

**AGENDA**  
**CRAWFORD COUNTY BOARD OF COMMISSIONERS MEETING**  
**July 9, 2025 ~ 9:30 am**  
Please Turn Cell Phone Ringers to Silent

1. PLEDGE OF ALLEGIANCE
2. APPROVE THE MINUTES FROM THE FULL SESSION MEETING ON JUNE 25, 2025.
3. APPROVE THE MINUTES FROM THE WORK SESSION ON JULY 2, 2025.
4. APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF **TBD** FOR THE PERIOD ENDING JULY 8, 2025.
5. EXECUTIVE SESSIONS: 6/24/25 – CCCF Position
6. PUBLIC COMMENT:

(Reminder the time limit for individual comment is 3 minutes; total comment period is 30 minutes. Anyone requesting to be placed on the Regular Meeting AGENDA must specifically state their topic and restrict their comments to the County matter that is on the published agenda items or that can be reasonably expected to be a future actionable item by the Board of Commissioners.)

7. **CORONER: Eric Henry**

- A. **RATIFY** the creation of the per diem Chief Deputy Coroner position.

8. **PUBLIC DEFENDER: Wes Rowden**

- A. **RATIFY** the purchase of Computer hardware from Dell Technologies, in the amount of \$12,523.89. This will be reimbursed from the Indigent Defense grant.

9. **CCCF: Jack Greenfield**

- A. Requesting permission to have the Cleveland Brothers perform the annual generator load test and annual Maintenance Service. The cost of the test and service is \$2385.00. **This is a budgeted item.**
- B. Requesting permission to pay Global Correctional Systems, LLC for the Annual Service Agreement. The cost of the agreement is \$2300.00. **This is a budgeted item.**
- C. Requesting permission to pay MOBILCOM for the Annual Radio Support Plan. This cost of this plan is \$2789.73. **This is a budgeted item.**

**10. REGISTER & RECORDER: Beth Forbes**

- A. **RATIFY** the purchase of a Toshiba e-studio3528A Copier from Hagan Business Machines in the amount of \$4,183.00. This purchase will be paid for with Recorders Record Improvement funds.
- B. Requesting approval of the scanning and PDF/a preservation of 14 PennDOT Highway Map books by Reynold's Business Systems in the amount of \$13,474.99. This will be paid for with Recorders Record Improvement funds.

**11. GIS: Janet Courson**

- A. Approve the payment of \$3726.00 for professional services provided by Civic VanGuard for repairs and maintenance to GIS system for the months of February thru May 2025. – this is a budgeted item.

**12. COURTS: Heidi Shiderly**

- A. Approve 1-year Hagan Business Machines Maintenance Contract for Law Library copier, effective July 12, 2025.

**13. PUBLIC SAFETY: Greg Beveridge**

- A. Approve the payment of \$6,200.00 to Interaction Insight Company to provide an API (Application Programming Interface) between the Eventide recorder and the Comms Coach software system. **This is not a budgeted expense.**
- B. Approve the payment of \$10,425.00 to Mobilcom to replace the building intercom system which is beginning to fail. **This is not a budgeted expense.**
- C. Approve the quote for Site and Driveway Excavation at the Sugar Lake Tower site at a cost of \$28,600.00. Quoted through project manager – Mobilcom. This is a budgeted expense.
- D. Approve the quote for Driveway Culvert and Entrance construction at the Sugar Lake Tower site at a cost of \$24,700.00. Quoted through project manager – Mobilcom. This is a budgeted expense.
- E. Approve the quote for Storm water drainage work at the Sugar Lake Tower site at a cost of \$25,000.00. Quoted through the project manager – Mobilcom. This is a budgeted expense.
- F. Approve the quote for the provision of a gravel driveway and pad at the Sugar Lake Tower site at a cost of \$14,500.00. Quoted through the project manager – Mobilcom. This is a budgeted expense.
- G. Approve the quote for fertilizer, lime and grass seed placement at the Sugar Lake Tower site at a cost of \$23,400.00. Quoted through the project manager – Mobilcom. This is a budgeted expense.

**14. MAINTENANCE: Mark Phelan**

- A. Approval to pay Otis Elevator – Final payment to make repairs to the elevator motor for the Courthouse - \$13,020.00
- B. Approval to pay The EADS Group – Estimate #29 – Wightman Rd – Bridge #14 - \$5,252.54 – this will be reimbursed by PennDot and 5% paid by Liquid Fuels Funds
- C. **RATIFY** Approval to authorize a time extension until 6/30/27 for the Preliminary Engineering Phase on Dotyville Rd – Bridge #21
- D. **RAITFY** Approval to pay Canadohta Security LLC – to replace 4 port POE switch and get remaining cameras online at the Fairgrounds - \$265.00

