

The Crawford County Board of Commissioners met on Wednesday, May 23, 2018 for a regular meeting with the following present:

Francis F. Weiderspahn Jr.	Chairman
John M. Amato	Commissioner
John Christopher Soff	Commissioner
Christine Krzysiak	Treasurer
Keith Button	Solicitor
Gina Chatfield	Chief Clerk
Brigid Winsor	Deputy Chief Clerk
Scott Schell	Coroner
Brian Connolly	Chief Financial Officer
Heidi Shiderly	Court Administrator
Gail Kelly	Human Services Director
Kevin Nicholson	Public Safety Director
Zach Norwood	Planning Director
Tim Kelley	ITS Director
Shayne Long	Care Center Environmental Services Director
Mark Phelan	Assistant Maintenance Director
Bruce Harlan	Women's Services Director
Brian Noah	Project Manager
Seth Jones	Point Security
Jeff Cory	Armstrong

The meeting was opened at 9:30 am with the Pledge of Allegiance.

Mr. Amato made a motion to approve the minutes from the meeting on May 9, 2018. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on May 16, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment of bills in the amount of \$2,469,592.76 for the period ending May 22, 2018. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn announced there were no executive sessions held.

Public Comment:

Mr. Weiderspahn announced there was no one from the public that requested to speak.

Official Business:

Mr. Soff made a motion to approve the elimination of three part time Coroner positions all Deputy Coroner per diems. Mr. Amato seconded and the motion carried. This is a correction from the February 14, 2018 meeting.

Mr. Amato made a motion to approve the PCCD (Pennsylvania Commission on Crime and Delinquency) Stop Violence Against Women Grant for Women's Services in the amount of \$125,000 per year for two years. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Joint Crawford/Venango County Communications project for Public Safety to improve dispatch and field communications in the Chapmanville, PA response area in the amount of \$6,642.00; half paid with Crawford County Act 12 funding and second half paid by Venango County funding. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the HMEP (Hazardous Material Emergency Preparedness) Grant Budget in the amount of \$6,145.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the agreement with Weavertown Environmental Group for Haz-Mat cleanup at no cost to the County. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the transfer of Public Safety's Ford pickup to the Coroner's Office for replacement to their Ford van. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Public Safety's purchase of a 2018 Ford SUV Interceptor from Tri-Star Motors of Blairsville, PA through CoStars on the amount of \$29,555.00; paid from Hazardous Materials Response Fund Grant. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 Block Grant plan for the amount of \$236,828.00, county portion; the same amount as prior year. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the MOU between Oil City School District and CYS for Human Services transportation procedures. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services purchase from Ad Specialty Solutions for flat printing of 10,000 #10 envelopes in the amount of \$624.99, \$91.65 county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services purchase for Crisis Prevention Institution (Non-Violent Crisis Prevention Instructor Certification Renewal). The 4-day training will be held in Erie in the amount of \$1,399.00, \$47.69 county portion. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Human Services agreement with True Colors International for 2 full days of personal success workshops with team building for 90 people in the amount not to exceed \$9,850.00, not to exceed \$500.00 for county portion. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Human Services FY 17/18 MH/ID/EI contract with Family Services of NW PA – Amendment C-3 to include the summer bridge program; \$91.19 county portion. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve Human Services FY 17/18 Professional contract with Crawford County Consumer Satisfaction Team – Amendment C-1 to include the purchase of three computers and four client focus group incentive items; \$338.00 county portion. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Care Center's travel request for the Director of Nursing and the Assistant Director of Nursing to attend the American Association of Directors of Nursing Conference from July 26, 2018 through July 29, 2018 in National Harbor, MD in the amount of \$2,095.18; paid from Administration training and meeting budget. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the Care Center's purchase of a Toro 5000 Z Master Lawn Mower in the amount of \$9,848.78 through CoStars; paid from Funded Depreciation account. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Care Center's purchase of a Unimac 85-pound washing machine in the amount of \$19,809.00 through CoStars; paid from Funded Depreciation account. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to ratify the payment of IGT to Pennsylvania Department of Human Services for the Crawford County Care Center in the amount of \$2,450,960.00, as the agreement on December 13, 2017. This transfer is to be returned on June 13, 2018. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to ratify the purchase order from Ratigan-Schottler Mfg. for the Judicial Center to purchase of six new counsel table modesty panels in the amount of \$900.00, and custom urethane finish on six replacement counsel table tops in the amount of \$450.00. This purchase is to be reimbursed by grant funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve ITS one-year maintenance support renewal of the 61 Alcatel Lucent Switches through D'Agostino Electronic Services in the amount of \$6,256.25 and includes the Courthouse, Judicial Center and Public Safety Building. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the creation of an emergency Administrative Grant Assistant per diem position in the Planning Office. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the Community Development Block Grant (CDBG) sub-recipient agreement for Firth Road Bridge project with Sparta Township in the amount of \$108,850.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the 2018 Fair Housing Resolution designating Zach Norwood as Officer. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment to Clarion Environmental for asbestos removal from 364 Walnut Street in the amount of \$1,300.00. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve payments for General Operations in the total amount of \$637,964.28:

