

The Crawford County Board of Commissioners met on Wednesday, January 24, 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 Digiacomio	IT/Voter Services
Dave Powers	Sheriff
Joe Galbo	Assessment
Patti Wetherbee	Clerk of Courts
Tracey Crawford	Conservation District
Heidi Shiderly	Courts
Greg Beveridge	Public Safety
Zach Norwood	Planning
Mark Phelan	Maintenance Director
Sue Watkins	Human Services
Trevor Oates	APO
Jen Obenrader	JPO
Beth Forbes	Register & Recorder
Chaney Hoyle	Domestic Relations
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 10, 2024. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on January 17, 2024. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$2,228,411.96 for the period ending January 23, 2024. Mr. Seeley seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Seeley made a motion to approve the Certification of Funds for the Crawford County Ag Land Preservation program, in the amount of \$5,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of those purchase funds (\$5,000.00) and administrative funds (\$4,500.00) to the Crawford County Ag Land Preservation Board. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve parking increase by the City of Meadville from \$40.00 to \$50.00 per month per space, with a cost to the county of \$4,080.00 per year. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the maintenance agreement for Electronic Monitoring Equipment. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Youth Level of Service/Case Management Inventory 2.0 test usage agreement effective January 1, 2024 between the Juvenile Court Judges Commission and the county. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to the Register of Wills & Clerks of Orphans' Court Association of Pennsylvania for annual membership dues between January 1, 2024 through December 31, 2024, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve payment to the Pennsylvania State Association of Prothonotaries and Clerks of Courts for the annual member dues cover January 1, 2024 through December 31, 2024, in the amount of \$625.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay invoice from the PA Chiefs of Police Association, for the 2024 Livescan Maintenance Fee in the amount of \$3,873.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay invoice from County Chief Adult Probation and Parole Officers Association for the Sixth (6th) Class County Annual Assessment, in the amount of \$1,133.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to the Assessor's Association of Pennsylvania for Winter CPE class registration for Evaluator Trainee Nicky Lynch, in the amount of \$2,350.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to PA Recorder of Deeds for annual membership, in the amount of \$625.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to the PA Register of Will & Orphans' Court for annual membership, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for an invoice from Reynolds Business Systems for the annual fees for ongoing storage of RW&RD PDF/A images, in the amount of \$1,922.80. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the agreement with The Spaeder company for annual inspection and service for the Public Safety building generator, in the amount of \$722.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase from Priority Dispatch of two Protocol Pilot guides, in the amount of \$1,194.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the agreement with Breathing Air Systems for annual maintenance on the Air trailer, in the amount of \$1,571.75. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the annual retainer with McCutcheon Enterprises as Crawford County's contracted Hazardous Materials Team, in the amount of \$2,500.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the replacement of 2 laptops and 1 desktop ADMIN computers for the Public Safety EMA staff from DELL, in the amount of \$3,158.44. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the replacement of 3 desktop and 4 laptop ADMIN computers for the Public Safety 911 Administrative staff from DELL, in the amount of \$6,813.12. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the replacement of 6 desktop ADMIN computers for the 911 Center from DELL, in the amount of \$10,101.30. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to MCM consulting for continued work on the five-year Hazard mitigation plan, in the amount of \$21,107.00. Money to be reimbursed by PEMA. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the contract with MCM consulting to provide a P25 radio needs assessment for Crawford count, in the amount of \$72,000.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay invoice from HRG Engineering for November 2023 engineering services for East Branch and Knox & Kane Trail, in the amount of \$17,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay Application for Payment No. 2 from Horizon Construction Group, Inc. for improvements at the Titusville Ed Myer Complex, in the amount of \$142,299.80. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay invoice #12-2023-20 from Pashek + MTR for December engineering services at the Titusville Ed Myer Complex, in the amount of \$1,808.82. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay Application for Payment No. 2 from Horizon Construction Group, Inc. for construction services on the Knox & Kane Trail, in the amount of \$180,230.58. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay invoice from Venango Borough for reimbursement for engineering services at the Karl Gerdon Park, in the amount of \$7,578.94. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for the approval to pay invoice #11-23-21 from Deiss & Halmi for November engineering services at the Karl Gerdon Park, in the amount of \$3,782.98. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for the approval to pay invoice #6 from Michael Baker International for contract services for November for the 2024 Crawford County Comprehensive Plan, in the amount of \$9,132.31. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of a Resolution for the 2024 Community Development Block Grant Program delegating Zachary Norwood Signing Authority. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of a contract with Cochran Area Public Library for the use of meeting space for the dates of February 26, 2024 and August 26, 2024 for two monthly Crawford County Planning Commission meetings. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of to pay invoice from Adobe, Inc. for an Adobe Creative Cloud License, in the amount of \$659.88. Mr. Seeley 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 \$114.73. Mr. Seeley seconded and the motion carried.

- Grainger - \$27.53
- Home Depot - \$87.20

Mr. Seeley made a motion to ratify the approval of invoice from Courthouse Remodeling Project for the New GIS Office, in the amount of \$3,500.00. Mr. Schell seconded and the motion carried.

- Foulk's Flooring America - \$3,500.00

Mr. Schell made a motion for the approval to pay Stantec Consulting Services, Inc. for engineering services on the NPDES permit for the parking lot project behind the Courthouse, in the amount of \$7,650.00. 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 \$854.66. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to the following purchase requisitions to the Sheriffs' Association, in the total amount of \$700.00. Mr. Seeley seconded and the motion carried.

- Sheriffs' Association Yearly Dues County Assessment - \$625.00
 - Sheriffs' Association Active Member - \$25.00
 - Sheriffs' Association Associate Member Chief Deputy - \$25.00
 - Sheriffs' Association Associate Member Solicitor - \$25.00
- \$700.00

Mr. Seeley made a motion to approve Hagan Business Machines of Meadville, Inc.'s Contract for Copier Maintenance and Supply Agreement for the Admin Copier. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to table A.2. on the Human Services request list. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the creation of MH Program Specialist II Position. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the CYS/JP contract FY 23/24 with Samantha Egger. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the CYS/JP contract FY 23/24 with The Children's Home of Pittsburgh. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase requisition/invoice from UPMC Health Plan for Refund Room & Board, in the amount of \$574.60. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition/invoice from CHAPS for 2024 Budgeted Allocation, in the amount of \$16,600.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase requisition/invoice from Active Aging, Inc. for 2024 Budgeted Allocation in the amount of \$8,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition/invoice from CCAP for 2024 Sixth Class CCAP Dues, in the amount of \$17,756.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase requisition/invoice from CCAP for PComp Contribution, in the amount of \$324,955.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the purchase requisition/invoice from PA Counties Health Insurance for 1/2024 Premium, in the amount of \$464,236.99. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase requisition/invoice from Assured Partners TJS Insurance for the Care Center General Professional Liability from 11/1/23 to 11/1/24, which was a requirement for the sale, in the amount of \$167,583.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the purchase requisition/invoice from Assured Partners TJS Insurance for Excess Liability for the Care Center from 11/1/23 to 11/1/24, which was a requirement for the sale, in the amount of \$21,550.69.

Mr. Seeley made a motion to ratify the purchase requisition/invoice from Pitney Bowes for the Lease Settlement to be done with the lease for the Care Center, in the amount of \$1,672.15. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the final 2023 IGT payment to the PA Department of Human Services for the Care Center, in the amount of \$3,611,277.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the 2024 SCHRPP Membership Dues, in the amount of \$965.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to the County Treasurer's Association of Pennsylvania for the 2024 dues, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the contract with Government Software Services, Inc. for Tax Billing Agreement for Computer Services 2024. Mr. Schell seconded and the motion carried.

Mr. Henry made a motion to approve the following people for the EMS Commission. Mr. Seeley seconded and the motion carried.

1. Bill Taylor – Ambulance Chief – Townville Ambulance Service
2. Krista Geer – Director – Crawford County Active Aging
3. Kurt Dennis – Telecommunicator – Crawford County DPS
4. Dave Basnak – Director - Emergycare
5. Maderia Paraskos – Ambulance Chief – Conneaut Lake Area Ambulance
6. Evan Kardosh – Deputy Chief/EMS Coord – Meadville Fire Department
7. Austin Bates – Ambulance Captain – Springboro Fire Dept. Ambulance
8. Earl Mook – Member/EMT – Cochranon Fire Department
9. Dan Bresee – Rescue Captain – Cochranon Fire Department
10. Amanda Harper – Secretary/Treasurer – Borough of Linesville
11. Tom Perry – Director of Campus Safety – Meadville Medical Center
12. Casey Dickson – Resident – City of Meadville
13. Mike Forbes – Supervisor – Union Township
14. Dan Miller – Fire Chief – Blooming Valley Fire Department
15. Altay Baskan – Paramedic – Several EMS and fire organizations

Mr. Schell made a motion to approve the following people for the Fire Commission. Mr. Seeley seconded and the motion carried.

1. Robert Horvat – Township Manager – Vernon Township
2. John Fuller – Assistant Chief – Vernon Central Hose Company
3. Bob McCartney – Assistant Chief – Fallowfield Fire Department
4. Jim Pratt – Fire Chief – West Mead #2 Fire Department
5. Jim Brown – Assistant Chief – Titusville Fire Department
6. Joe Smock – Captain – Meadville Fire Department
7. Josh Manuel – Fire Chief – Townville Fire Department
8. Eric Coston – Fire Chief – East Mead Fire Department
9. John Treacy – Fire Chief – Conneaut Lake Fire Department
10. Ryan Sekerski – Assistant Chief – Cochranon Fire Department

11. Bob Wimer – Assistant Chief – Greenwood Fire Department
12. Phil Koon – Assistant Chief – Saegertown Fire Department
13. Brad Johnson – Vice President – West Mead #1 Fire Department
14. Peter Albaugh – President – Summit Twp. Fire Department
15. Chuck Lawrence – Borough Manager – Saegertown Borough

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

After all requests were made Mr. Schell stated he was looking forward to putting the EMS and Fire Commission together. Mr. Seeley stated it was encouraging to see the number of entries for the EMS and Fire Commission and then reminded everyone that the absentee/mail-in ballot applications have been sent out and if you need to change anything with voting registration to see Voter services. Mr. Henry stated that Jessalyn McFarland needs poll workers for the following townships; Athens, Cambridge Springs, Centerville, Conneautville, Meadville, Pine, Sadsbury, South Shenango, Stueban, Townville, Vernon, West Mead 2 and Woodcock.

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