

AGENDA
CRAWFORD COUNTY BOARD OF COMMISSIONERS MEETING
May 22, 2024 ~ 9:30 am
Please Turn Cell Phone Ringers to Silent

1. PLEDGE OF ALLEGIANCE
2. APPROVE THE MINUTES FROM THE FULL SESSION MEETING ON MAY 8, 2024.
3. APPROVE THE MINUTES FROM THE WORK SESSION ON MAY 15, 2024.
4. APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF **TBD** FOR THE PERIOD ENDING MAY 21, 2024.
5. EXECUTIVE SESSIONS: None
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. **CCDAEC: Anita Robinson**
 - A. Approve the appointment of Jim Glatch to replace Anita Robinson as one of the two Crawford County Representatives on the Northwest Behavioral Health Partnership, Inc. Board of Directors.
8. **DISTRICT ATTORNEY: Paula DiGiacomo**
 - A. Approve the creation of a per diem legal assistant position.
9. **GIS: Gina Chatfield**
 - A. Request to inactivate the GIS Manager position.
10. **ASSESSMENT: Joe Galbo**
 - A. **RATIFY** Tax Refund to Daniel R. & Tina M. Kritikos due to clerical error on a parcel located at 9276 Luce Rd., Guys Mills, PA 16327.
 - B. Requesting approval to change the title of one Assessor position in the Assessment Office to Assessor/GIS Tech. This will be offset as a consequence of making inactive the GIS Manager Position in the GIS budget.

11. CCCF: Jack Greenfield

- A. **RATIFY** the payment to METCRAFT Industries, Inc. for the purchase of 2 Stainless Steel replacement toilets, in the amount of \$2,469.14.
- B. **RATIFY** an agreement between CCCF and Pay My Jailer. The agreement is for collection of monies owed from former incarcerates of CCCF.

12. PUBLIC SAFETY: Don Bovard

- A. Approve the payment of \$4,750.00 to MCM consulting for continued work on the Hazard Mitigation Plan. This expense will be reimbursed by PEMA.
*****At this time, at least two reimbursement payments have been received*****

13. PLANNING: Zach Norwood

- A. Request approval of payment to Vogt Heating and Cooling for reimbursement totaling \$1,120.00 for training wages associated with the Construction Workforce Industry Program. This is a non-budgeted item. This item is to be paid for out of the Whole Home Repair Program (WHRP).
- B. Request approval of payment to Ferguson Construction Company for reimbursement totaling \$640.00 for training wages associated with the Construction Workforce Industry Program. This is a non-budgeted item. This item is to be paid for out of the Whole Home Repair Program (WHRP).
- C. Request approval to pay invoice #8 from Michael Baker International in the amount of \$10,304.64 for contracted services for the 2024 Crawford County Comprehensive Plan. This is a non-budgeted item. This item is to be paid for out of the State Facilities Transition Closure Program (SFTCP).
- D. Request Approval of a Letter of Understanding between Crawford County and Conneautville Borough regarding the Community Development Block Grant FY2022 competitive grant award for Washington and 2nd Streets stormwater management improvements in the amount of \$113,130.14.
- E. Request execution of Copier Maintenance and Supply Agreement with Hagan Business Machines of Meadville, Inc. for one year of service for the Toshiba Machine located in the Planning Office.
- F. Request approval of Contract Retainer Agreement between Crawford County and Ehrgott Building for contractor services for the Whole Home Repair Program.
- G. Request approval of Contract Retainer Agreement between Crawford County and Sturdy Boots Construction, LLC for contractor services for the Whole Home Repair Program.

- H. Request approval of Contract Retainer Agreement between Crawford County and QRS Construction, LLC for contractor services for the Whole Home Repair Program.
- I. Request approval of Contract Retainer Agreement between Crawford County and Fuller Building Group for contractor services for the Whole Home Repair Program.
- J. Request approval of Home Inspection Payment Agreement between Crawford County and Ronald Veverka, Home Inspection Services setting forth terms of payment and inspector's services for the Whole Home Repair Program.
- K. Request approval of Home Inspection Payment Agreement between Crawford County and Shawn King, Rest Easy Home Inspections setting forth terms of payment and inspector's services for the Whole Home Repair Program.
- L. Request approval to sponsor the Pennsylvania Chapter of the American Planning Association's state conference in Erie from October 13 – 15 as a Diamond sponsor. This sponsorship is covered through budgeted funds and the State Facility Closure Transition Grant Program.
- M. **RATIFY** approval of a resolution of the Crawford County Board of Commissioners appointing signatory privileges to the Planning Director of Crawford County to sign Community Development Block Grant (CDBG) documents in both hard copy and electronically.

