

The Crawford County Board of Commissioners met on Wednesday, September 24, 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
Terri Chimiak	Procurement Specialist
Monica Confer	Secretary
Stephanie Franz	CFO
Keith Button	Solicitor
Dave Powers	Sheriff
Matt Digiacomio	Voters/IT
Jen McCarl	Maintenance
Krysta Simons	Human Services
Greg Beveridge	Public Safety
Chaney Tucker	Domestic Relations
Mandie Mahoney	Finance
Heidi Shiderly	Courts
Tim Brown	ITS
Emmy Arnett	Prothonotary
Denise Stanton	Payroll/HR
Holly Hildebran	JPO
Jack Greenfield	CCCF Warden
Zach Norwood	Planning
Brad Roae	Pa State Representative
Chloe Forbes	Meadville
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 September 10, 2025. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the minutes from the work session on September 17, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of bills in the amount of \$2,157,379.33 for the period ending September 23, 2025. Mr. Seeley seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Seeley made a motion to approve the maintenance and supply agreement with Hagan Business Machines of Meadville, Inc. Rate per page increase from .0078 to .0082. Supplies included in the agreement are drum, developer and toner effective Sept. 9, 2025. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the purchase of 4 boxes of Cat6 network cables for Meadville DC office move to the County Courthouse from Rexel USA Inc. for \$1,410.48. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the purchase of Hagan Toshiba Copier Machine- 4528A \$5,700.00 “No cost to the County.” Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the travel request for Kendra McCartney and Christiana Tomko to attend 3-day PA Sheriff’s Civil Process training in Harrisburg PA October 15-17. Hotel \$258.00 (2 nights/2 people). Transportation by County Vehicle. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment of \$570.00 to Mobilcom for coordination and processing fees involved in the moving of the Government West and Police West frequencies to the Greiser Rd. tower site. This is the technical and licensing fees only (not the actual movement of equipment) required by the FCC. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment of \$545.00 to APCO for the tuition of a newly selected shift leader to participate in a Comm Center Supervisor virtual training program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the quote of \$860.00 submitted by Annie’s Flooring to clean the carpeted surfaces in the Public Safety building. This is the first time this has been completed. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion to approve the Sheriff Contract. Mr. Schell seconded and the motion carried.

The motion to approve the IV-D Attorney/back up Contracts was not passed with 2 NO votes and 1 YES vote. The approval motion was not did not carry.

Mr. Seeley made a motion to approve the North Star Rental LLC building lease. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the CORE Security Contract. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase 30 new inmates’ mattresses. Cost per mattress is \$88.58 each. Total cost for 30 mattress’s \$2657.40. Purchase to be made using commissary funds. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve to pay \$520 to Pennsylvania Department of Environmental Protection, Division of Radiation Control for an application for “Renewal of Certificate of Registration for Radiation Producing Machine”. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the purchase of a replacement 22” monitor from Global Correctional System, LLC. Replacement was needed for the door control board located in booking. Cost of the new monitor/door control board is \$718.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment of 3 invoices for Out of County Housing of a Juvenile defendant, charged as an adult. The Juvenile Defendant was housed at George Junior Republic. The total for all three invoices is \$54,075.60. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve to pay invoices from Courthouse Remodeling Project – Courtroom #3 - \$1,420.08

