payroll (list attached to the minutes). Mr. Weiderspahn seconded and the motion carried.

The next Meeting will be held on meeting will be held on Wednesday, May 19, 2022. There being no further items to address, Mr. Soff made a motion to adjourn. Mr. Weiderspahn seconded and the motion carried.

Eric Henry, Chairman

Francis F. Weiderspahn, Jr., Commissioner

John Christopher Soff, Commissioner