

The Crawford County Board of Commissioners met on Wednesday, February 12, 2025 for a regular meeting, with the following present:

Eric Henry	Chairman
Scott T. Schell	Commissioner
Christopher R. Seeley	Commissioner
Christine Krzysiak	Treasurer
Courtney Stirling	Secretary
Brittany Johnston	Chief Clerk/HR
Stephanie Franz	CFO
Keith Button	Solicitor
Dave Powers	Sheriff
Zach Norwood	Planning
Heidi Shiderly	Courts
Mark Phelan	Maintenance
Sue Watkins	Human Services
Tim Brown	ITS
Joe Galbo	Assessment
Jessalyn McFarland	Voters' Services
Jack Greenfield	CCCF Warden
Greg Beveridge	Public Safety
Eric Coston	Coroner
Holly Hildebran	JPO
Ellie Donnell	HR/Payroll
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 January 22, 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on February 5, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$2,682.080.35 for the period ending February 11, 2025. Mr. Seeley seconded and the motion carried.

Executive Sessions: 2/5/2025 – Personnel – District Attorney's Office

Public Comments: None

Official Business:

Mr. Seeley made a motion to approve the purchase of 15,120 American Flags, in the amount of \$12,296.00. Mr. Henry seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to Craft Master Hardware for the purchase of door closer for the front door of the facility, in the amount of \$787.80. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to Lindsey Refrigeration for the replacement of 2 roof top unit crankcase heaters, in the amount of \$838.30. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion approval of the contract with Crawford County Juvenile Probation and the Crawford County Conservation District effective April 1, 2025 – October 15, 2025 for mowing, trimming and basic yard clean up through the community service program, with CCJPO receiving \$5,000.00 for the work completed. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval for a Fleet Account agreement with Plaza Car Wash for the wash and cleaning of 8 vehicles for Crawford County Juvenile Probation, to be invoiced monthly, in the discounted, tax free amount of \$12.00 per wash. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the JCJC YLS with Crawford County Juvenile Probation effective January 1, 2025, with the YLS assessments to be purchased at a rate of \$4.00/per use rate. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval for the BI extended warranty and support agreement, which covers 10 Homeguard 2020 electronic monitoring units for repair and maintenance, which is to be effective April 1, 2025 through March 31, 2026, in the amount of \$3,940.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion approval for a one-year Master Agency Agreement with SCRAM for the use of 3 GPS electronic monitoring units on a trial basis, with a rental cost in the amount of \$3.32 per day when the house arrest units are in use. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to the PA District Attorneys Association for the yearly membership assessment and attorney's fees, in the amount of \$5,236.72. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve of one DS-776604-NVR for viewing the outside cameras at the Linesville MDJ office from Mobilcom, in the amount of \$400.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice from VISION Government Solutions for CAMA software Maintenance from 1/1/2025 – 12/31/2025, in the amount of \$18,070.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment for 2 iPads, in the amount of \$399.98 for both. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the monthly cost for 2 unlimited data mobile hotspots vehicle routers, in the amount of \$73.98 for both. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the new Crawford County AI Policy. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase from CDWG for Headsets for the WebEx Phone Suite System, in the amount of \$6,279.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the new contract with David Weekley from Natalie Weekley Consulting LLC. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the grant agreement with PEMA for offsetting costs of NG911 GIS Costs and ILEC costs, in the amount of \$93,599.68 from the statewide Interconnectivity Fund. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the agreement with Annie's Cleaning for custodial work at the Public Safety building, three times per week, in the amount of \$860.00 per month. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the replacement of six Zetron Radio console computers by Mobilcom, in the amount of \$22,452.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the service quote with Breathing Air Systems to repair the oil sight glass filler on the Air trailer, in the amount of \$351.11. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase from Whitmer Public Safety Group for three MSA Galaxy chargers and cylinder holders, which will be distributed to Fire Departments in Crawford County as the final part of an ongoing project, in the amount of \$9,972.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Erie County DPS for a portion of the EMS Plan Administrator's costs that is split between Erie, Crawford and Warren counties, in the amount of \$15,950.07. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the enrollment into an AI Skills training lab for Emergency call taking through the Priority Dispatch Corporation, in the amount of \$2,500.00 annually. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the renewal of the maintenance agreement with Hagan Business Machines for the Public Safety Document machine. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the travel requisition for David Amy to attend the PA GIS conference in State College, PA, in the amount of \$818.58. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the 2024 Crawford County Hazardous Materials Report. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of invoices from the Courthouse Remodeling Project, in the amount of \$237.43. Mr. Schell seconded and the motion carried.

