

The Crawford County Board of Commissioners met on Wednesday, February 14, 2024 for a regular meeting, with the following present:

Eric Henry	Chairman
Scott T. Schell	Commissioner
Christopher R. Seeley	Commissioner
Gina Chatfield	Chief Clerk
Courtney Stirling	Secretary
Christine Krzysiak	Treasurer
Stephanie Franz	CFO
Matt Digiacommo	IT/Voter Services
Dave Powers	Sheriff
Joe Galbo	Assessment
Heidi Shiderly	Courts
Greg Beveridge	Public Safety
Zach Norwood	Planning
Mark Phelan	Maintenance Director
Sue Watkins	Human Services
Brittany Johnston	HR
Luke Clark	HR
Trevor Oates	APO
Jack Greenfield	CCCF Warden
Tim Brown	ITS
Craig Howe	District Attorney Office
Renee Kiser	Auditor
Kelsey Zimmerman	Auditor
Darien Kean	Auditor
Keith Gushard	Tribune
Kevin Tommaney	Armstrong

The meeting was opened with the Pledge of Allegiance.

Mr. Schell made a motion to approve the minutes from the full session meeting held on January 24, 2024. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on February 7, 2024. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$3,340,499.17 for the period ending February 13, 2024. Mr. Seeley seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Seeley made a motion to ratify the payment to PA District Attorneys Association for the yearly membership cost, in the amount of \$4,946.86. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Pennsylvania State Coroner's Association for annual assessment fee, in the amount of \$645.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval to pay invoice for annual fees for Adult Probation Office's AP Management System license, mobile licenses, collection reminders, tech support, text reminders, CPCMS-MDJS Data Service for the Court Data, in the amount of \$14,820.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval to pay invoice to the City of Meadville for the use of the John Holt Pistol Range, in the amount of \$2,000.00. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase of a 46-month Contract for Unitrends Backup System, in the amount of \$145,545.93 with \$7,903.73 due in 2024 and the rest due annually in 2025, 2026, and 2027. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the travel authorization for Greg Beveridge to attend CIT Training in Texas, which is funded by the CIT program, in the estimated amount of \$3,735.78. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the contract with McCutcheon enterprises to provide Hazardous Materials Team response for incidents in Crawford County. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Genasys for Mass Notification platform which is an annual expense, in the amount of \$4,749.50. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Mobilcom for the EXACQVISION annual software license key, for surveillance cameras, in the amount of \$1,085.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to APCO International for an online Communications Training Officer (CTO) class for Paul Atkin, in the amount of \$513.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion ratify the payment to Priority Dispatch for online QA certification courses for Kelsey Durovey, in the amount of \$1,965.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to MCM for continued work on the Hazard Mitigation Plan, in the amount of \$4,500.00. Mr. Seeley seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Erie County for the EMS Plan Administrator, in the amount of \$17,656.28. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to CMPD for the use of the John Holt Pistol Range for annual weapons qualifications, in the amount of \$2,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Canadohta Security for the purchase and installment of replacement axis cameras, in the amount of \$3,340.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Canadohta Security for server upgrades, in the amount of \$2,380.00. Mr. Schell seconded and the motion carried.

*Item D was removed by Mr. Greenfield.

Mr. Schell made a motion to ratify the payment to purchase the “Big Book” record of prisoner’s dockets, in the amount of \$917.98. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payments to Crawford County Bar Association for Court Attorney Pennsylvania and County Bar Association Fees, in the amount of \$3,652.00 and \$3,169.60. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve purchase of \$15,840 flags, in the amount of \$13,622.40. Mr. Seeley seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition for Lexmark replacement printer, in the amount of \$1,389.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify and adopt the 2024 Assessment and Per Capita rolls. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay the following invoices for reimbursement to R.E. Johnson for Training Wages through the Construction Workforce Industry Program for the following students. Mr. Seeley seconded and the motion carried.

- Invoice# 24001 (#3): R. Atkins - \$536.00
- Invoice# 24002 (#3): D. Doubet - \$584.00
- Invoice# 24003 (#2): M. Rubaker - \$544.00
- Invoice# 24004 (#3): M. Beck - \$544.00

Mr. Seeley made a motion for the approval to pay invoice #4 for reimbursement to Ferguson Construction for O. Allen Training Wages through the Construction Workforce Industry Program. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay invoice from HRG Engineering for December 2023 engineering services for East Branch and Knox & Kane Trail, in the amount of \$16,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay invoice #12-23-27 from Deiss & Halmi Engineering, Inc. for engineering services at the Venango Borough Karl Gerdon Park, in the amount of \$8,014.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay invoice from LSSE for engineering services for the Conneautville Stormwater Management project, in the amount of \$3,800.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay Invoice from the Sample News group for notices published in the Corry Journal for Titusville projects, in the amount of \$1,267.35. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay Account Service Order & Statement of Work from Starlink for 32 Starlink consumer kits, shipping & handling for kits, and 6 months service fee per kit, in the amount of \$43,808.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of award and contract of competitive FY 2023 County Act 13 Environmental Fund Grant to the City of Titusville for renovating and rehabilitating various aspects of the Ed Myer Complex, in the amount of \$45,345.02. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of purchase from Owl Labs for a Meeting Owl 3 to be used for video conferencing, in the amount of \$1,049.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of purchase from Dell Technologies for two Dell Monitors and an OptiPlex Computer to replace the front counter public computer, in the amount of \$1,086.88. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of purchase from Amazon for one monitor mount with arm and one single monitor arm, in the amount of \$50.98. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of invoices from the Courthouse Remodeling Project for the New Finance Office on the 2nd Floor, in the amount of \$5,435.57. Mr. Seeley seconded and the motion carried.

- Ace Contractor Center - \$368.82
- Alloy Group - \$3,980.00
- Home Depot - \$236.75
- R.W. Construction - \$850.00

Mr. Seeley made a motion to ratify the approval of invoices from the Courthouse Remodeling Project for the New GIS Office, in the amount of \$4,271.50. Mr. Schell seconded and the motion carried.

- Bulldog Lock and Safe LLC - \$11.50
- R.W. Construction - \$4,260.00

Mr. Schell made a motion for approval to pay Stantec Consulting Services, Inc. for professional services to renew the NPDES permit for the parking lot project behind the Courthouse, in the amount of \$1,350.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay The EADS Group for engineering services for the parking deck rehab, in the amount of \$609.70. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay Stantec Architecture Inc. for professional services to complete an electrical study for the installation of a new backup generator at the Courthouse, in the amount of \$5,000.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay Brian Noah, Project Manager for professional services from 1/1/24 through 1/31/24, in the amount of \$1,773.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the proposal for construction administration services from Stantec Architecture and Engineering LLC for the Courthouse brick wall project and the Youth Show Arena roof project at the Fairgrounds, in the amount of \$7,500.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to issue a time extension to The EADS Group for the Preliminary Engineering agreement on the rehabilitation of Bridge #14 on Wightman Road which will extend the time until December 31, 2024. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay Ascendance Truck Centers to diagnose and repair. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to transfer money from the General Fund to the Liquid Fuels monies, in the amount of \$1,598.93. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to award a roof replacement of the Crawford County Correctional Facility to Strongland Roofing Systems for \$1,348,050.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Allegheny College's Facilities Agreement for May 13th 2024 through May 17th 2024, for being the host of the Crisis Intervention Team Training, in the amount of \$500.00 with no cost to the county. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve Avanco International, Inc.'s AFCARS Upgrade and Maintenance Agreement between Crawford County Human Services and Avanco International, Inc, in amount of \$6,689.55, with no cost to the county. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the MATP Final Allocation with no county match. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment for reimbursement to Social Security Administration for overpayment from October 1st 2023 through December 31st 2023. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the PCCD Grant award for the Child Advocacy Center. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition from Parkside Psychological Associates, LLC for the Crisis Intervention Team Training and preparation which was held October 9th through October 13th of 2023, in the amount of \$5,040.00, with no cost to the county. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase requisition for blanket food request purchases for Crawford County Human Services, in the amount of \$3,550.00, with a cost to the county to not exceed \$324.26. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition from Word Systems, Inc. for the maintenance renewal for the Children's Interview Center's iRecord Equipment, in the amount of \$4,265.68. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the CYS/JP contract FY 23/24 with BCL Partners, LLC DBA Leading Youth For Excellence. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the CYS/JP contract FY 23/24, Amendment F-1, with Pathways Adolescent Center, Inc. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the MH/ID/EI contract FY 23/24, Amendment C-2, with Hand in Hand Mental Health Services, LLC for Renewed Life Haven. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Professional contract FY 23/24 with Maria Ivonne M. Norman. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve retired Deputy Scott Young to purchase his duty weapon. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase from Scott Young of his duty weapon, in the amount of \$250.00 and to buy a replacement Glock 22, in the amount of \$409.00, which makes the total cost to the county \$159.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the following purchase requisitions/invoices. Mr. Schell seconded and the motion carried.

