

The Crawford County Board of Commissioners met on Wednesday, April 12, 2023 for a regular meeting, with the following present:

Eric Henry	Chairman
Francis Weiderspahn	Commissioner
John Christopher Soff	Commissioner
Terri Chimiak	Secretary
Christine Krzysiak	Treasurer
Matt Digiacommo	IT/Voters Services
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Dave Powers	Sheriff
Joe Galbo	Assessment
Tim Valencic	JC Maintenance
Tim Brown	IT
Heidi Shiderly	Court Admin
Kim Shay	Court Admin
Greg Beveridge	Public Safety
Zach Norwood	Planning
Mark Phelan	Maintenance
Sue Watkins	Human Services
Brittany Johnston	HR
Ellie Donnell	HR/Payroll
Keith Gushard	Tribune
Kevin Tommaney	Armstrong

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 March 22, 2023. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on April 5, 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$4,112,147.40 for the period ending April 11, 2023. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: April 5, 2023 meeting with Human Services to discuss possibly changing one clerical position to a fiscal tech position.

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve the cost to remove and dispose of the old X-Ray machine for \$3,020.00 with \$887.00 available from the Grant to replace it. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the one-time shredding pick up of materials from MDJ Vernon office by Shred It for \$227.25. This is a budgeted item. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the contract that the Fair Board approved from A&MP Electric, Inc. for work before at a rate of \$48/ hour and during the fair at a rate of \$58/ hour for 2023. To also approve a bucket truck at a rate of \$50/ hour if needed. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the annual contract renewal for the (1) year Advantage Ultra Service Plan; Battery PM Visit and (1) year Upgrade On-Site Emergency Response Contract in the total amount of \$5,799.00 for the 40kVA Galaxy 4000 UPS unit located at the Judicial Center. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve for Better View Window Cleaning to come for the annual window cleaning service at the Judicial Center. Cost is approximately \$1,350.00 for one cleaning service in May of 2023. This is a budgeted item. Mr. Soff seconded with discussion and the motion carried. Mr. Soff voted no; Mr. Henry voted yes and Mr. Weiderspahn voted yes.

Mr. Soff made a motion to approve to replace two failing assessor laptops for C. Dickson & T. Lynch and a 9-year-old computer for K. Fitzsimmons as follows: Mr. Weiderspahn seconded and the motion carried.

eQuote Summary

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Subtotal</u>
OptiPlex 3000 Small Form Factor-Build Your Own (Fitzsimmons)	1	\$ 732.53	\$ 732.53
Precision 7560 - Build Your Own (Dickson & Lynch)	2	\$ 1,215.98	\$ 2,431.96
Dell USB Slim DVD±RW drive - DW316	1	\$ 34.99	\$ 34.99
Dell Dock- WD19S 130w Power Delivery - 180w AC	2	\$ 210.59	\$ 421.18
	Non-Taxable	Amount	\$ 3,620.66

Mr. Weiderspahn made a motion to approve to pay \$4,500 for Invoice # F294-23 Riverside Brewing appraisal pursuant to Outstanding Tax Appeal 2022 for 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of the 34 MS Office 2021 Standard Licenses from CDWG for \$10,369.66. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to purchase the 2022 Server Room AC Unit support work from Scobell Company totaling \$961.65 with mileage added. Mr. Soff seconded and the motion carried.

- Invoice 32775 - \$435.00
- Invoice 32776 - \$526.65

Mr. Soff made a motion to approve the payment of \$17,934.53 to Gildea Group for work performed at the Greiser Rd Tower site. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment of \$10,784.88 to MCM Consulting to complete a Hazardous Materials Commodity Flow study. (\$8,000 of this cost is covered by a grant). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of listed equipment to enhance the alerting capabilities of the I Am Responding system from Mobilcom at a cost of \$2,969.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment of \$2,200.00 to LSSE for work performed at the Sugar Lake Tower site. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of three surveillance cameras for the exterior of the Public safety building at cost of \$1,552.20. Work will be performed by Mobilcom. (Cameras failed to recover after the recent power outages.) Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to reimburse the Bloomfield Township VFD \$1,173.03 for upgrades of the DPS owned light tower housed at their fire station. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice #02-2023-09 from Pashek+MTR in the amount of \$1,558.75 for engineering services in February 2023 for the Ed Myer Complex in Titusville. This is a nonbudgeted item. This item is to be paid for out of Titusville's FY 2020 CDBG. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice #1 from Stiffler McGraw & Associates, Inc. in the amount of \$1,155.00 for engineering services for Church Run Flood Mitigation Plan. This is a non-budgeted item. This is paid for out of the City of Titusville FY 2021 CDBG. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to send Samantha Travis to the Rural PA Housing at Seven Springs Mountain Resort in Champion, PA on May 23, 2023. This is a non-budgeted item. This is to be paid for out of the Whole-Home Repair Program funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify approval of Resolution 4-2023 authorizing the creation and appointment of members to the Steering Committee for the purpose of updating the Crawford County Comprehensive Plan. Individuals appointed to the committee include: Mr. Soff seconded and the motion carried.

- Mr. Bob Thompson, Crawford County Township Association
- Ms. Kristen Kerr, Titusville Redevelopment Authority

Mr. Soff made a motion to approve to pay invoice #169149 from HRG, Inc. in the amount of \$18,419.25 for engineering services for East Branch and Knox & Kane Trails. This is a non-budgeted item. This is paid for out of the ARC Power Grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve through resolution the appointment of Kristin Hauser of West Mead Township – Term expires December 31, 2025 to fulfill remaining term of a vacated seat on the Crawford County Planning Commission. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve through resolution the appointment of Stacey Ross of the City of Titusville – Term expires December 31, 2024 to fulfill remaining term of a vacated seat on the Crawford County Planning Commission. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve through resolution the appointment of Stephanie Thauer of Venango Township – Term expires December 31, 2023 to fulfill remaining term of a vacated seat on the Crawford County Planning Commission. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to purchase rental database addresses from Caldwell's List Company Inc. in the amount of \$250.00 for the Crawford County comprehensive plan update project. This is a nonbudget item that is accounted for through the State Facility Transition Closure Grant Program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice # 1175224 from Michael Baker International in the amount of \$6,522.00 for professional services for Crawford County's comprehensive plan project. This is a non-budget item that is accounted for through the State Facility Transition Closure Grant Program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify approval to pay invoices and change orders from Courthouse Remodeling Project - HVAC Project – Total of \$ 7,079.75. Mr. Weiderspahn seconded and the motion carried.

- Perry Construction Group, Inc. – Change Order Request Addition of \$ 6,863.00
 - Change Order Request # 7 (1/3/23) – add \$ 3,725.00
 - Change Order Request # 14 (1/31/23) – add \$ 2,416.00
 - Change Order Request # 15 (2/17/23) – add \$ 1,772.00
 - Change Order Request # 16 (2/23/23) – add \$ 2,006.00
 - Change Order Request # 17 (3/10/23) – deduct \$ 3,056.00
- Powell's Portable Toilets \$ 160.00
- Register & Recorder's Office - \$ 56.75

Mr. Weiderspahn made a motion to approve to pay EADS Architects, Inc. – Professional Services on Window Project at the Courthouse - \$ 432.46. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify approval of Invoices from Courthouse Remodeling Project – Treasurer's Office Remodel – Total \$ 5,518.90. Mr. Weiderspahn seconded and the motion carried.

- Ace Contractor Center - \$ 3,910.52
- Bulldog Lock and Safe LLC - \$ 73.94
- The Home Depot - \$ 393.11
- Grainger - \$ 54.48
- Sherwin-Williams - \$ 503.51
- Sunbelt Rentals - \$ 187.30
- Weber Electric - \$ 396.04

Mr. Weiderspahn made a motion to approve to install carpet and LVT Tiles in the new Treasurer's Office – Foulk's Flooring America – \$ 6,500.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to install new circuits, wiring & outlets in the new Treasurer's Office – Mark A. Johnson, Electrical Contracting – not to exceed \$ 3,840.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay Brian J. Noah, Project Manager, Professional Services from 3/1/23 – 3/31/23 - \$ 2,565.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay the invoice for The EADS Group – Professional Engineering Services for the Rehab of Creek Rd – Bridge # 8 - \$ 6,397.39 – This will be paid by Liquid Fuels monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify approval to issue "Notice to Award" and Agreement to Shingledecker's Welding, Inc. – Rehab Creek Rd – Bridge # 8 - \$ 145,000.00 – paid by Liquid Fuels monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify approval to pay invoice from White Land Surveying, Inc. – to provide survey of the Crawford County Care Center Property totaling 7.021 Acres – \$ 700.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to subdivide the 7.021 Acres that is occupied by Crawford County Care Center. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to hire The EADS Group – Engineering Services to reroute a water line for the Crawford County Care Center - \$ 7,500.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to hire Clearwater Systems – to install a water softener in the Renewed Life Haven - \$ 12,070.64. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to hire Rabe Environmental – to install a pressure reducing valve in the Renewed Life Haven - \$ 2,250.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to hire Rabe Environmental – to install a chemical feeder/filter on the heating system in the Renewed Life Haven - \$ 6,311.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a "Notice of Intent to Award" to Jordan Specialty Excavating, LLC – to build a water retention pond at the Fairgrounds - \$ 42,995.20. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify approval to pay Mark A. Johnson, Electrical Contracting – to replace a 200-amp breaker style disconnect at the Fairgrounds - \$ 885.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the MOUs and Transportation Plans between area School Districts and CYS for Transportation Procedures. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Purchase Requisition – Family Links (Emotional Intelligence Training for CYS Staff on June 14th, 2023). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Purchase Requisition – Various (Blanket Food Request for Meetings for 2023). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Sale of Three Vehicles (Vehicle #13 2012 Ford Fusion, Vehicle #27 2011 Ford Fusion and Vehicle #41 2013 Chevy Equinox). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the University of Pittsburgh – of the Commonwealth System of Higher Education's License Agreement for October 9th – 13th, 2023. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the CYS/JP Contracts FY 22/23 from the Courage Within, LLC. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the MH/ID/EI Contracts FY 22/23 from Family Services of NW PA – Amendment C-2. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Invoices/Purchase Requisitions in the amount of \$827,578.79.

Mr. Soff seconded and the motion carried.

• Crawford County Humane Society	4,000.00
• PCHIPC	749,072.39
• Svetz Energy Services	1,214.00
• Crawford County Historical Society	2,000.00
• Remedy Analytics, Inc	5,683.40
• Crawford County Housing Coalition	15,000.00
• Community Health Services	50,609.00

Mr. Soff made a motion to ratify the payment of the Campbell, Durrant & Beatty invoice #74605 in the amount of \$10,428.97 for special labor counsel. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to approve the amendment to the hosting services agreement with Pension Technology Group, Inc. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Easement and Right-of-Way Agreement with Penelec and Mid-Atlantic Interstate Transmission LLC. Mr. Soff 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.

Mr. Soff made a motion to adjourn the meeting. Mr. Weiderspahn seconded and the motion carried.

Eric Henry, Chairman

Francis F. Weiderspahn, Jr., Commissioner

John Christopher Soff, Commissioner