- The Home Depot - \$28.98
- Sherwin-Williams - \$208.45

Mr. Schell made a motion for approval to pay Ascendance Truck Centers for a heat controller in the International Truck, in the amount of \$519.47. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay Scobell Company Inc. to replace a compressor on a rooftop unit at the Judicial Center, in the amount of \$11,400.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay Stark Tech for service agreement at the Judicial Center, in the amount of \$2,500.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Ferguson Construction Company for reimbursement #5 for training wages associated with the Construction Industry Workforce Program, in the amount of \$576.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of payment to Vogt Heating & Cooling for reimbursement #26 for training wages associated with the Construction Industry Workforce Program, in the amount of \$1,128.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Vogt Heating & Cooling for reimbursement #27 for training wages associated with the Construction Industry Workforce Program, in the amount of \$640.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of payment to MG Electric Services for reimbursement #2 for training wages associated with the Construction Industry Workforce Program, in the amount of \$1,088.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Ferguson Construction Company for reimbursement #6 & #7 for training wages associated with the Construction Industry Workforce Program, in the amount of \$1,024.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of a grant award and contract between Crawford County and Common Roots for a total amount of \$20,000.00 from the County's Blight Revitalization Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to the American Planning Association for membership dues for the following staff. Mr. Schell seconded and the motion carried.

1. Zachary Norwood – \$425.00
2. Samantha Travis – \$283.00
3. Debra Frawley – \$283.00

Mr. Schell made a motion to for approval to purchase AI software from Grammarly Inc. for use in the Planning Office, in the amount of \$1,152.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to renew Monday.com software license, in the amount of \$2,417.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the contract between Crawford County, Sturdy Boots Construction, and Homeowner #018 for home repairs through the Whole Home Repair Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the Needs Based Plan & Budget FY 23/24, Budgeted Amendment (Revision 1), which is necessary due to the increase in Community Based Placement for both JPO and CYS. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition to Crawford Central School District for shared bus transportation for a foster child for the month of October per the McKinney-Vento Act, in the total cost to the County of \$397.20.

Mr. Seeley made a motion to approve the purchase requisition to Crawford Central School District for shared bus transportation for a foster child for the month of November per the McKinney-Vento Act, in the total cost to the County of \$306.93. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase requisition to Pennsylvania Children and Youth Administrators for the 2025 membership dues, in the total cost to the County of \$652.95. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase requisition of the blanket food requests for potential various vendors throughout 2025 for CCHS meetings, with a total cost to the county not to exceed \$326.24. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve Amendment C-1 of the MH/ID/EI Contract FY 24/25 with The Arc of Crawford County, Inc. for Companion services, to match the higher state set rates. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve Amendment C-1 of the MH/ID/EI Contract FY 24/25 with Youth Advocate Programs, Inc. for Habilitation and Chore/Homemaker Services to match the higher state set rates. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to CC Regional Airport Authority for the 2025 Budgeted Allocation, in the amount of \$40,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Penn State Extension for the Q1 2025 Budgeted Allocation, in the amount of \$72,500.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice from Community Health Services for 12/2024 Trip Reimbursement, in the amount of \$51,746.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Treasurer City of Meadville for 2025 Storm water bills, in the amount of \$5,503.60. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to CATA for the 2025 Budgeted Allocation, in the amount of \$50,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Penn Soil Resource Conservation for the 2025 Budgeted Allocation, in the amount of \$5,000.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice to MaherDuessel for FY 2024 Audit first progress billing, in the amount of \$18,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Women's Services for the CY2025 STOP Abuse Grant, in the amount of \$125,000.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the MaherDeussel Engagement Letter Addendum to Single Audit. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the Separation and Release Agreement with Gina Chatfield. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the 2025 SCHRPP Membership Dues, in the amount of \$985.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Resolution Establishing Tax Collector Compensation for 2026 – 2029 Tax Years. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the Printing Contract with Printing Concepts for the printing of the 2025 Real Estate Tax Bills. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the Extension of the Maintenance Contract with Government Software Services for the Tax Claim Software module, for a 2-month extension. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase of the Election Barn camera and network system in the total amount of \$4,386.50. Mr. Schell seconded and the motion carried.

- Mobilcom - \$3,498.00
- Amazon - \$486.14
- Home Depot - \$103.48
- Ahead/CDI - \$283.90

Mr. Schell made a motion to ratify the payment to the HITE Company for network cable that is to be used for the Election Barn camera and network system, in the amount of \$336.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the Intergovernmental Agreement for Tax Collection Services with Conneautville Borough.

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 reminded the public that petition information is now available but cannot be circulated until February 18<sup>th</sup>. Mr. Henry spoke about the Lord chemical fire and thanked the dispatchers, firefighters and all others that worked to helped. He made a special mention to Matt Smith, who did the initial inspection of the fire and Janet Coursen as they are both fire fighters and stated he was glad to have such great county employees. He then mentioned that if you didn't want to become a firefighter, other ways to help the firefighters is participate in their fundraisers as they are mostly volunteer. Mr. Schell stated that he can't say enough for the firefighters that assisted and encouraged anyone who wanted to become a firefighter to do so. He also mentioned that the weather was going to become bad again and for everyone to be careful. Lastly, he wished everyone a Happy Valentine's Day.

Mr. Seeley made a motion to adjourn the meeting at 10:01 AM. Mr. Schell seconded and the motion carried.

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Eric Henry, Chairman

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Scott T. Schell, Commissioner

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Christopher R. Seeley, Commissioner