

The Crawford County Board of Commissioners met on Wednesday, December 22, 2021 for a regular meeting, with the following present or by phone:

Eric Henry	Chairman
Francis Weiderspahn	Commissioner
John Christopher Soff	Commissioner
Gina Chatfield	Chief Clerk
Terri Chimiak	Secretary/Open Records Officer
Christine Krzysiak	Treasurer
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Matt Digiacomo	Voters Services/IT
Anthony Digiacomo	Veterans Services
Ben Fair	CCCF
Mark Peaster	Procurement
Tim Brown	IT
Zach Norwood	Planning
Heidi Shiderly	Court Admin
Mark Phelan	Maintenance
Gail Kelly	Human Services
Beth Forbes	Register Recorder
Patti Wetherbee	Clerk of Courts
Jennifer McDonough	Public Defender
Dave Powers	Sheriff
Tonya Moyer	Care Center Director
Greg Beveridge	Public Safety
Brittany Johnston	HR
Ellie Donnell	HR Payroll
Keith Gushard	Tribune

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the full meeting held on December 8, 2021.  
Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on December 15, 2021.  
Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$4,503,001.06 for the period ending December 21, 2021. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: December 7th session was held to discuss personnel for the Public Defender's office.

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to ratify the signing of our lease. The Monthly rent changed from \$1400 to \$1570 per year. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to create a Part-Time Assistant Public Defender position to be filled by Mario Medina. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the renewed annual service agreement with Linstar for the Courthouse access-control and photo-ID systems, totaling \$3,809.37 for Jan. 1–Dec. 31, 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of a four-person workstation and single desk/file cabinet in the amount of \$6,090.70. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment of \$2994.87 to Witmer Public Safety Group for the purchase of ammo for annual qualifications. This is a budgeted purchase. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of \$1300 for Annual Radiation Safety Evaluation. Evaluation completed by Summit Radiation Safety Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to re-appoint Gloria Shields to the Solid Waste Authority. Mr. Soff seconded and the motion carried.

A request to approve payment to First National Insurance Agency for Tax Collector Bond Renewal 2022-2026 term to cover tax collection for the County portion of the City of Titusville was removed per Ms. Krzysiak. She stated payment was not needed because this was covered by the blanket bond.

Mr. Soff made a motion to ratify to replace Exhaust manifold/ converter on 2015 Cruiser total \$1,104.17. The exhaust leak and check engine light are on. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the PEMA Hazard Mitigation Grant Program Planning Application in the amount of \$105,000.00. Funds will be used for the development of the next five-year Hazard Mitigation Plan. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of 20 MSA calibration cylinders, 4-cylinder holders and 4 MSA chargers to be distributed to County based fire departments. Items will be purchased from the Witmer Public Safety group at a cost of \$17,592.00. Funding comes from the Hazardous Materials Response Fund grant at no additional expense to the county. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of one wireless handheld microphone transmitter from Horizon Information Services for \$787.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of one Dell Latitude 3520 laptop for \$1256.44. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of an invoice to Adobe, Inc. for renewal of an Adobe Creative Cloud license in the amount of \$599.88. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of an invoice to the Meadville Tribune in the amount of \$476.25 for an advertisement for Crawford County's portion of the ARC POWER grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of an invoice from Crawford Area Transportation Authority (CATA) in the amount of \$170.10 for their November travel expenses for the Rural Family and Workforce Transit Program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a resolution recognizing Dick Astor for his time on the Crawford County Planning Commission. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of Oracle Database Standard Edition for APO database from DLT for \$2,324.90. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of 2-year Standard SAN SSL Certificate from GoDaddy for \$699.98. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of Annual Service/Maintenance of the Liebert UPS in the Courthouse by Nationwide Power for \$2,274.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of hardware storage support from Park Place for \$13,631.16. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of network hardware for Assessment and Register and Recorder office moves from DES for \$10,971.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the contract with Vantage Home Medical Equipment & Services- Pulmonary Program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the contract with Careport Health, LLC- Electronic Referral Management Program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the marketing contract with Starn Marketing. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of 4 Respironics Millennium M10 10-Liter Oxygen Concentrators from Direct Supply in the total amount of \$5,367.96 (\$1,341.99 each) to be paid for with COVID Funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of 1 12-Lead ECG Machine with Stand from Medline for the total amount of \$3,077.00 to be paid with COVID Funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the invoice from– The Wilkins Co. – Fire alarm inspection at former QLC – \$ 600.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Payment of invoice from Courthouse Remodeling Project-

Existing Commissioner's Conference Room – in the amount of \$ 25.57 from Home Depot. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of the invoice from Courthouse Remodeling Project – new front ADA Ramp - Design Services – Stiffler McGraw & Associates, Inc. – \$ 1,843.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of the invoice from Courthouse Remodeling Project – new VAC System - Tower Engineering, Inc. – \$ 33,600.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Payment of invoices from Courthouse Window Replacement Project – EADS Architects, Inc.- \$ 10,677.26. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a contract with The EADS Group for engineering services to rehab County Bridge # 8 on Creek Rd in Cussewago Twp. Contract not to exceed \$ 67,000.00 - this will be paid with Liquid Fuels monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a contract with The EADS Group for engineering services to rehab County Bridge # 26 on Glynden Rd in Sparta Twp. Contract not to exceed \$ 59,000.00 - this will be paid with Liquid Fuels monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify Payment to Center for Family Services, Inc. (ERAP Services Provided 11/1/21 – 11/13/21). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify Payment to Center for Family Services, Inc. (ERAP Services Provided 11/12/21 – 12/7/21). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a Purchase Requisition – Dell, Inc. (Laptop for J. Barnhart). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a Purchase Requisition – Dell, Inc. (Tablet for K. Marks). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a Purchase Requisition – Dell, Inc. (Tablet for L. Hogan). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Purchase Requisitions for the following in the amount of \$190,216.00. Mr. Soff seconded and the motion carried.

• Crawford County Coalition on Housing Needs	18,000.00
• Solid Waste Authority	85,000.00
• Svetz Energy Services	1,714.00
• Community Health Services	37,879.00
• Community Health Services	45,143.00
• Lloyd Crane & Equipment	1,830.00
• Lloyd Crane & Equipment	650.00

Mr. Soff made a motion to ratify Purchase Requisitions for the following in the amount of \$989,162.26 Mr. Weiderspahn seconded and the motion carried.

• PCOMP	312,315.00
• Brian Noah	3,276.00
• PCHIPC	673,571.26

Mr. Weiderspahn made a motion to formally approve the 2022 Balanced County Budget. Mr. Soff seconded and the motion carried.

The approval of the resolution authorizing the Capital Reserve Fund 12/31/2022 was tabled until the December 30, 2021 reconvene meeting.

Mr. Soff made a motion to approve the 2022 Mileage Rate effective January 1, 2022 the new IRS rate is \$0.585 per mile. Mr. Weiderspahn seconded and the motion carried.

The approval/ratification of any new 2021 County invoices was tabled until the December 30, 2021 reconvene meeting.

Mr. Weiderspahn made a motion to ratify the contract received from Brian Noah for services being rendered. Mr. Soff seconded and the motion carried.

Mr. Henry made a motion to approve to send a letter to the State Insurance Commissioner in support of the North West NTMA and other small businesses facing large healthcare increases. Mr. Soff seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the County Forest Contract with the Titusville Sportsman Club for 7 years. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve 2022 millage resolution. Mr. Weiderspahn seconded and the motion carried.

The next Meeting will be held on meeting will be held on Wednesday, January 5, 2022. There being no further items to address, Mr. Weiderspahn made a motion to adjourn. Mr. Soff seconded and the motion carried.

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Eric Henry, Chairman

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Francis F. Weiderspahn, Jr., Commissioner

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John Christopher Soff, Commissioner