14. MAINTENANCE: Mark Phelan

- A. **RATIFY** - Approval of Invoices from Courthouse Remodeling Project – New Maintenance Office - \$538.73
 - Home Depot - \$43.91
 - Sherwin Williams - \$249.66
 - Trumbull Industries - \$245.16
- B. Approval to pay Guzik Concrete & Masonry-Application # 1 – for work done on the brick wall project at the Courthouse - \$73,549.00
- C. Approval to pay Brian J. Noah, Project Manager – for Professional Services from 4/1/24 to 4/30/24 - \$450.00
- D. Approval to pay Strongland Roofing Systems-Application # 1 - for work done on the Correctional Facility roof project - \$364,560.16

15. HUMAN SERVICES: Sue Watkins

A. Other

- 1. County Criminal Justice Advisory Board – Technical Assistance and Training Grant Request Form
- 2. Payment to Crawford County Human Services (Match due to CYS for FY 22/23 4th Qtr Revision)
- 3. Purchase Requisition – McCandless Ford (Repairs #33)

B. CYS/JP Contracts FY 24/25

- 1. Adoption Connection, PA
- 2. Jefferson County Juvenile Detention Center
- 3. Keystone Adolescent Center, Inc.
- 4. Pressley Ridge

C. Same Rates as Prior Year

- 1. CYS/JP Contracts FY 24/25
 - Appalachian Youth Services, Inc.
 - Family Pathways
- 2. MH/ID/EI Contracts FY 24/25
 - Child to Family Connections, Inc.
 - The Arc of Crawford County, Inc.
 - Titusville Area Senior Citizens Corporation

16. SHERIFF: Dave Powers

- A. Approve 5 Point Blank Concealable Body Armor \$924.91 Each \$4624.55
- B. **RATIFY** 1 Point Blank Replacement Ballistic Panels \$822.45 Each \$822.45
- C. Approve 5 Point Blank Guardian Carriers \$236.41 Each \$1182.05

Over Budget \$2978.18 with 2 New Employees Total \$6629.05

17. FINANCE: Stephanie Franz

A. Approve the following:

- 1. Community Health Services #174 March 2024 MATP Trips \$91,504.00

B. **RATIFY the following:**

- 1. CNB Bank 2015 Judicial Center Loan Payment \$77,420.78
- 2. CNB Bank 2016 Judicial Center Loan Payment \$55,498.55

18. TREASURER/TAX CLAIM: Christine Krzysiak

- A. **RATIFY** payment to Government Software Services, Inc. for postage cost of 2913 Notice of Sale to be sent Certified Mail Restricted in the amount of \$42,675.45. This cost has been posted to the outstanding delinquent tax accounts and is a budgeted item.

- B. Approve payment of Invoice #14404 in the amount of \$2,281.96 to Government Software Services, Inc. for cost of printing 2913 Notice of Sale Mailers. The cost is posted to the outstanding delinquent tax accounts and is a budgeted item.

19. VOTERS: Gina Chatfield

- A. **RATIFY** the payment of Invoice #90595 to Fine Print for Mail-in Ballot envelopes, in the amount of \$5,353.00. It is a budgeted item.
- B. **RATIFY** the payment of Invoice #23529SB to William Penn Printing Company for Precinct Election Supply Boxes for the Primary Election, and Provisional Ballot envelopes, in the amount of \$6,149.19. It is a budgeted item.

20. NEW HIRES/TRANSFERS:

21. COMMISSIONERS INFORMATION AND UPDATES:

Work Sessions will be held on the 1st and 3rd Wednesdays of each month at 9:30 am in the Assembly 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.

2024 Upcoming Events:

CLOSED – May 27, 2024 – Memorial Day

June 5, 2024 – Work Session

June 12, 2024 – Full Session

June 19, 2024 – Work Session

COMMISSIONER COMMENTS:

ADJOURN: