

The Crawford County Board of Commissioners met on Thursday, August 14, 2025 for a regular meeting, with the following present:

Eric Henry	Chairman
Scott T. Schell	Commissioner
Christopher R. Seeley	Commissioner – By phone
Christine Krzysiak	Treasurer
Brittany Johnston	Chief Clerk/HR
Courtney Stirling	Secretary
Stephanie Franz	CFO
Keith Button	Solicitor
Dave Powers	Sheriff
Matt Digiacomo	Voters/IT
Jen McCarl	Maintenance
Kelly Schwab	Human Services
Greg Beveridge	Public Safety
Heidi Shiderly	Courts
Jack Greenfield	CCCF Warden
Wes Rowden	Public Defender
Tim Brown	ITS
Denise Stanton	Payroll/HR
Trevor Oates	APO
Kevin Tommaney	Armstrong

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

Mr. Schell made a motion to approve the minutes from the full session meeting held on July 23, 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on August 6, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$2,470,319.92 for the period ending August 13, 2025. Mr. Seeley seconded and the motion carried.

Executive Sessions:

Public Comments:

Official Business:

Mr. Schell made a motion for approval to create a Per Diem position within the Adult Probation/ Parole Department that would carry the title of “Probation Aide”. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay the WEB JAMIN Annual Software Support, which covers a period of 8/1/2025 through 7/31/2026, in the amount of \$15,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the invoice from Howick’s Motors for annual inspection and 4 new tires, in the amount of \$1,143.34. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase from DELL for 2 DELL laptops for HR, in the amount of \$2,366.14. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the purchase from CDWG for Black Box Server Switch for ITS, in the amount of \$1,680.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase from AHEAD, 5 Cisco Phones, in the amount of \$945.44. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the 1-year service agreement with Hagan Business Machines for copy machine Level 3 in the Judicial Center. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Target Solutions for the renewal of the Frontline QA and Training tracker software, in the amount of \$3,874.50. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Scobell Company for replacing two AC unit pumps in the server room, in the amount of \$1,612.70. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to Table Items 11C through 11H. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of invoices from Home Depot for the Courthouse Remodeling Project for Courtroom #3, in the amount of \$92.23. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval to pay Rabe Environmental Systems, Inc. to install new SRT sensor in RTU-1 at the Courthouse, in the amount of \$1,121.59. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval to pay Scobell Company, Inc. to replace flow switch on chiller unit at the Judicial Center, in the amount of \$2,123.65. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of purchase from HVAC USA for a HVAC sensor at the Judicial Center, in the amount of \$652.83. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval to pay invoice from Wilkinson Aggregates, Inc. for rip rap for the Parking Deck, in the amount of \$979.65. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval to pay invoice to Trace Lawn and Landscaping, Inc. for gate and hinges for the Fairgrounds, in the amount of \$608.46, which will be reimbursed by the Fair Board. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval to pay invoice to Sunbelt Rentals for a 60 ft manlift for use at the Fairgrounds, in the amount of \$1,210.05, which will be paid by the PComp grant. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval to pay invoice to Russell Standard for extra crack sealing at the Jail, in the amount of \$7,400.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of a resolution committing to partner with Penn Northwest, as part of a regional initiative, to undertake a Regional Talent Attraction and New Resident Recruitment program. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Ferguson Construction Company for training wages associated with the Workforce and Retention Program, in the amount of \$1,080.00. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Vogt Hearing and Cooling for training wages associated with the Workforce and Retention Program, in the amount of \$1,600.00. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion for approval of a resolution committing to partner with Penn Northwest, as part of a regional initiative, to undertake a Regional Talent Attraction and New Resident Recruitment program. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of a Whole Home Repair Contract between Crawford County, QRS Construction, and Homeowner #031 for home repairs through the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval to pay three application fees for the NPDES permit for the demolition of 110 Canfield Street in Cambridge Springs Borough, made out to the Conservation District, in the amount of \$2,000.00, which has been paid from the County's Act 137 funds. Mr. Schell seconded and the motion carried.