- Ace Contractor Center - \$1,352.32
- The Hite Co - \$67.76 Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify approval of invoice from R.E. Michel Company, LLC – for a condensate pump and tank for the Courthouse – \$2,551.36. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve Amark Environmental - to remove tile from the IT office in the Courthouse – \$3,895.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Cintas Rental Service Agreement for the Courthouse and Judicial Center. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify approval of invoice from Scobell Company, Inc. – to replace condensation traps on boilers at the Judicial Center - \$1,044.70. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify approval to pay invoice from CPS Construction Group – for parking deck rehab project - \$17,000.00. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve pay Brian J. Noah, Project Manager- for Professional Services 7/1/25 to 9/9/25 - \$900.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify approval to pay Suit-Kote Corporation – tar and chip at the Fairgrounds - \$14,813.89. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion for approval to pay Shields Asphalt Paving, Inc. – to blacktop at the Fairgrounds - \$14,365.00 – This will be paid for with a Safety Grant. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify approval to pay invoice from AW Farrell & Son – to repair gutters on the Dairy Complex at the Fairgrounds - \$925.50. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the BHC Advanced Services, Inc. Contract for FY 25/26. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the MATP Initial Allocation for FY 25/26. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Needs Based Plan & Budget FY 24/25– Budget Amendment (Revision 1). Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the Purchase Requisition – National Children’s Alliance (NCATRAK Subscription for Lisa Pierro 5/1/25 – 4/30/26). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the CYS/JP Contracts FY 25/26 from Adelphoi Village, Inc. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the MH/ID/EI Contracts FY 25/26 from Youth Advocate Programs, Inc. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Professional Contracts FY 25/26 from Meadville Medical Center, Inc. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the MH/ID/EI Contracts FY 25/26 from Community Rising Therapy, LLC. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the MH/ID/EI Contracts FY 25/26 from Next Step Therapy, Inc. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the MH/ID/EI Contracts FY 25/26 from Northwest Tri-County Intermediate Unit 5. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the MH/ID/EI Contracts FY 25/26 from PA Connecting Communities. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the MH/ID/EI Contracts FY 25/26 from Positive Steps Therapy, LLC DBA IvyRehab for Kids. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the MH/ID/EI Contracts FY 25/26 from United Community Independence Programs, Inc. Mr. Schell seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Amanda Gadsby. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Ashley Mahrs. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Bliss Nutrition Services. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Bright Beginnings Therapy Services, LLC. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Kara Smith. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Sands Speech Therapy. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Shannon Criado. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion Same Rates as Prior Year for the Professional Contracts FY 25/26 from Therapy House, LLC. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Active Aging - CCC 2025- 2025 Budgeted Allocation - in the amount of \$8,000.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the CC CYS - 2024/25 Q4 Match in the amount of \$709,948.52. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the Svetz Energy Services -098725 - Quarterly Energy Procurement in the amount of \$1,714.00. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the MaherDuessel -1106084-F 2024 - Audit Final Progress Billing in the amount of \$13,161.76. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the BillTrax – Best Digital Solutions Master Services Agreement Credit Card Payments. Mr. Schell seconded and the motion **carried.**

Mr. Schell made a motion to approve the payment to Vogt Heating & Cooling for reimbursement (#7), totaling \$1,600.00, for training wages associated with the Workforce and Retention Program (WARP). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Ferguson Construction Company for reimbursement (#4), totaling \$720.00, for training wages associated with the Workforce and Retention Program (WARP). Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to MG Electric Services for reimbursement (#3), totaling \$1,350.00, for training wages associated with the Workforce and Retention Program (WARP). Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment of Invoice #25034F from Fuller Building Group totaling \$23,187.53 for completed housing rehab work for Homeowner #029. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to Ron Verka Home Inspection Services for \$400.00 for a home inspection for the Whole Home Repair Program (WHRP) project # 038. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve to pay a partial invoice from The Meadville Tribune in the amount of \$1,204.75. This is a non-budgeted item. This item will be paid for out of:

- \$789.50 – FY 2021 CDBG Meadville Water St. Stormwater Project Invitation for Bid
- \$415.25 – FY 2021 CDBG County Linesville Waterline Project ERR. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve to pay the check request for the Foundation for Sustainable Forests for Reimbursement in the amount of \$21,400.00 for the purchase of land in Sparta and Bloomfield Townships. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve to pay Invoice #2456 from the City of Titusville in the amount of \$11,411.72 for reimbursement of Code Enforcement wages. This is a non-budgeted item. This item will be paid for out of the following:

