

The Crawford County Board of Commissioners met on Wednesday, April 14, 2021 for a regular meeting, with the following present or by phone:

Eric Henry	Chairman
John Christopher Soff	Commissioner
Francis Weiderspahn	Commissioner
Gina Chatfield	Chief Clerk
Terri Chimiak	Secretary/Open Records Officer
Christine Krzysiak	Treasurer
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Matthew Digiacomio	Voting Systems Specialist
Kevin Tommaney	Armstrong Cable
Kenny Johnston	Vantage
Trevor Oates	APO
Jack Greenfield	CCCCF
Heidi Shiderly	Court Admin
Greg Beveridge	Public Safety
Zach Norwood	Planning
Holly Varndell	JPO
Tim Brown	IT
Keith Gushard	Tribune
Rita Preston	A.B.A.T.E.
Scott Haylett	A.B.A.T.E.
Wes Rowden	Public Defender
Leighann Steck -phone	CCCC
Mark Phelan -phone	Maintenance
Sue Watkins -phone	Human Services
Dave Powers -phone	Sheriff
Tim Valencic -phone	JC Maintenance
Garrett Dvorkin -phone	Titusville Herald

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the full meeting held on March 24, 2021.
Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on April 7, 2021.
Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$11,861,022.43 for the period ending April 13, 2021. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to ratify the State Offender Supervision Fund Agreement Renewal. This is a one-year renewal for the period of July 1, 2020 through June 30, 2021. The state contract commenced on July 1, 2017 and runs through to June 30, 2022. The PA Parole Board will return to Crawford County the Offender Supervision Fees that were received by the Department of Revenue from Crawford County for the period of May 1, 2020 to April 30, 2021. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase and installation of an electronic ZK Access control system for the front and rear entry doors to the JPO department. This includes a one-year maintenance coverage on all parts and labor. The system will allow secure access to the building with keyless entry and badge access. This system will be incorporated with the existing system at the courthouse and Judicial Center. The purchase and installation amount is \$3,998.00. The funds to pay for this are being transferred from the previously approved budgeted amount for new laptops computers for JPO. The laptops instead were purchased through money awarded through the CJAB grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the 5-year subscription to the West's Pennsylvania Criminal Justice Book & Proview Pennsylvania Criminal Justice Book (6 of each) for the annual payment in the amount of \$1,440.00 (3% increase per year). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the 1-year contract renewal for the U.P.S. Unit. The renewal cost is \$5,229.00. This will be an increase of \$135.40 more from the current existing contract in the amount of \$5,093.60 which expires on 4/18/2021. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve and sign the contract with Permittium, which will provide on-line application submission and credit card payment of License to Carry. This service will be provided at no cost to the county and will charge a \$5.00 total fee to the applicant for service. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the network installation project for the Court House 2nd floor from the vendors below for a total of \$27,386.19. Mr. Weiderspahn seconded and the motion carried.

Vendor	Items	Cost
Dagostino Electronic Services	Alcatel Lucent 6560 Switches and Hardware	\$26,304.57
Candoris	Access Point Sophos APX 530	\$476.60
CDW-G	2 Tripp Lite UPS	\$424.62
ShowMeCables.com	Fiber & CAT6 Patch Cables	\$180.40

Mr. Weiderspahn made a motion to approve the purchase of a 3-year Sophos computer security renewal contract from Candoris for \$112,685.77. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Investment Committee Recommendation of 3/23/2021. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of 3 CD's from Mercer County State Bank in the total amount of \$2,910,601.72 at a rate of .5% for 24 months with no early withdrawal penalty. Breakdown of CD amounts is \$1M, \$1M and \$910,601.72. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the consulting contract with Affinity Health Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Preventative Maintenance Contract with Cleveland Brothers for annual maintenance on the generator with a total yearly cost of \$1,596.00 to be paid from Maintenance Service Agreements, this is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve for Lake City Power to conduct a Load Bank test on the PSB Generator at a cost of \$750.00. Recommended to be completed every other year.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Agreement with the PA Governor's Center for Local Government Services providing consultants to Crawford County to work with the Fire and EMS task forces at no cost to Crawford County. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the creation of the additional (15th) Full-Time 9-1-1 Telecommunicator position. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to enter into a yearly subscription with ON SOLVE. ON SOLVE helps manage personnel staffing, quickly alert staff with enhanced notification, save time and assist filling vacancies properly. Yearly subscription is based on the number of staff placed in the data base. Yearly fee is \$700 and a 1-time non-recurring service fee of \$95. Total \$795.00 This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay \$2000.00 to the City of Meadville for 2021 range fees. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of new AEDs and CPR/1st aid training material to recertify/certify CCCF staff. Total cost for training materials is: \$3855.69. Funding to be paid thru the commissary account. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve an invoice from Courthouse Remodeling Project – new Finance Office - in the amount of \$ 21.33 for The Home Depot. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve an invoice from Courthouse Remodeling Project – new Human Resources Office – in the amount of \$ 14.43 for Sherwin Williams. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve an invoice from Courthouse Remodeling Project – Window Replacement Project in the amount of \$ 177.00 for MicroBac. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the payment of an invoice to Steve Staats Painting – this is for painting of the new Finance Office and new 3rd floor Conference Room -\$1,475.00. – THIS IS A BUDGETED ITEM. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the payment of an invoice to L.B. Water Services – this is for a fire hydrant & gate valve replacement at the Fairgrounds - \$ 4,169.95 – THIS IS NOT A BUDGETED ITEM. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the submission of a State Facility Closure Transition Program (SFCTP) to the Department of Community and Economic Development (DCED) for \$100,000 to deploy broadband services to the Keystone Industrial Park. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve an invoice from the Titusville Herald in the amount of \$793.00 for advertising fiscal year (FY) 2021 Community Development Block Grant (CDBG) application 1st public hearing for the City of Titusville. Paid for with CDBG funding.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the following required documents and plans for the County's CDBG program. Mr. Soff seconded and the motion carried.

- Crawford County's 504 Plan
- Crawford County's Citizen Participation Plan
- Crawford County's Language Access Plan
- Crawford County's Section 3 Plan

Mr. Soff made a motion to approve a Section 3 Resolution identifying Jenny Tompkins as the County's Section 3 Officer for FY 2021. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a Fair Housing Resolution identifying Jenny Tompkins as the County's Fair Housing Officer for FY 2021. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve an amendment to the Cooperation Agreement between Crawford County and the City of Titusville to include the administration of the City's FY 2019 CDBG contract to the existing agreement. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a Subrecipient Agreement with Crawford Area Transportation Authority for partnership in administering the County's Rural Family and Workforce Transit Program. This program will be funded through Crawford County's FY 2019 CDBG allocation. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the MATP Final Allocation for FY 19/20. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a payment to Center for Family Services, Inc. (ERAP Services Provided 3/17/21 – 3/25/21). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a payment to Crawford County Commissioners (Indirect Costs for CYS and MH/ID/EI). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the provider Enrollment Revalidation Applications for the following. Mr. Soff seconded and the motion carried.

- ✓ Blended Case Management
- ✓ MH Emergency Services
- ✓ Administrative Case Management
- ✓ Submitter for MH CCR POMS Provider

Mr. Soff made a motion to approve the Sprout Center for Emotional Growth and Development, LLC's Infant Mental Health Training Letter of Agreement for 6/10/21 – 6/17/21.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the CYS/JP Contracts FY 20/21 for Family Services of NW PA – Amendment F-2. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Professional Contracts FY 20/21 for Bliss Nutrition Services, LLC – Amendment C-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Professional Contracts FY 20/21 for Titusville Area Hospital – Amendment C-1. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Purchase Requisitions for the following in the amount of \$3,000.00. Mr. Weiderspahn seconded and the motion carried.

- Crawford County Historical Society 3,000.00

Mr. Weiderspahn made a motion to ratify Purchase Requisitions in the amount of \$774,771.95. Mr. Soff seconded and the motion carried.

- US Postal Service 5,000.00
- Center for Family Services 50,000.00
- PA Counties Health Insurance PCHIP 694,621.15
- Tyler Technologies 595.00
- Government Software Services 24,555.80

Mr. Soff made a motion to approve the Resolution between Crawford County and the City of Titusville. Mr. Weiderspahn seconded and the motion carried.

Mr. Soff made a motion to approve the New Hires/Transfers on the attached sheet from Human Resources/Payroll (list attached to the minutes). Mr. Weiderspahn seconded and the motion carried.

The next Meeting will be held on meeting will be held on April 21, 2021. There being no further items to address, Mr. Soff made a motion to adjourn. Mr. Weiderspahn seconded and the motion carried.

Eric Henry, Chairman

Francis F. Weiderspahn, Jr., Commissioner

John Christopher Soff, Commissioner