

The Crawford County Board of Commissioners met on Wednesday, October 24, 2018 for a regular meeting with the following present:

John M. Amato	Commissioner
John Christopher Soff	Commissioner
Keith Button	Solicitor
Brigid Winsor	Deputy Chief Clerk
Brian Connolly	Chief Financial Officer
Heidi Shiderly	Court Administrator
Gail Kelly	Human Services Director
Ken Saulsbery	Warden
Kevin Nicholson	Public Safety Director
MarJo Webster	Care Center Administrator
Brittany Johnston	Human Resources Director
Colin O'Shea	Victim/Witness Coordinator
Tracey Crawford	Conservation District Manager
Tori Kapopoulos	Assistant Planning Director
Mark Phelan	Assistant Maintenance Director
Kathie Roae	Auditor
Seth Jones	Point Security
Keith Gushard	The Meadville Tribune
Jeff Corey	Armstrong

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

Mr. Soff made a motion to approve the minutes from the meeting on October 10, 2018. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the minutes from the work session on October 18, 2018. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$2,559,615.27 for the period ending October 23, 2018. Mr. Amato seconded and the motion carried.

Mr. Amato announced there were no executive sessions.

Public Comment:

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

Official Business:

Mr. Soff made a motion to approve the settlement agreement with Avanco International to refund the amount of \$5,755.40 to CCAP on behalf of the county. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Resolution to transfer two lots in Sadsbury Township to Steven W. Tingley or his assignee. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the creation of a full-time dispatcher position for Public Safety. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the maintenance agreement for the UPS at the Public Safety Building with Eaton Corporation in the amount of \$4,588.00; paid by Act 12 funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the roof repair needed at the Correctional Facility in the amount of \$13,749 by A. W. Farrell; pending project manager approval. Two additional repair needed spots were found after an infrared scan, which increased original quote of \$7,000.00. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the District Attorney's 2019-2020 Rights and Services Act Grant. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Avanco International CAPS Version 14 – Amendment for Human Services. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of Human Services Keymark IMR, on-base 12/1/18 to 11/30/19, in the amount of \$1,750.24; county portion. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the purchase to hold the Human Services Youth Leadership Summit at Smith's Country Gardens. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of the Business Associate Agreement with Redwood Toxicology Laboratory, Inc. as well as a service agreement from 11/1/18 to 10/31/20 for drug screening, lab tests and testimony as needed for Human Services. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Auberle for various levels of foster care. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Deborah. J. Gregg, M.A for costs related to court appearance, writing, evaluations and testing. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY18/19 CYS Contract with Edmund L. Thomas Adolescent Center; same as prior year. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Hermitage House Youth Services for independent living; same as prior year. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Taylor Diversion Programs for independent living; same as prior year. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 CYS Contract with Westmoreland County Children's Bureau for various levels of foster care as needed. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 MH/ID/EI Contract with Merakey Pennsylvania for Beaver LTSR Room/Board. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 MH/ID/EI Contract with Touch-Stone Solutions, Inc. – Amendment C-1. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Human Services FY 18/19 Professional Contract with PSY Services for various testing. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payment for engineering on Tobin Road Bridge to Laurel Highlands Consulting in the amount \$1,828.76; paid by Liquid Fuel funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the payment for work on the Tobin Road Bridge to Shingledecker Welding in the amount of \$18,000.00; paid by Liquid Fuel funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the 2017 ESG expenses for Planning in the amount \$6,978.58. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the September 2018 Shelter Care expenses for Planning in the amount of \$13,919.36. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the adoption of the County's Minority Owned Business Plan to the 2018 Community Development Block Grant Program. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the adoption of the County's Section 3 Plan for the 2018 Community Development Block Grant program. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the County's Citizen Participation Plan and Citizen Complaint Plan for the 2018 Community Development Block Grant program. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Resolution authorizing the submission of the 2018 Crawford County Community Development Block Grant application to the Department of Community and Economic Development. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the payments for General Operations in the amount of \$84,024.55 for the following:

- Community Health Services for MATP Trips Reimbursement Sept 2018 – MATP ~ \$65,681.00
- Parkside Psychological Associates, LLC for compliance monitoring and testing – APO ~ \$6,111.00
- Northwestern PA Autopsy Pathology Services for Pathology Services – DA ~ \$1,500.00
- Northwestern PA Autopsy Pathology Services for Pathology Services – DA ~ \$1,375.00
- Erie County Coroner for Autopsy and Lab fees – Coroner ~ \$1,390.00
- Aristocat for court reporter's annual software support – Courts ~ \$600.00
- CC Drug & Alcohol for case coordination and outpatient therapy services – APO ~ \$7,367.55

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the payments for General Operations in the amount of \$871.36 for the following:

- Crown Benefits Administration for week ending 9/28/18 (runoff thru 12/31/18) – Various ~ \$30.00
- Crown Benefits Administration for week ending 10/5/18 (runoff thru 12/31/18) – Various ~ \$434.57
- Crown Benefits Administration for week ending 10/12/18 (runoff thru 12/31/18) - Various ~ \$406.79

Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Single Audit ending 12/31/17 from Maher Duessel, which is available on the County Website. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the creation of two specialist positions, Resource Specialist and Agriculture Specialist, for the Conservation District. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the elimination of two technician positions, Resource Technician and Agriculture Technician, for the Conservation District. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the creation of a controller position for the Care Center. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve to creation of a Human Resources/Payroll Specialist position for the Care Center. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve for the Notice of Intent to request HAVA Grants for Elections in the amount of \$87,138.66; to be received. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to ratify the payment for special labor counsel to Campbell, Durrant & Beatty invoice in the amount of \$5,087.61. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve Estimate #24 for the Wightman Road Bridge in the amount of \$12,741.33; paid by Liquid Fuel funds. Mr. Amato seconded and the motion carried.

Mr. Soff made a motion to approve the Open Flow Energy natural gas sales agreement from 11/1/18 to 12/31/20 for the Public Safety Building and the Judicial Building. Mr. Amato 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. Amato stated there will not be a meeting next Wednesday, the General Election is on Tuesday, November 6th and the Courthouse will be closed for that day, and also Veterans Day Observance is on Monday, November 12th and the Courthouse will be closed for that day. The next meeting is Wednesday, November 1, 2018.

There being no further items to address, Mr. Soff made a motion to adjourn. Mr. Amato seconded at 9:53 AM and the meeting was adjourned.

ABSENT

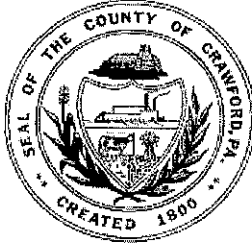
Francis F. Weiderspahn, Jr., Chairman



John M. Amato, Commissioner



John Christopher Soff, Commissioner



Resolution No. 16 of 2018

**RESOLUTION OF THE COUNTY OF CRAWFORD, PENNSYLVANIA,
TRANSFERRING TWO LOTS IN SADBURY TOWNSHIP TO STEVEN W.
TINGLEY OR HIS ASSIGNEE**

WHEREAS, 16 P.S. § 2306 provides that a county board of commissioners may sell real estate owned by the county for the property's fair market value (or higher); and

WHEREAS, the Board of Commissioners of Crawford County solicited bids through a public advertisement in the Meadville Tribune for certain county-owned lots located in Sadsbury Township, bearing Tax Map No. 4407-015-119-134; and

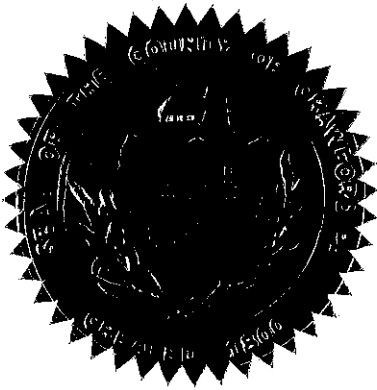
WHEREAS, the highest bid received in response to the public advertisement came from Steven W. Tingley in the amount of Six Hundred Fifty-one Dollars (\$651.00); and

WHEREAS, on or about October 10, 2018, the Commissioners acknowledged at their regular meeting that Steven W. Tingley submitted the highest bid for the above-referenced lots, and signified their intention to proceed with a sale of the lots to the highest bidder;

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, that the appropriate County officials are hereby authorized to execute any and all documents, including but not limited to a deed and all other documentation related to the transfer of real property known and described as Crawford County Tax Map No. 4407-015-119-134 to Steven W. Tingley or his assignee for the bid price of Six Hundred Fifty-one Dollars (\$651.00).

**RESOLUTION TRANSFERRING TWO
LOTS IN SADBURY TOWNSHIP TO
STEVEN W. TINGLEY OR HIS ASSIGNEE
(Page Two)**

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 24th day of October, 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

Item #	Provider Name & Services	Contract or Amendment	Rate	IV-E Rate	Cost to County	Fiscal Year
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OTHER

1	Avanco International, Inc.	Amendment				17/18
	CAPS Version 14		n/a	n/a	n/a	
2	Purchase Requisition	P.R.				18/19
	Keymark IMR (On-Base 12/1/18 - 11/30/19)		\$11,835.00 total	n/a	\$1,750.24 total	
3	Purchase Requisition	P.R.				18/19
	Smith's County Gardens (Facility Rental and Refreshments for Youth Leadership Summit)		\$2,500.00 total	n/a	\$0.00 total	
4	Redwood Toxicology Laboratory, Inc.	Business Associate Agreement				
	Business Associate Agreement		n/a	n/a	n/a	
5	Redwood Toxicology Laboratory, Inc.	Service Agreement				11/1/18 - 10/31/20
	On-Site Drug Screening Devices		\$110.00/25 tests	n/a	\$24.86/25 tests	
	Specimen Rejected (Insufficient)		\$10.00/occurrence	n/a	\$2.26/occurrence	
	7 Panel Lab Test		\$13.00/test	n/a	\$2.94/test	
	Telephone Court Testimony		\$250.00/occurrence	n/a	\$56.50/occurrence	
	In Person Court Testimony		\$700.00/day + travel	n/a	\$158.20/day + travel	

CYS CONTRACTS FY 18/19

6	Auberle	Contract				18/19
	Foster Care Level AA: 0-12 Years Old (Minor Difficulties)		\$54.87/day	\$48.54/day	\$5.90/day	
	Foster Care Level AB: 0-12 Years Old (Moderate Difficulties)		\$60.09/day	\$53.16/day	\$6.46/day	
	Foster Care Level AC: 0-12 Years Old (Major Difficulties)		\$70.54/day	\$62.41/day	\$7.59/day	
	Foster Care Level AD: 0-12 Years Old (Immediate Intensive Services)		\$86.22/day	\$76.28/day	\$9.27/day	
	Foster Care Level TA: 12-17 Years Old		\$70.54/day	\$62.41/day	\$7.59/day	
	Foster Care Level TB: Teenage Mother with 1 Child		\$107.12/day	\$94.77/day	\$11.52/day	
	Foster Care Level TC: Teenage Mother with 2 Children		\$128.02/day	\$113.26/day	\$13.77/day	
	Heriman Steiner		\$280.41/day	\$262.56/day	\$14.32/day	
	Romine Steiner		\$280.41/day	\$265.40/day	\$14.17/day	
7	Deborah J. Gregg, M.A.	Contract				18/19
	Court Appearance		\$100.00/hour	n/a	\$20.00/hour	
	Report Preparation and Writing		\$25.00/15 min	n/a	\$5.00/15 min	
	Psychological Evaluations		\$150.00/eval	n/a	\$30.00/eval	
	Additional Testing		\$75.00/hour	n/a	\$15.00/hour	
8	Edmund L. Thomas Adolescent Center	Contract				18/19
	Detention Center		\$250.00/day	\$0.00/day	\$125.00/day	
9	Heritage House Youth Services	Contract				18/19
	Moving On/ Independent Living		\$108,100.00 max	n/a	\$8,428.20 max	
10	Taylor Diversion Programs, Inc.	Contract				18/19

11 Independent Living Contract \$199.00/day \$157.38/day \$23.35/day 18/19

Westmoreland County Children's Bureau

Foster Care Level AA Birth - 14 Years Old \$30.00/day \$30.00/day \$21.86/day
 Foster Care Level BB 12 - 15 Years Old \$35.00/day \$35.00/day \$3.34/day
 Foster Care Level DD 16 - 21 Years Old \$50.00/day \$50.00/day \$4.77/day

12 Merakey Pennsylvania Contract \$33.12/day n/a \$1.77/day 18/19

Beaver LTSR - Room/Board

13 Touch-Stone Solutions, Inc. Amendment C-1 \$91.55/15 min n/a \$0.51/15 min 18/19

Community Participation Support (W595J)

PROFESSIONAL CONTRACTS FY 18/19

14 PSY Services Contract \$40.00/each n/a \$2.14/each 18/19

Bender Motor Gestalt Test

Bennett Mechanical Comprehension Test

MMP1 & MMP2

Peabody Picture Vocabulary Test

Purdue Pegboard

16 Personality Factor Questionnaire

Rotter Sentence Completion

Self-Directed Search

Shipley Institute of Living Scale

Stanford-Binet

Wechsler Adult Intelligence Scale IV

Wechsler Intelligence Scales for Children IV

Wide Range Achievement Test IV

\$40.00/each	n/a	\$2.14/each
\$40.00/each	n/a	\$2.14/each
\$300.00/each	n/a	\$16.02/each
\$100.00/each	n/a	\$5.34/each
\$40.00/each	n/a	\$2.14/each
\$150.00/each	n/a	\$8.01/each
\$80.00/each	n/a	\$4.27/each
\$40.00/each	n/a	\$2.14/each
\$85.00/each	n/a	\$4.54/each
\$300.00/each	n/a	\$16.02/each
\$250.00/each	n/a	\$13.35/each
\$250.00/each	n/a	\$13.35/each
\$150.00/each	n/a	\$8.01/each

10/18/2018

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



RESOLUTION

RECITALS & BACKGROUND:

RESOLUTION OF THE CRAWFORD COUNTY BOARD OF COMMISSIONERS AUTHORIZING THE 2018 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, Act 179 of 1984 established the Community Development Block Grant (CDBG) entitlement program, to financially assist municipalities with a number of community development needs to benefit low- and moderate-income citizens, and

WHEREAS, Crawford County has a Fiscal Year (FY) 2018 allocation of \$280,335 for qualified activities in the non-entitled municipalities of Crawford County, as well as an allocation of \$104,156 for Vernon Township, and

WHEREAS, Crawford County and Vernon Township have entered into an Agreement for Crawford County to serve on behalf of (OBO) Vernon Township per DCED Guidelines, and

WHEREAS, the Crawford County Commissioners have caused an application for Crawford County OBO Vernon Township to be prepared for FFY 2018 CDBG funds, said application having been appropriately review and considered; and

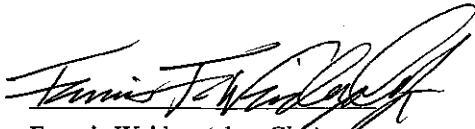
WHEREAS, pursuant to the Statement of Assurances, Crawford County has or will undertake the following actions:

1. Crawford County has complied with the required Citizen Participation process, including two public meetings, meeting notices and outreach for both meetings, public comment period, and has mutually adopted a Citizen Participation Plan with Vernon Township for FY 2018.
2. Crawford County has published a fair housing notice, appointed a fair housing officer, passed a FY 2018 fair housing resolution, and has undertaken activities to further fair housing.
3. Crawford County has reviewed or approved the required plans for the FY 2018 CDBG program including the Section 3, WBE/MBE, Section 504, Fair Housing, Community Development Plan, Citizen Participation, Anti-Displacement and Relocation Plans.
4. Crawford County has adopted a policy prohibiting the use of excessive force by the Sheriff's Department against any individual(s) engaged in nonviolent civil rights demonstrations.
5. That the Commissioners are cognizant of the conditions imposed in undertaking the CDBG program which utilizes federal financial assistance and which requires practices relating to the prohibition of discrimination because of race, color, creed, or national origin and assurances on other practices as set forth in the Statement of Assurances.
6. The Chairman of the Crawford County Commissioners is hereby authorized on behalf of the Board to sign the appropriate forms and statements contained within the application.

7. Crawford County hereby designates Victoria Kapopoulos, Crawford County Assistant Planning Director for Community Development, as the County's official point of contact and representative for this application.

THEREFORE, BE IT RESOLVED, on this 24th day of October 2018, the Crawford County Board of Commissioners hereby approves the CDBG application for Crawford County OBO Vernon Township, and a copy of said application is filed in the County Planning Office in the Courthouse.

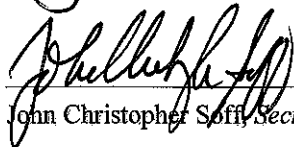
CRAWFORD COUNTY BOARD OF COMMISSIONERS



Francis Weiderspahn, *Chairman*



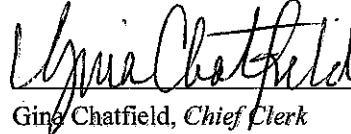
John M. Amato, *Vice-Chairman*



John Christopher Soffi, *Secretary*



A T T E S T:



Gina Chatfield, *Chief Clerk*

Requests of New Hires and Employee Transfers

October 24th 2018

Conservation District

The New Hire of Jennifer Kellogg, Full Time Conservation Technician (DGLVR) effective 10/29/2018

The Transfer of Jared Prokopchak, Full Time Conservation Specialist (Resource), from Resource Conservation Technician, effective 10/29/2018.

The Transfer of Breann J Curry, Full Time Conservation Specialist (Agricultural), from Agricultural Conservation Technician, effective 01/01/2019.

Human Services

The transfer of Alyssa Polakoff, Full Time Caseworker II (Intake-Substitute), from Caseworker II, replacing Heather Gerard, effective 10/29/2018.

The Transfer of Brenda Petrick, Full Time Caseworker II (Intake-Substitute), from Caseworker II, replacing Jason Nesbitt, effective 11/12/2018.

The Transfer of Karrah Hopkins, Full Time Caseworker II (Ongoing-Substitute), from Caseworker II - Intake, replacing Brenda Petrick, effective 11/12/2018.

The New Hire of Luke Geer, Full Time Caseworker I (On-Going-Substitute), replacing Alyssa Polakoff, effective 10/29/2018.

The New Hire of Sabrina Hornstein, Per Diem Clerk, replacing Peter Zimmer, effective 10/29/2018.

Care Center

The New Hire of Teresa Allen, Per Diem Nutrition Aide, replacing Melissa French, effective 10/29/2018.

The Emergency Transfer of Rebecca Fry Full Time LPN, from Per Diem LPN, effective 10/06/18.

The Emergency New Hire of Brian Schultz, Per Diem Nutrition Aide, replacing Brandi Farenas, effective 10/22/18.

The New Hire of Shelley Faytak, Full Time Human Resource/Payroll Specialist, effective 11/01/2018.

The Re-Hire of Leighann Steck. Full-Time Controller, effective 11/01/2018.