1. DEP Distribution Acreage Fee – \$400.00
2. E&S Plan Review Fee – \$1,100.00
3. NPDES Permit Fee – \$500.00

Mr. Seeley made a motion to ratify the approval of a resolution authorizing the execution of an Appalachian Regional Commission (ARC) grant contract totaling \$764,196.00, as well as direct the Planning Department to work with local partners to administer the programmatic elements of the grant contract. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the Child Welfare Information System (CWIS) Data Sharing Agreement for the period October 1, 2025 to September 30, 2026. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the FY 25/26 Human Services Block Grant Plan. The Human Services Block Grant Plan is a document that is completed yearly and submitted to the Pennsylvania Department of Human Services. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion approval of the Pennsylvania Commission on Crime and Delinquency (PCCD) grant application for the Child Advocacy Center (CAC) for 2026. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the C-3 amendment to the FY 24/25 MH/ID contract with the Arc of Crawford County for Companion and Representative Payee services, to increase the CHIPP funded Companion maximum by 152.14 and decrease the MH funded Rep Payee maximum by the same amount. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 CYS contract with Appalachian Youth Services Inc. for sex offender treatment (Kathy's House), Transitional and Independent Living program (Sutton House) and the Work Experience Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 CYS contract with Children's Aid Society of Mercer County for foster care and the Creating Foundations Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 CYS/JP contract with Community Specialists Corporation DBA The Academy for Residential, Shelter, Specialized Settings, Drug & Alcohol and the Enhanced Support Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 CYS/JP contract with Keystone Adolescent Center, Inc. for residential, specialized setting, transitional living, diagnostic and one-on-one counseling programs. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 CYS contract with The Children's Home of Pittsburgh for foster care services. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 JP contract with White Deer Run, LLC for the Cove Secure, Cove Prep and the two-week Diagnostic programs. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 MH contract with Family Services & Children's Aid Society of Venango County, Inc. for the Student Assistance (SAP) and Family Based Mental Health Services (FBMHS) Programs. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 MH contract with the Grapevine Center for County and Carelon funded Consumer/Family Satisfaction Team (CFST) Surveys. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 Professional Contract with Center for Family Services Inc. for Case Management, Rental Assistance and Food Pantry services. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 Professional Contract with Crawford County Court Appointed Special Advocates (CASA) for CASA (Specialized services). Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 Professional Contract with Crawford County Drug & Alcohol Executive Commission, Inc. (CCDAEC) for Student Assistance Program (SAP) Prevention Specialist (Specialized services). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 Professional Contract with Crawford County Mental Health Awareness Program, Inc. (CHAPS) for Emergency shelter and Case Management services. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 Professional Contract with Crawford County School of Adult Education for Adult Education (Specialized services). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 Professional Contract with the Titusville YMCA for Tiny Footsteps & After School/Summer Programing (Specialized Services). Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 Professional Contract with the United Way of Venango and the Titusville Region for the Center for Financial Independence Program (Specialized Services). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 Professional Contract with the United Way of Western Crawford County, Inc. for management of the VISION Project and Forensic Person-centered Contingency Funds and Administrative fees. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the FY 25/26 Professional Contract with Women's Services, Inc. for the Greenhouse and the Child Abuse Awareness Program (Specialized Services). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the FY 25/26 Professional Contract with the Young Women's Christian Association (YWCA) of Titusville for Case Management, Rental Assistance and St. James House Shelter. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Same Rates as prior year, CYS/JP Contracts FY 25/26. Mr. Seeley seconded and the motion carried.

1. Approve Benchmark Family Services
2. Approve Center for Family Services, Inc.
3. Approve Family Service & Children's Aid Society of Venango County, Inc.

Mr. Seeley made a motion to approve the Same Rates as prior year, MH/ID/EI Contracts FY 25/26. Mr. Schell seconded and the motion carried.

1. Approve Center for Family Services, Inc

Mr. Schell made a motion to approve the invoice from Community Health Services for June 2024/2025 MATP trips, in the amount of \$66,670.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice from Penn State Extension for 3rd Qtr Budgeted Appropriation, in the amount of \$20,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Erie Bank Credit Card Payment Contract to accept credit card payments online. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to St. James Haven for 2025 Affordable Housing Allocation, in the amount of \$8,996.92. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay City of Meadville for the 1/3 share of City Treasurer's Office wages for collection of County Taxes from 1-1-2025 – 6/30/2025 in the amount of \$21,646.09. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay City of Meadville for the ½ share of Postage/Mailing Real Estate Tax Bills 1/1/2025 – 6/30/2025 in the amount of \$1,222.19. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the contract of Attorney Andrew Natalo to take cases with the Public Defender's Office. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Copier Maintenance and Supply Agreement with Hagan Business Machines of Meadville for the Commissioners' Office Toshiba printer. 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 stated that the Fair is just around the corner and wished everyone a safe and happy fair week. He also asked for patience and grace to volunteers and encouraged the public to visit local vendors. Mr. Schell echoed Mr. Seeley and encouraged everyone to attend the fair. Mr. Henry echoed Mr. Seeley and Mr. Schell and encouraged the public to attend the Baked Goods auction Saturday at 5pm if they would like to try and win some baked goods.

Mr. Schell made a motion to adjourn the meeting at 9:58 AM. Mr. Seeley seconded and the motion carried.

Eric Henry, Chairman

Christopher R. Seeley, Commissioner

Scott T. Schell, Commissioner