- \$3,654.33 - FY 2021 City of Titusville CDBG.
- \$7,757.39 – FY 2022 City of Titusville CDBG. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to invoice #72442 from Moddy & Associates for reimbursement totaling \$12,359.81 for professional services for the Cambridge Springs Blight Project. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment for Pay Application No. 1 from O Cross Paving, LLC in the amount of \$130,000.00 for paving for the Ed Myer Complex Project. This is a non-budgeted item. It will be paid for out of the FY 2023 City of Titusville CDBG. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve the payment to the Food for Thought program for reimbursement totaling \$2,335.00 for the purchase of food supplies. This is a non-budgeted item. This item is to be paid for out of the Crawford Inspired Mini-Grant Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the payment to Crawford Area Transportation Authority (CATA) for reimbursement totaling \$15,000 for purchases for the CATA Go programming in Cambridge Springs. This is a non-budgeted item. This item is to be paid for out of the Crawford Inspired Mini-Grant Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve an Intergovernmental Cooperation Agreement between Crawford County and the Borough of Conneaut Lake. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve an Intergovernmental Cooperation Agreement between Crawford County and Cussewago Township. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve an Intergovernmental Cooperation Agreement between Crawford County and Sadsbury Township. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve an Intergovernmental Cooperation Agreement between Crawford County and Union Township. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to NOT approve the contract with Civic Vanguard to provide GIS-related professional services to support the County's SALDO website deployment. The contract is a not-to-exceed figure of \$8,000. Mr. Seeley voted YES, Mr. Henry voted NO and the motion DID NOT carry.

Mr. Seeley made a motion to approve a contract with MacDonald, Illig, Jones and Britton LLP to provide legal services for the administration of the County's SALDO. Approval is contingent upon review and recommendation of action by the Solicitor. This contract terminates in December of 2026. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to approve a contract with Michael Baker International to provide planning and engineering services for the administration of the County's SALDO. Approval is contingent upon review and recommendation of action by the Solicitor. This contract terminates in December of 2026. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve a contract with Active Aging of Crawford County to reserve a meeting space at their Meadville location for the County's Peer-to-Peer Project stakeholder meeting. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment of invoice #297-11 from Sturdy Boots in the amount of 6,661.07 for completed housing rehab work for Homeowner #035. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the payment for Pay Application No. 2 from Pollard Land Services in the amount of \$17,581.80 for work completed for the Conneautville Stormwater Project. Mr. Schell seconded and the motion carried.

Mr. Norwood removed the Travel Request for Zachary Norwood to attend the PA American Planning Association Conference and Director's Meeting in Harrisburg, PA from October 11-15, 2025.

Mr. Seeley made a motion to ratify the contract between Crawford County, Ehrgott Building, and Homeowner #023 for home repairs through the Whole Home Repair Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the contract between Crawford County, Fuller Building Group, and Homeowner #022 for home repairs through the Whole Home Repair Program. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to ratify the Cooperation Agreement between Crawford County and Allegheny College for completion, management, and reporting of activities funded under the Appalachian Region Commission (ARC) Grant No. PA-22301-25, titled Local Industry Fundamental Training (LIFT) Program. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the payment for the October Health Insurance Premium for \$354,328.38. There were adjustments for August in the amount of -\$4,851.84. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the 1-year service agreement with Hagan Business Machines for the HR copy machine. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to ratify the three payments to Crown Benefits Administration for runoff health insurance. Mr. Seeley seconded and the motion carried.
- invoice #250826586845 in the amount of \$578.74

- invoice #250902588899 in the amount of \$13,379.16

- invoice #250909581885 in the amount of \$4,788.79.

Mr. Seeley made a motion to approve the 1-year service agreement with Hagan Business Machines for the Print Room Quadient Folding machine. Mr. Schell seconded and the motion carried.

Mr. Schell made a motion to create a Full Time Chief Assessor Trainee Position. Mr. Seeley seconded and the motion carried.

Mr. Seeley made a motion to approve the adoption of the Resolution to establish a Volunteer Service Tax Credit Program. Mr. Schell seconded and the motion carried.

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

Mr. Schell made a motion to adjourn the meeting at 10:09 AM. Mr. Seeley seconded and the motion carried.

Eric Henry, Chairman

Christopher R. Seeley, Commissioner

Scott T. Schell, Commissioner