

The Crawford County Board of Commissioners met on Wednesday May 22, 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
Jaclyn Millan	Solicitor
Dave Powers	Sheriff
Matt Digiacommo	IT/Voter Services
Heidi Shiderly	Courts
Don Bovard	Public Safety
Zach Norwood	Planning
Mark Phelan	Maintenance
Kelly Schwab	Human Services
Nicole Graham	HR
Ellie Donnell	HR
Jack Greenfield	CCCF Warden
Craig Howe	Assistant District Attorney
Darien Kean	Auditor
Joe Galbo	Assessment
Kathy Fitzsimmons	Assessment
Tracey Crawford	Conservation District
Anita Robinson	CCDAEC
Jim Glatch	CCDAEC appointee
Bradley King	Public

The meeting was opened at 9:30AM with the Pledge of Allegiance.

Mr. Schell made a motion to approve the minutes from the full session meeting held on May 8, 2024. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on May 15, 2024. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$2,877,692.52 for the period ending May 21, 2024. Mr. Seeley seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Seeley made a motion to approve the appointment of Jim Glatch to replace Anita Robinson as one of the two Crawford County Representatives on the Northwest Behavioral Health Partnership, Inc. Board of Directors. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the creation of a per diem legal assistant position. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to inactivate the GIS Manager position. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the tax refund for Daniel and Tina Kritikos due to clerical error on a parcel in Guys Mills, in the amount of \$89.10. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to change the title of one Assessor position in the Assessment Office to Assessor/GIS Tech, which will offset making inactive the GIS Manager Position in the GIS budget. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to METCRAFT Industries, Inc. for the purchase of 2 Stainless Steel replacement toilets, in the amount of \$2,469.14. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify an agreement between CCCF and Pay My Jailer for collection of monies owed from former incarcerates of CCCF. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to MCM consulting for continued work on the Hazard Mitigation Plan, in the amount of \$4,750.00, which is to be reimbursed by PEMA. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Vogt Heating and Cooling for reimbursement for training wages associated with the Construction Workforce Industry Program, in the amount of \$1,120.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of payment to Ferguson Construction Company for reimbursement for training wages associated with the Construction Workforce Industry Program, in the amount of \$640.00. Mr. Seeley seconded and the motion carried.

Item C was removed from meeting.

Mr. Seeley made a motion for approval of a Letter of Understanding between Crawford County and Conneautville Borough regarding the Community Development Block Grant FY 2022 competitive grant award for Washington and 2nd Streets stormwater management improvements, in the amount of \$113,130.14. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of execution of the Copier Maintenance and Supply Agreement with Hagan Business Machines of Meadville, Inc. for one year of service for the Toshiba Machine located in the Planning office. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of Contract Retainer Agreement between Crawford County and Ehr Gott Building for contractor services for the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of Contract Retainer Agreement between Crawford County and Sturdy Boots Construction, LLC for contractor services for the Whole Home Repair Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of Contract Retainer Agreement between Crawford County and QRS Construction, LLC for contractor services for the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of Contract Retainer Agreement between Crawford County and Fuller Building Group for contractor services for the Whole Home Repair Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of Home Inspection Payment Agreement between Crawford County and Ronald Veverka, Home Inspection Services setting forth terms of payment and inspector's services for the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of Home Inspection Payment Agreement between Crawford County and Shawn King, Rest Easy Home Inspections setting forth terms of payment and inspector's services for the Whole Home Repair Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to sponsor the Pennsylvania Chapter of the American Planning Association's state conference in Erie from October 13-15 as a Diamond sponsor. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of a resolution of the Crawford County Board of Commissioners appointing signatory privileges to the Planning Director of Crawford County to sign Community Development Block Grant (CDBG) documents in both hard copy and electronically. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of invoices from Courthouse Remodeling Project for the New Maintenance Office, in the amount of \$538.73. Mr. Seeley seconded and the motion carried.

- Home Depot - \$43.91
- Sherwin Williams - \$249.66
- Trumbull Industries - \$245.16

Mr. Schell made a motion for approval to pay Application #1 to Guzik Concrete & Masonry for work done on the brick wall project at the Courthouse, in the amount of \$73,549.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay Brian J. Noah, Project Manager for Professional Services from 4/1/24 – 4/30/24, in the amount of \$450.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay Application #1 to Strongland Roofing Systems for work done on the Correctional Facility roof project, in the amount of \$364,560.16. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Agreement with the County Criminal Justice Advisory Board for the Technical Assistance and Training Grant Request Form. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Crawford County Human Services for the match due to CYS for FY 22/23 4th quarter Revision, in the total amount to the county of \$55,928.82. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition to McCandless Ford for Repairs to County Vehicle #33, in the amount to the county of \$330.18. Mr. Seeley seconded and the motion carried.

Mr. Schell made a motion to approve the CYS/JP Contract FY 24/25 with Adoption Connection, PA. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the CYS/JP Contract FY 24/25 with Jefferson County Juvenile Detention Center. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the CYS/JP Contract FY 24/25 with the same rates as Prior Year with Appalachian Youth Services, Inc. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the CYS/JP Contract FY 24/25 with the same rates as Prior Year with Family Pathways. Mr. Schell seconded and the motion carried.

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

Mr. Schell made a motion to approve the MH/ID/EI Contract FY 24/25 with the same rates as Prior Year with Child to Family Connections, Inc. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the MH/ID/EI Contract FY 24/25 with the same rates as Prior Year with The Arc of Crawford County, Inc. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the MH/ID/EI Contract FY 24/25 with the same rates as Prior Year with Titusville Area Senior Citizens Corporation. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase of the following, in the total amount of \$6,629.05. Mr. Schell seconded and the motion carried.

- 5 Point Blank Concealable Body Armour - \$4,624.55
- **RATIFY** - 1 Point Blank Replacement Ballistic Panels - \$822.45
- 5 Point Blank Guardian Carriers - \$1,182.05

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

- Community Health Services - \$91,504.00

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

- CNB Bank - \$77,420.78
- CNB Bank - \$55,498.55

Mr. Schell made a motion to ratify the payment to Government Software Services, Inc. for postage cost of 2913 Notice of Sale to be sent Certified Mail Restricted, in the amount of \$42,675.45. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment of invoice to Government Software Services, Inc. for cost of printing 2913 Notice of Sale Mailers, in the amount of \$2,281.96. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment of Invoice to Fine Print for Mail-in Ballot envelopes, in the amount of \$5,353.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment of Invoice to William Penn Printing Company for Precinct Election Supply Boxes for the Primary Election, and Provisional Ballot Envelopes, in the amount of \$6,149.19. Mr. Schell seconded and the motion carried.

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

After all requests were made Mr. Seeley wished everyone a Happy Memorial Day. Mr. Schell also wished everyone a Happy Memorial Day and safety. Mr. Henry stated to keep Keith Gushard of the Meadville Tribune in their thoughts and prayers as his father recently passed away.

Mr. Schell made a motion to adjourn the meeting at 9:50 AM. Mr. Seeley seconded and the motion carried.

Eric Henry, Chairman

Scott T. Schell, Commissioner

Christopher R. Seeley, Commissioner