- Crawford County General Fund for reimbursement from CYS Social Security acct for expenses incurred 1/1/18 thru 3/31/18 Q3 FY 17/18 – Human Services/CYS ~ \$24,097.22
- Social Security for reimbursement of overpayments – Human Services/CYS ~ \$1,438.67
- CATA for 2018 budget allocation – Transportation ~ \$50,000.00
- The Meadville Tribune for proof of publication-notice of jail demo – Old Jail Demolition Project ~ \$758.80
- Pitney Bowes Reserve Account for replenish postage meter – DJ Titusville ~ \$3,000.00
- Renmark for Advantage Ultra 1 year service plan 4/18/18-19 – Judicial Center ~ \$3,550.00
- Renmark for response upgrade 1 year 4/18/18-19 – Judicial Center ~ \$699.00
- Renmark for maintenance on battery cells – Judicial Center ~ \$719.60
- Quality Engineering Services for Conneaut Lake Downtown Revitalization – Planning ~ \$5,582.18
- The Meadville Tribune for Springboro-invitation to bids-storm sewer replacement project – Planning ~ \$550.40
- M&B Services, Inc. for Conneaut Lake Downtown Revitalization Project-Arc Contract – Planning ~ \$64,957.12
- M&B Services, Inc. for Conneaut Lake Downtown Revitalization Project-CDBG 2014 – Planning ~ 16,058.29
- Family Court of PA-Domestic Relations Division for DRAP Gettysburg Conference Registration Fees – Domestic Relations ~ \$1,750.00
- Crawford County General Fund for indirect expense FY 17/18 – Human Services/MH ~ \$200,935.00
- Crawford County General Fund for indirect expense FY 17/18 – Human Services/CYS ~ \$263,868.00

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify payments for General Operations in the total amount of \$27,379.40:

- Crown Benefits Administration for Weekly Claims Remittance, Week Ending 4/27/18 (runoff) – Various ~ \$1,532.85
- Crown Benefits Administration for Weekly Claims Remittance, Week Ending 5/04/18 (runoff) – Various ~ \$2,199.58
- Foreman Building Commissioning for commissioning follow up – Judicial Center ~ \$292.56
- Foreman Building Commissioning for commissioning follow up – Judicial Center ~ \$545.00
- Stantec for progress billing-parking project-design thru construction admin – Parking Project ~ \$22,809.41

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify payment to Crown Benefits Administration for weekly claims remittance for the week ending 4/20/18 (runoff) – Various - \$224.93. Mr. Amato seconded and the motion carried. This is a correction from April 26, 2018 meeting.

