

The Crawford County Board of Commissioners met on Wednesday, March 26, 2025 for a regular meeting, with the following present:

Eric Henry	Chairman
Scott T. Schell	Commissioner
Christopher R. Seeley	Commissioner
Christine Krzysiak	Treasurer
Brittany Johnston	Chief Clerk/HR
Courtney Stirling	Secretary
Stephanie Franz	CFO
Mandie Mahoney	Assistant Deputy CFO
Keith Button	Solicitor
Dave Powers	Sheriff
Matt Digiacommo	Voters/IT
Heidi Shiderly	Courts
Eric Coston	Coroner
Mark Phelan	Maintenance
Sue Watkins	Human Services
Jack Greenfield	CCCF Warden
Greg Beveridge	Public Safety
Zach Norwood	Planning
Trevor Oates	APO
Holly Hildebran	JPO
Janet Coursen	GIS
Tim Brown	ITS
Jessalyn McFarland	Voters Services
Tony Digiacommo	Veterans Services
Keith Gushard	Tribune

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 March 12, 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on March 19, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$2,206,390.84 for the period ending March 25, 2025. Mr. Seeley seconded and the motion carried.

Executive Sessions:

Public Comments:

Official Business:

Mr. Seeley made a motion to approve the CATA Local Match Contribution Resolution, in the amount of \$50,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to extend lease for 5 years, in the amount of \$1,256.00 per month, which is a reduced rate from last year. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase from FIRSTNET for a cell phone and standard plan, in the amount of \$480.87, which includes the phone and unlimited plan and 11 months of service. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase from Insight Public Sector for Computer hardware, in the amount of \$11,530.12, which is to be paid from the Indigent Defense Grant. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase from Canadohta Security for 12 new security cameras to be placed in the Restricted Housing Unit Cells, in the amount of \$14,480.00, which is to be funded through the safety grant. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment to OnSolve LLC for the contract year 2025, in the amount of \$810.26. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase from AMP Electric for replacement lighting in the sally port with new LED UFO lights, in the amount of \$2,785.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the 2025 Fire alarm system inspection, which is required by PA DOC, completed by Canadohta Security, in the amount of \$4,320.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify approval for travel and training conference expenses for JPO Victim Witness Coordinator Sofia Haugsdahl to attend the International Child Abuse Symposium in Huntsville, Alabama, March 17-21, 2025, in the amount of \$1,975.21, which will be reimbursed by a scholarship from the Pennsylvania Child Advocacy Center. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of modification of the current Drug and Alcohol RIP/Intermediate Punishment Grant, to reduce the grant by \$78,535. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve seeking signature to purchase 24 cases of Ammo, in the amount of \$5,932.78. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the annual Adobe licenses from CDWG, in the amount of \$12,177.50. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice from Civic VanGuard for professional services in January 2025, in the amount of \$658.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the purchase from Hovis auto supply for 354 bags of granular absorbent material to be distributed to local Fire Departments, in the amount of \$3,709.92, which is funded through Haz-mat Response Fund. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the agreement with Hagan Business machines for the Public Safety Fax machine, effective March 2, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify approval of the following invoices from the Courthouse Remodeling Project, in the total amount of \$217.90. Mr. Seeley seconded and the motion carried.

- Amazon - \$27.35
- The Home Depot - \$59.48
- Sherwin-Williams - \$131.07

Mr. Seeley made a motion to ratify approval to pay Otis Elevator Company with a 50% down payment to make repairs to elevator motor, in the amount of \$13,020.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay Greenhill Farms Equipment, Inc. to purchase a new 90 HP Kubota tractor, in the amount of \$60,049.70. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment to Ferguson Construction Company for reimbursement #9 for training wages associated with the Construction Industry Workforce Program, in the amount of \$512.00, which is to be paid from the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of payment to Vogt Heating & Cooling for reimbursement #27, #29 and #30 for training wages associated with the Construction Industry Workforce Program, in the amount of \$1,488.00, which is to be paid from the Whole Home Repair Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of payment of Crawford Inspired Mini-Grant reimbursement requests from Crawford County Fair Grounds Building Association for upgrades to rabbit cages, in the amount of \$11,890.54, which is to be paid from the Crawford Inspired Mini-Grant Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval of the payment of Crawford Inspired Mini-Grant reimbursement requests from Saegertown Heritage Society for museum electrical upgrades, in the amount of \$4,950.00, which is to be paid from the Crawford Inspired Mini-Grant Program. Mr. Seeley seconded and the motion carried.

Mr. Schell made a motion for approval of a resolution authorizing Crawford County Planning staff to submit a grant application to the Pennsylvania Department of Conservation and Natural Resources Community Conservation Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify approval of payment to Sandy's Sign Works for signage for the Hummer County Forest, in the amount of \$1,742.00, which is to be paid from the General Fund. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify Resolution #3 of 2025 authorizing the application for, commitment of match to and appointment of signatories for the Pennsylvania Department of Conservation and Natural Resources Peer-to-Peer grant funded program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion approval of the EI I&E Report for FY 23/24, which in that year there was a total cost to the County of \$52,091.51. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion approval of the MATP Final Allocation for FY 23/24 with no County match. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval of the Purchase Requisition from 4imprint for first aid kits, drawstring bags, pens, water bottles, and delivery charges for use in Plans of Safe Care baby baskets and welcome packets, with no cost to the County as it is 100% grant funded. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the purchase requisition to Zook Motors for the purchase of a 2025 Ford Escape, with a total cost to the County of \$6,059.42. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Amendment 1, Grant Contract FY 24/25 with Center for Family Services, Inc. for Homeless Assistance Program Case Management funds, with the amendment increasing the funds from \$15,000.00 to \$24,822.00, with a maximum cost to the County of \$1,325.22. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Amendment 1, Grant Contract FY 24/25 with Center for Family Services, Inc. for Homeless Assistance Program Rental Assistance funds, with the amendment increasing the funds from \$74,500.00 to \$114,575.00, with a maximum cost to the County of \$6,117.03. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Amendment 1, Grant Contract FY 24/25 with YWCA Titusville for Homeless Assistance Program Rental Assistance funds, with the amendment increasing the funds from \$28,000.00 to \$33,000.00, with a maximum cost to the County of \$1,761.83. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve invoice from CC Drug & Alcohol for Q1/Q2 2024/2025 HSBG Match, in the amount of \$14,170.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve payment to CC CYs for Q2 2024/2025 Match due from County, in the amount of \$564,166.17. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to CC CYs for Q1 2024/2025 Match due from County, in the amount of \$7,444.14. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to CC CYs for Q1 2024/2025 Revision Match due, in the amount of \$436.89. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the invoice from Svetz Energy Services for Q2 2025 Energy Procurement, in the amount of \$1,714.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the invoice from MaherDuessel for Second Progress Billing for the 2024 Audit, in the amount of \$30,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Department of Human Services for 2023/2024 MATP Refund to State, in the amount of \$36,677.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Crawford County Human Services for Q4 2023/2024 EI Match, in the amount of \$11,778.85. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to ratify the invoice from Remedy Analytics for Q4 2024 Pharm Savings, in the amount of \$46,742.20. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion ratification to create the position of Assistant Deputy CFO. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the print service agreement with Harris Local Government for printing of Notice of Claim and Notice of Tax Sale for 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay the City of Meadville for the 1/3 share of the City Treasurer's Office wages for collection of County Taxes from 7/1/2024 – 12/31/2024, in the amount of \$21,245.33. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay the City of Meadville for the ½ share of postage/mailing of the Real Estate 2nd notices and costs, in the amount of \$1,060.67. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion for approval to pay the City of Meadville for the ½ share of the postage/mailing of the Per Capita Bills, in the amount of \$1,372.14. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to the Corry News Journal for the Election Proclamation advertised on February 28th, in the amount of \$500.25. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment for the April Health Insurance Premium, in the amount of \$361,451.53. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to PCHIPC for run out health insurance claims from 1/1/2025 – 1/31/2025, in the amount of \$151,000.76. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment to PCHIPC for run out health insurance claims from 2/1/2025 – 2/28/2025, in the amount of \$25,095.38. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Northwest Commission for 2025 Crawford County Per Capita Dues, in the amount of \$5,212.00. 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. Henry reiterated his thankfulness to Mr. Norwood for making the township meetings so successful and for East Mead Fire Hall to allow usage of their facility to hold the event.

Mr. Schell made a motion to adjourn the meeting at 9:53 AM. Mr. Seeley seconded and the motion carried.

Eric Henry, Chairman

Scott T. Schell, Commissioner

Christopher R. Seeley, Commissioner