- Meadville City Treasurer \$5,503.60
- Port Meadville Airport \$40,000.00
- Crawford County Human Society \$5,000.00
- Dept. of Human Services \$120,498.28
- Penn State Extension \$72,500.00
- CC Drug & Alcohol \$9,893.24
- Community Health Services \$67,628.00

Mr. Schell made a motion to ratify the following purchase requisitions/invoices. Mr. Seeley seconded and the motion carried.

- PA Counties Health Insurance \$677,431.54
- Medical Solutions \$34,160.22

Mr. Seeley made a motion for approval to pay the City of Meadville for the 1/3 share of City Treasurer's Office wages for collection of County Taxes from 7/1/23 – 12/31/23, in the amount of \$19,776.88. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay the City of Meadville for the ½ share of postage/mailing of the Real Estate 2nd notices and costs, in the amount of \$1,047.63. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay the City of Meadville for the ½ share of the postage/mailing of the Per Capita Bills, in the amount of \$1,997.11. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to purchase parts to repair a laptop that was damaged, in the amount of \$199.96. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the agreement with RBA Professional Data Systems, Inc. for RBA Tax Management Software. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the agreement with RBA Professional Data Systems, Inc. for RBA eDelinquent Management Software. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the agreement with Bull Moose Marketing for marketing, professional, and sponsorship promotion services for the 2024 County Fair, in the amount of \$44,600.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the service agreement between the Crawford County Fair and Gibson Fireworks for firework display at the County Fair for 2024, 2025, and 2026 years, in the amount of \$10,000.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the contract with BULLRIDE MANIA for a professional show during the 2024 County Fair, in the amount of \$13,750.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the purchase of new Dell Latitude Computer for Commissioners to update to windows 11, in the amount of \$1,446.59. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the annual MSA payment to Dominion Voting Systems, in the amount of \$221,932.50. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the contract renewal with Linstar for access control 2024, which includes the Courthouse, Public Safety, building and grounds and Human Services, in the total amount of \$3,446.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the contract renewal with Linstar for access control 2024, which includes the Courthouse, Public Safety, building and grounds and Human Services, in the total amount of \$3,446.00. Mr. Schell seconded and the motion carried.

- Commissioners \$2,645.27
- Public Safety \$266.91
- Building & Grounds \$266.91
- Human Services (Photo ID) \$266.91

Mr. Seeley made a motion to approve the new hires/transfers. Mr. Schell seconded and the motion carried.

After all requests were made Mr. Schell light-heartedly told a story to Mr. Henry of the Black Widow Spider was the start of Valentine's Day. Mr. Seeley said Happy Valentine's Day to everyone. Mr. Henry did not have a statement.

Mr. Seeley made a motion to adjourn the meeting at 10:05AM. Mr. Schell seconded and the motion carried.

Eric Henry, Chairman

Scott T. Schell, Commissioner

Christopher R. Seeley, Commissioner