Mr. Amato made a motion to approve a payment to PennDOT for Mead Avenue Bridge estimate #28 – Part III Construction in the amount of \$8,196.82; paid from Liquid Fuels. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to ratify a Resolution for the approval of the auction sale of three county used vehicles. Mr. Soff seconded and the motion carried.

Mr. Amato made a motion to approve a Resolution to waive reimbursement to the General Fund for expenses pertaining to the Crawford County Care Center in the amount of \$31,000.00 for services provided by Premier Healthcare Resources. Mr. Soff seconded and the motion carried.

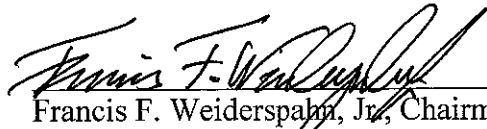
Mr. Soff made a motion to award the demolition of the former County jail to Atwell & Perrine Excavation of Mercer, PA, in the amount of \$116,474.00, including the street occupancy permit and the demolition permit purchases. Mr. Amato seconded and the motion carried.

Mr. Amato made a motion to approve the payment to Stantec Architectural for additional design services associated with re-routing the Parking Structure Lot 3 storm drainage in the amount of \$8,250.00. Mr. Soff seconded and the motion carried.

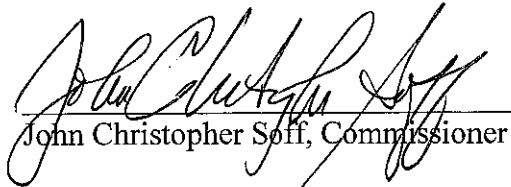
Mr. Soff made a motion to approve the new Hires/Transfers detailed in the attached packet from Human Resources/Payroll (list to be attached to the minutes. Mr. Amato seconded and the motion carried.

Mr. Weiderspahn stated the Courthouse will be closed for Memorial Day on Monday, May 28, 2018.

There being no further items to address, Mr. Amato made a motion to adjourn. Mr. Soff seconded at 10:01 am and the meeting was adjourned.


Francis F. Weiderspahn, Jr., Chairman


John M. Amato, Commissioner


John Christopher Soff, Commissioner

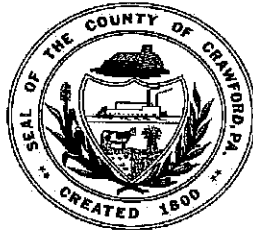
Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
1	Human Services Block Grant Plan Human Services Block Grant Plan		\$4,557,887.00 total	n/a	\$236,828.00 total	18/19
2	MOU between Oil City School District and CYS for Transportation Procedures Transportation Procedures		n/a	n/a	n/a	
3	Purchase Requisition Ad Specialty Solutions, LLC (Flat Printing #10 Envelopes)	P.R.	\$624.99 total	n/a	\$91.65 total	17/18
4	Purchase Requisition Crisis Prevention Institute (Non-Violent Crisis Prevention Instructor Certification Renewal)	P.R.	\$1,399.00 total	n/a	\$74.69 total	17/18
5	True Colors International Service Agreement July 9 - 10 Workshops		\$9,850.00 max	n/a	\$302.93 estimate	18/19
6	Family Services of NW PA Summer Bridge Family Nights	Amendment C-3	\$1,708.00 max	n/a	\$91.19 max	17/18
7	Crawford County Consumer Satisfaction Team YES - 3 Computers and 4 Focus Group Raffles	Amendment C-1	\$6,330.97 total	n/a	\$338.00 total	17/18

5/16/2018

Legend:

- Rate = Increased From Prior Fiscal Year
- Rate = Same As Prior Fiscal Year
- Rate = Decreased From Prior Fiscal Year
- Rate = Adjusting to Actuals
- Rate = New Program

{Provider Name} = Not Used During Prior Fiscal Year or Current FY



R E S O L U T I O N

2018 FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of Crawford County that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry. It is the policy of Crawford County to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry. Therefore, Crawford County does hereby pass the following resolution.

BE IT RESOLVED, that within available resources Crawford County will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT RESOLVED, as part of the County's commitment to furthering Fair Housing Opportunity, a Fair Housing Office shall be designated as a contact point for housing discrimination complaints, Mr. Zachary Norwood, Planning Director of the Crawford County Planning Office, is hereby appointed to act in the aforesaid capacity.

BE IT FURTHER RESOLVED that Crawford County shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

1. Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
2. Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
3. Use the fair housing logo on all materials dealing with housing programs such as but not limited to:


- a. Public advertisements for vacancy or discussing the program
- b. Applications for assistance
- c. Contracts
- d. Municipal letters dealing with the federal programs


If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of the Crawford County Planning Office, 903 Diamond Park, Meadville, PA 16335, at 814-333-7341, or at znorwood@co.crawford.pa.us.


If you're Limited English Proficient and require a document translation of any notification, please contact the business offices of Crawford County Planning Office, 903 Diamond Park, Meadville, PA 16335, at 814-333-7341, or at znorwood@co.crawford.pa.us.

ADOPTED AT THE REGULARLY SCHEDULED MEETING OF THE CRAWFORD COUNTY BOARD OF COMMISSIONERS, HELD MAY 23, 2018.

CRAWFORD COUNTY BOARD OF COMMISSIONERS


Francis F. Weiderspahn, *Chairman*

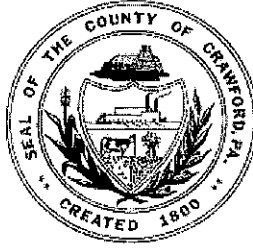

John M. Amato, *Vice-Chairman*


John Christopher Soff, *Secretary/Treasurer*

A T T E S T:


Gina Chatfield, *Chief Clerk*





Resolution No. 8 of 2018

RESOLUTION AUTHORIZING AUCTION SALE OF COUNTY VEHICLES

WHEREAS, 16 P.S. § 1805 provides that personal property of the County may only be disposed of by sale or otherwise upon resolution of the Board of Commissioners; and

WHEREAS, Crawford County owns the following vehicles:

- 2007 Dodge Caravan SE (VIN# 1D4GP25E17B239813) - 96,610 miles
- 2004 Ford Freestar S (VIN# 2FMZA50624BB16189) – 152,450 miles
- 2010 Dodge Grand Caravan (VIN # 2D4RN4DE3AR487758) – 147,833 miles; and

WHEREAS, said vehicles are all presently out of service, and the County no longer requires the use of said vehicles; and

WHEREAS, the County advertised notice of its intention to sell the vehicles at public auction on May 19, 2018, at 9:00 a.m. at the Crawford County Fairgrounds, said auction to be conducted by C. Sherman Allen, a professional auctioneer; and

WHEREAS, said advertisements appeared in the Meadville Tribune on May 8, 2018; the Meadville Tribune Market Place on May 13-19, 2018; the Area Shopper on May 12, 2018; and AuctionZip.com as of May 5, 2018; and

WHEREAS, the Board of Commissioners of Crawford County wishes to sell all three vehicles for the highest price obtainable for each:

NOW THEREFORE, BE IT RESOLVED, and it is hereby **RESOLVED**, by the County of Crawford, Pennsylvania, by its governing body, the duly elected and incumbent Board of County Commissioners, Francis F. Weiderspahn, Jr., John M. Amato, and John Christopher Soff, as follows:

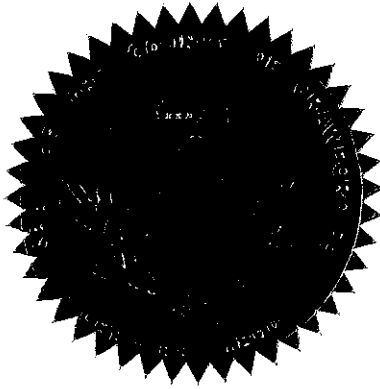
1. That the three vehicles above-described may be sold at auction to the highest bidder on May 19, 2018, at 9:00 a.m. at the Crawford County Fairgrounds by C. Sherman Allen, a professional auctioneer, the proceeds of such sales to be deposited into the County's General Fund.

2. The appropriate County officials are hereby authorized and instructed to carry out the intent of this Resolution, and to execute any and all documents necessary to implement this Resolution.

**RESOLUTION AUTHORIZING AUCTION
SALE OF COUNTY VEHICLES
(Page Two)**

IN WITNESS WHEREOF, *the present Resolution has been duly adopted this 23rd day of May, 2018, in duly advertised and convened public session.*

CRAWFORD COUNTY COMMISSIONERS



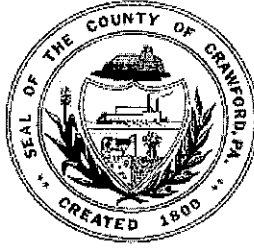
By: *Francis F. Weiderspahn, Jr.*
Francis F. Weiderspahn, Jr., Chairman

By: *John M. Amato*
John M. Amato, Commissioner

By: *John Christopher Soff*
John Christopher Soff, Commissioner

ATTEST:

Gina Chatfield
Gina Chatfield, Chief Clerk



Resolution No. 9 of 2018

**RESOLUTION OF THE COUNTY OF CRAWFORD, PENNSYLVANIA,
WAIVING REIMBURSEMENT OF GENERAL FUND FOR EXPENSES
PERTAINING TO CRAWFORD COUNTY CARE CENTER**

WHEREAS, the County of Crawford, Pennsylvania (the "County"), entered into a contract with Premier Healthcare Resources ("Premier") in May, 2017, to provide professional management consultation services with respect to certain operations at the Crawford County Care Center in Saegertown, Pennsylvania; and

WHEREAS, the County advanced, from the General Fund, payments to Premier for services rendered in the total amount of Thirty-one Thousand Dollars (\$31,000.00), on the dates and in the amounts as follows:

- June 8, 2017 - \$10,000.00
- July 12, 2017 - \$10,000.00
- September 1, 2017 - \$11,000.00; and

WHEREAS, the Board of Commissioners wishes to waive reimbursement of the General Fund account from the Crawford County Care Center account for the amounts detailed above, to be effective as of December 31, 2017;

NOW THEREFORE, BE IT RESOLVED, and it is hereby **RESOLVED**, by the County of Crawford, Pennsylvania, by its governing body, the duly elected and incumbent Board of County Commissioners, Francis F. Weiderspahn, Jr., John M. Amato, and John Christopher Soff, as follows:

1. *The Board of Commissioners hereby waives, and therefore will not require, reimbursement of the General Fund account from the Crawford County Care Center's account, of the amounts advanced on the Care Center's behalf to Premier in the total amount of Thirty-one Thousand Dollars (\$31,000.00), as detailed above.*

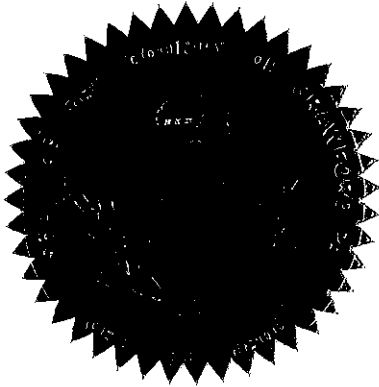
2. *The appropriate County officials are hereby authorized to execute any and all documents necessary in order to effectuate the intent of this Resolution.*

**RESOLUTION WAIVING REIMBURSEMENT
OF GENERAL FUND FOR EXPENSES PERTAINING
TO CRAWFORD COUNTY CARE CENTER**

(Page Two)

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 23rd day of May, 2018, in duly advertised and convened public session.

CRAWFORD COUNTY COMMISSIONERS



By: *Francis F. Weiderspahn, Jr.*
Francis F. Weiderspahn, Jr., Chairman

By: *John M. Amato*
John M. Amato, Commissioner

By: *John Christopher Soff*
John Christopher Soff, Commissioner

ATTEST:

Gina Chatfield
Gina Chatfield, Chief Clerk

Requests of New Hires and Employee Transfers

May 23rd 2018

For Information Only

Coroner

The transfer of Ronald A Dickson, Per Diem Coroner Assistant, a newly created position, previously held Deputy Coroner position, effective 02/14/2018.

The transfer of Daniel Bresee, Per Diem Coroner Assistant, a newly created position, previously held Deputy Coroner position, effective 02/14/2018.

The transfer of Jay Parker, Per Diem Coroner Assistant, a newly created position, previously held Deputy Coroner position, effective 02/14/2018.

Planning

The Emergency New Hire of Amanda Chapel, Per Diem Administrative Grant Assistant, effective 05/19/2018.

Prothonotary

The New Hire of Melissa J O'Donnell, Per Diem Clerk, replacing Brianna Pandya, effective 06/11/2018.

Parks

The New Hire of Seth Jones, Per Diem Woodcock Lake Park – Security, effective 05/25/2018.

The Emergency New Hire of Erik Murphy, Per Diem Woodcock Lake Park – Night Gate, effective 05/22/2018.

The Emergency New Hire of Hannah Crum, Per Diem Woodcock Lake Park – Day Gate, effective 05/22/2018.

Liquid Fuel

The Emergency Re-Hire of Matthew Foulk, Per Diem Maintenance, effective 05/21/2018.

Human Service – CYS

The Emergency New Hire of Zoelle Rowen, Full Time Caseworker II Substitute, replacing Kim Forinash, effective 05/21/2018.

Care Center

The New Hire of Brandi Farinas Per Diem Nutrition Aide (replacing Misty Beiter), effective 5/29/2018.

The transfer of Ann Courtney, Full Time Laundry Worker (replacing Gail Crum), from Full Time CNA, effective 05/28/2018.

The transfer of Misty Beiter, Full time Nutrition Aide (replacing Tracy Grayson), from Nutrition Aide per Diem, effective 05/28/2018.

The transfer of Marcy Voltz, Part Time Nutrition Aide (replacing Karla Lippert), from Per Diem Nutrition Aide, effective 05/28/2018.

The transfer of Angela Pude, Part Time Nutrition Aide (replacing Tami McMillan), from Per Diem Nutrition Aide, effective 05/28/2018.

The transfer of Jade Willey, Part Time Nutrition Aide (unfilled position), from Per Diem Nutrition Aide, effective 05/28/2018.

Amend the effective date of Andrea Crawford, Full Time ADON, transferred from RN Manager, effective 05/21/2018.

Amend the effective date of Kara Rash, Full Time Activity Aide, transferring from Per Diem CNA, effective 05/14/2018.

The transfer of Terae Singleton, Part Time CNA (replacing Lisa Nulph), from Per Diem CNA effective 01/22/2018.

The transfer of Kinsey Church, Full Time CNA (replacing Robin Calkins, from Per Diem CNA), effective 01/22/2018.

The transfer of Tristina Sochor, Full Time Nutrition Aide (replacing Karla Lippert), from Per Diem Nutrition Aide, effective 01/08/2018.

The transfer of Stacy Williams, Full Time Cooks Helper (replacing Annette Luce), from Full Time Nutrition Aide, effective 01/08/2018.

The transfer of Karen Massung, Full Time Cooks Helper (replacing Diane DeRemer), from Full Time Nutrition Aide, effective 01/08/2018.

The transfer of Diane DeRemer, Full Time Cook (replacing Meghan DeRemer), from Full Time Cook Helper, effective 01/08/2018.

The transfer of Karla Lippert, Part Time Nutrition Aide (replacing Jessica Ervin), from Per Diem Nutrition Aide, effective 01/08/2018.

The transfer of Victoria Quick, Part time Activity Aide (replacing Debra Bond), from Per Diem Activity Aide, effective 01/08/2018,