**15. PLANNING: Zach Norwood**

- A. Request approval to reimburse Conneaut Lake Joint Municipal Authority in the amount of \$15,000 for their generator replacement N-4 pump station project. This is a non-budgeted item. It is to be paid for out of the Crawford Inspired Mini-Grant Program.
- B. Request approval to reimburse Vernon Central Hose Company in the amount of \$6,045 for their LED lighting update project. This is a non-budgeted item. It is to be paid for out of the Crawford Inspired Mini-Grant Program.
- C. Request approval to reimburse West Mead #2 Volunteer Fire Department in the amount of \$11,438.16 for their countywide rope rescue response equipment project. This is a non-budgeted item. It is to be paid for out of the Crawford Inspired Mini-Grant Program.
- D. Request approval to reimburse Crawford County Fairgrounds Building Association in the amount of \$1,215 for their horse and pony storage shed project. This is a non-budgeted item. It is to be paid for out of the Crawford Inspired Mini-Grant Program.
- E. Request approval to reimburse Titusville Historical Society in the amount of \$2,805 for their T.C. Joy & Company Radiator exhibit project. This is a non-budgeted item. It is to be paid for out of the Crawford Inspired Mini-Grant Program.
- F. Request approval to pay invoice #71886 from Moody and Associates, Inc. in the amount of \$25,790.19 for contracted project management and environmental clearance services associated with the Cambridge Springs blight demolition project. This is a non-budgeted item. It is to be paid for out of Crawford County's Act 137 funding.
- G. Request approval of a Whole-Home Repairs Contract between Crawford County, Fuller Building Group, and Homeowner #024 for home repairs through the Whole Home Repair Program.
- H. **RATIFY** approval of a payment to Fuller Building Group in the amount of \$22,307.71 for home repairs to the home of Homeowner #005. This is a non-budgeted item. It is to be paid for from Whole Home Repair Program (WHRP).

**16. HUMAN SERVICES: Sue Watkins**

A. Other:

1. MATP Assurance of Compliance for FY 25/26

B. CYS/JP Contracts FY 24/25

1. Auberle – Amendment F-1

C. Professional Contracts FY 24/25

1. Titusville Area Hospital – Amendment C-2

D. CYS/JP Contracts FY 25/26

1. Adoption Connection, PA
2. Crawford County Drug & Alcohol Executive Commission, Inc.
3. JusticeWorks YouthCare, Inc.
4. Merakey Pennsylvania – Amendment F-1

E. MH/ID/EI Contracts FY 25/26

1. Mercer County Behavioral Health Commission, Inc.

F. Professional Contracts FY 25/26

1. Sugar Valley Lodge, Inc.

G. Same Rates as Prior Year

**CYS/JP Contracts FY 25/26**

- Vocational & Psychological Services

**MH/ID/EI Contracts FY 25/26**

- Achievement Center of LECOM Health

- Corry Counseling of LECOM Health

**Professional Contracts FY 25/26**

- Common Roots
- Titusville Area Hospital
- Watts and Pepicelli, PC

**17. FINANCE: Stephanie Franz**

A. Approve all of the following:

- |                                   |                              |              |
|-----------------------------------|------------------------------|--------------|
| 1. United States Treasury         | 2024 PCORI Fee               | \$ 2,210.39  |
| 2. CYS                            | Q3 2025 County Match         | \$590,005.84 |
| 3. HSBG/EI                        | Q3 2025 County Match         | \$ 56,161.34 |
| 4. Community Health Svc           | 1885.2025 Trip Reimbursement | \$ 55,529.00 |
| 5. Active Aging, Inc              | 2016 Ford Edge               | \$ 6,500.00  |
| 6. Subrecipient Monitoring Policy |                              |              |

Outline the monitoring procedure for all grant subrecipients of Crawford County.

- B. **RATIFY** the contract with Susquehanna Accounting & Consulting Solutions, Inc for Consulting Services.

**18. VOTER SERVICES: Jessalyn McFarland**

- A. **RATIFY** the purchase of a Dell Pro 14 laptop in the amount of \$846.23. This laptop is used solely for printing ballots and will be purchased with Election Integrity Grant funding.
- B. **RATIFY** the purchase of two global industrial battery powered mobile scissor lift tables priced at \$2,612.64 each for a total cost of \$5,225.28. The lifts will be used out at the barn for moving voting equipment and will be purchased with Election Integrity Grant funding.
- C. **RATIFY** the purchase of a Martin Yale Deluxe High-Speed Letter Opener in the amount of \$1,718.89. This will be purchased with Election Integrity Grant funding.

**19. HR: Brittany Johnston**

- A. Approve the payment to PCHIPC in the amount of \$8,668.50. This is to recoup Highmark credit for 2024 ASO overbilling.

**20. COMMISSIONERS: Brittany Johnston**

- A. Approve the appointment of Kelli Davis to the NW Job Connect Board, effective 7/9/2025.
- B. Approve the Security Contract with Valentis Group for the 2025 Crawford County Fair.
- C. Approve the Artist Booking Contract with Synergy Erie, LLC for Tyler Brayden to perform at the 2025 Crawford County Fair.

**21. NEW HIRES/TRANSFERS:**

## 22. COMMISSIONERS INFORMATION AND UPDATES:

\*\*\*Work Sessions will be held on the 1st and 3rd Wednesdays of each month at 9:30 am in the Commissioners Conference Room and Full Meetings will be held on the 2nd and 4th Wednesdays of each month at 9:30 am in the Assembly Room. Any adjustments to the schedule will be advertised in advance in the Meadville Tribune along with notification on the preceding agenda with the exception of emergency changes.\*\*\*

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### 2025 Upcoming Events:

July 9, 2025 – Full Session

July 16, 2025 – Work Session

July 23, 2025 – Full Session

August 6, 2025 – Work Session

COMMISSIONER COMMENTS:

ADJOURN: