

The Crawford County Board of Commissioners met on Wednesday, January 22, 2025 for a regular meeting, with the following present:

Eric Henry	Chairman
Scott T. Schell	Commissioner
Christopher R. Seeley	Commissioner
Katie Eckstein	Deputy Treasurer
Courtney Stirling	Secretary
Brittany Johnston	Chief Clerk/HR
Stephanie Franz	CFO
Keith Button	Solicitor
Matt Digiacomo	IT/Voter Services
Dave Powers	Sheriff
Zach Norwood	Planning
Heidi Shiderly	Courts
Mark Phelan	Maintenance
Sue Watkins	Human Services
Kristin Hauser	CATA
Trevor Oates	APO
Emmy Arnett	Prothonotary
Patti Wetherbee	Clerk of Courts
Tim Brown	ITS
Beth Forbes	Register & Recorder
Renee Kiser	Auditor
Joe Galbo	Assessment
Janet Coursen	GIS
Jessalyn McFarland	Voters' Services
Wayne Ferraro	Tip Staff
Keith Gushard	Tribune
Kevin Tommaney	Armstrong
Jason McMaster	Public
Ms. Phelan	Public

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 8, 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on January 15, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$3,524,547.28 for the period ending January 21, 2025. Mr. Seeley seconded and the motion carried.

Executive Sessions: 1/9/2025 – Personnel – Commissioner's Office

Public Comments: None

Official Business:

Mr. Henry made a motion to ratify the appointment of Brittany Johnston for Chief Clerk. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Board Member appointment of Travis Palmer to the CATA Board. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay invoice to the PA Chiefs of Police Association for the 2025 Livescan Maintenance Fee, in the amount of \$3,443.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay invoice for the 6<sup>th</sup> Class County Annual Assessment for County Chief Adult Probation/Parole Officers Association, in the amount of \$1,133.00. Mr. Schell seconded and the motion carried 2-1 with Mr. Henry voting no.

Mr. Schell made a motion for approval to pay invoice for the annual fees for their AP Management System license, mobile licenses, collection reminders, tech support, text reminders, CPCMS-MDJS Data Service for the Court Data. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to Powell Sanitation and Construction for put out the grease trap due to hard masses of grease causing clogs, in the amount 1,490.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to Meadville Plate Glass for the replacement of a cell door window broken by an inmate, in the amount of \$785.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to Meadville Plate Glass for the replacement of a cell door window broken by an inmate, in the amount of \$841.35. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the yearly dues to the Pennsylvania Association Prothonotary, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Teleosoft County Suite Civil Court software annual maintenance fee, in the amount of \$18,583.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Solicitor Contract for 2025-2028, in the amount of \$5,000.00 per year. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to the Pennsylvania State Association of Prothonotaries and Clerk of Courts for the 2025 Association Membership fees, in the amount of \$625.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to the Register of Wills & Clerks of Orphans' Court Association for the 2025 Association Membership fees, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the Amendment to Linesville MDJ Lease with Esmark Realty, LLC creating two-year extension through December 31, 2026 at the monthly rate of \$2,350.80. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to Crawford County Bar Association of county and state bar association dues for 18 court judges and attorneys, in the total amount of \$7,433.10. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval for payment of the Pennsylvania Recorder of Deed's Association Annual Membership fee, in the amount of \$625.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion approval for payment of the Pennsylvania Register of Wills & Clerk of Orphans' Court Association Annual Membership fee, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval for payment of the Reynolds Business Systems invoice which covers the annual fees for RW & RD PDF/A storage 1/1/2025 – 12/31/2025, in the amount of \$1,610.44. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Assessment and Treasurer's jointly request of pricing updates for the vending of public information from county databases and service pricing to support tax collection process. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the purchase from CDWG for the new MS Enterprise Agreement for 2025-2027, in the amount of \$149,535.61. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the purchase from AHEAD for the new 5-year Webex Phone Suite System, in the amount of \$341,261.37 with \$137,445.45 due in 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the purchase from Aspire for DUO Multi Factor Authentication, in the amount of \$2,769.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to McCutcheon Enterprises for the annual Hazardous Materials Team retainer, in the amount of \$2,500.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the annual inspection and maintenance of the public safety building generator, with work to be completed by Wm. T. Spaeder company, in the amount of \$735.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the annual maintenance of the Air trailer with work to be completed by Breathing Air Systems, in the amount of \$1,611.42. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase and installation from Mobilcom for a Zetron gateway for interoperability with PA State Police, in the amount of \$8,598.00. Mr. Schell seconded and the motion carried.

Mr. Schell 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. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the approval of invoices from Courthouse Remodeling Project, in the amount of \$307.61. Mr. Schell seconded and the motion carried.

- Home Depot - \$99.16
- Sherwin Williams - \$208.45

Mr. Schell made a motion for approval to pay Scobell Company, Inc. to replace chiller pump at Judicial Center, in the amount of \$965.00. 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 11/30/24 – 12/31/24, in the amount of \$337.50. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of payment to Vogt Heating & Cooling for reimbursement #25 for training wages associated with the Construction Industry Workforce Program, in the amount of \$1,152.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to MG Electric Services for reimbursement #1 for training wages associated with the Construction Industry Workforce Program, in the amount of \$832.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay Invoice #4280 from the City of Meadville for reimbursement of Code Enforcement wages, in the amount of \$13,480.01. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay check request for the City of Meadville for Reimbursement for work done at the Bicentennial Park playground, in the amount of \$16,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the approval of Pay App #1 from Pollard Land Services for work completed on the Conneautville Stormwater Improvement Project, in the amount of \$334,054.26. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify approval of a contract between Crawford County, Ehr Gott Building, and Home owner #014 for home repairs through the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the PCCD Grant Award for the Child Advocacy Center, in the award amount of \$47,000. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase requisition to Dropbox, Inc. for their Dropbox Licensing Software, that covers from 12/11/24 to 12/10/25, with a total cost to the county of \$192.00. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to approve the acceptance of \$106,000.00 additional State Wide Adoption Network (SWAN) funding, which was requested for the increase in children placed in substitute care. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the CYS/JP Contract FY 24/25 with Samantha Egger CY 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice from the CC Solid Waste Authority for the 2024 Budgeted Allocation, in the amount of \$80,000. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Sheriff's Association of The Commonwealth of PA dues, in the total amount of \$700.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion ratify the purchase of a Bar light for the new Cruiser which was previously approved at \$1,500.00, however the actual invoice is in the amount of \$2,329.62. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Civic Vanguard November 2024 invoice, in the amount of \$1,692.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Civic Vanguard December 2024 invoice, in the amount of \$2,726.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the Administrative Agreement with Abentras for 3 free months of ICHRA billing and premium services. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment for the February Health Insurance Premium, in the amount of \$386,410.05. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the COBRA Service Agreement with the DJB Group effective 1/1/2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the annual Printer Maintenance and Supply Agreement to Hagan's Business Machines, effective 1/14/2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of 2025 dues for the County Treasurers' Association of Pennsylvania, in the amount of \$625.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment of 2025 dues for the Tax Claim Bureau Association of Pennsylvania, in the amount of \$250.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to the Corry News Journal for the publication of the Election Proclamation on November 1, 2024, in the amount of \$2,253.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the renewal of the annual printer maintenance and supply agreement to Hagan Business Machines with the effective date of February 1, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the annual MSA payment to Dominion Voting Systems, in the amount of \$221,932.50. Mr. Seeley 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 gave huge thank you to Brittany Johnston for all she's done and taking on the Chief Clerk role, and reminded everyone to stay warm and be mindful of their pets outside. Mr. Schell thanked Brittany Johnston and told everyone to stay warm. Mr. Henry reminded the public that if they have questions to speak with the directors or Commissioners so misinformation does not spread.

Mr. Schell made a motion to adjourn the meeting at 9:54 AM. Mr. Seeley 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