

The Crawford County Board of Commissioners met on Wednesday, April 13, 2022 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
Christine Krzysiak	Treasurer
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Matt Digiacomo	Voters Services/IT
Betty Waite	Court Admin
Beth Forbes	Register recorder
Kristin Hauser	CATA
Trevor Oates	APO
Katie Eckstein	Deputy Treasurer
Jack Greenfield	CCCCF
Brittany Johnston	HR Director
Ellie Donnell	HR/Payroll
Mark Phelan	Maintenance
Sue Watkins	Human Services
Zach Norwood	Planning
Dave Powers	Sheriff
Tonya Moyer	Care Center Director
Greg Beveridge	Public Safety
Kevin Tommaney	Armstrong Cable
Keith Gushard	Tribune

The meeting was opened with the Pledge of Allegiance.

Mr. Soff made a motion to approve the minutes from the full session meeting held on March 23, 2022. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on April 6, 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$4,147,327.64 for the period ending April 12, 2022. Mr. Weiderspahn seconded and the motion carried.

Executive Sessions: 3/23/2022 with the Clerk of Courts

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve to accept the FY 22/23 local budget match in the amount of \$50,000. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of the Infocon Corp. invoice in the amount of \$4,497.11 for microfilming of year 2021 ROW & ROD documents. \$497.11 of this invoice will be paid with ROD Records Improvement funds. This is a budgeted item. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve and appoint Joseph A. Roddy, PE to fill the vacancy of the remaining term of the late Wallace K. Irwin which will end on the first Monday in January 2023. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the cost of Catalyst Support Contract Yearly Renewal for Court Reporter. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of an HP Laser Jet Wireless All In One Printer in the amount of \$309.00, a Dell Memory upgrade in the amount of \$80.65, a Dell Dock in the amount of \$263.86 and a Latitude 3520 in the amount of \$1,171.66 for Magisterial District Judge Adam D. Stallard. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of \$6,180.00 to the LSSE Civil Engineers for land development plan work on the Greiser Rd Tower project. This is an approved expense covered with ARPA funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the payment of \$9,500.00 to COMMSYS for the implementation of ASAP to PSAP technology in the 911 center. This expense will be covered with wireless funds at no additional expense to Crawford County. Submitted incorrectly at the last March meeting at a cost of \$9250.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the modification of current Drug and Alcohol RIP/Intermediate Punishment Grant – modifying to reduce the grant by \$58,960. This reduction is not going to affect the County at all, it is a reduction in money that Crawford County Drug & Alcohol are not going to be using for treatment due to extension of the public health emergency issued by Biden Administration for COVID 19. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve and sign the renewal of the 2021-2022 State Offender Supervision Fund Agreement. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Investment Committee Recommendations of the Reserve Funds of 3/31/2022, to move the \$1.5M CD from Farmers national Bank to a 12 month and 9-month TERM Account with PLGIT. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase requisition for a HP Laser Jet Enterprise M612dn printer and two HP media trays in the total amount of \$2,551.51. This will replace the 8-year-old dog license printer. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Amendment to Agreement between the County of Crawford and Palmetto Posting, Inc. This will extend the current contract through 2023. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify to pay the Planning Office's annual license agreement for Monday.com at \$1,908.00. This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay Crawford County's Enterprise license renewal with ESRI at \$55,000.00. This is being paid through the County's American Rescue Plan Act (ARPA) funding. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to execute a cooperation agreement between Crawford County and Athens Township for assistant with Administration of their APRA funding. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay a total of \$26,817.68 for the following invoices from Stiffler McGraw for engineering services associated with Crawford County's Community Development Block Grant (CDBG) projects. All invoices paid out of Crawford County's CDBG program. Mr. Weiderspahn seconded and the motion carried.

- Beaver Township CDBG Project - \$12,065.23
 - i. Invoice #11 – \$4,826.05
 - ii. Invoice #14 – \$6,647.75
 - iii. Invoice #21 – \$591.43
- Richmond Township CDBG Project - \$7,382.91
 - i. Invoice #12 – \$3,346.50
 - ii. Invoice #15 – \$2,905.75
 - iii. Invoice #20 – \$1,130.66
- Steuben Township CDBG Project - \$7,369.54
 - i. Invoice #13 – \$4,290.00
 - ii. Invoice #16 – \$1,920.25
 - iii. Invoice #22 – \$1,159.29

Mr. Weiderspahn made a motion to ratify the purchase of 1 Kinetic Water Ram. Purchased from Mark's Plumbing at the cost of \$519.99. This is a Budgeted Item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of 2 water storage tanks. Purchased from R.E. Michel at the cost of 4114.16. This is not a budgeted item. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the payment of \$8695.00 to the Wilkins CO. for the 2022 annual fire alarm inspection. As required by PA. DOC. This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase training/taser equipment from AXON. Total purchase price for all equipment is \$3120.76. Items are needed to complete required training. Requesting to use commissary funds for purchase. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the contract and purchase of all necessary controllers, work stations and programming labor to integrate 24 new RTUs with the existing BAS system. This is to be completed by Siemens Industry, Inc. at the cost of \$67,866.12. Funding for this project is to be through the ARPA funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the contract with PointClickCare for the Infection Prevention & Control Module in the amount of \$554.65 per month to be paid from Administrative Maintenance Agreements. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the contract with United Health Care (Optum) for 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the quote for services with ABCO in the amount of \$1,200.00 per year for twice a year Main Hood and Dishwasher Hood Cleaning and the Truck Charge. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the quote for services with ABCO in the amount of \$353.80 per semi-annual ansul system inspections (May/Nov 2022) and to replace 360-degree links. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the contract with M&M Lawn Care for Mowing only and NOT inside the fence in the amount of \$110.00 per mow to be paid from Maintenance Outside Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the contract with CIGNA Medicare Advantage. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the invoice for PACAH Bonds Renewal (2 year) in the total amount of \$1,725.00 to be paid from Administrative Blanket Inst. Policy. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the invoice to Absolute Fire Protection in the amount of \$1,993.07 for a service call to be paid from Maintenance Inspections. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the contract to hire Stiffler McGraw & Associates, Inc.- to design ADA Ramp at Courthouse - \$ 25,000.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to hire M&M Lawn Care to mow at Old QLC – \$140.00/visit. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to hire Stiffler-McGraw to design a snow melt system for the new ADA ramp to be built on the front of the Courthouse - \$ 1,500.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify an invoice from Courthouse Remodeling Project-New Assessment Office - in the amount of \$ 276.28. Mr. Soff seconded and the motion carried.

- The Home Depot - \$ 136.32
- Tractor Supply - \$ 139.96

Mr. Soff made a motion to ratify Hiring Foulk’s Flooring America to fix floor in Register & Recorder’s Office – to get ready for carpeting - \$ 1,550.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify an invoice from Courthouse Remodeling Project-Register & Recorder Remodel - in the amount of \$ 599.27. Mr. Soff seconded and the motion carried.

- The Hite Company - \$ 43.93
- The Home Depot - \$ 5.34
- Sunbelt Rentals - \$ 550.00

Mr. Soff made a motion to approve to hire The Foreman Group - to be the Commissioning Agent for the HVAC project at the Courthouse for \$ 32,500.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify an invoice for Scobell Company Inc. – to repair 2 pumps at the Old Quality Living Center - \$ 1,702.90. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice for Brian J. Noah – Professional Services for March 2022 - \$ 3,591.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify to pay Stiffler McGraw & Associates, Inc. – Professional Services – Invoice #1, 4 – new ADA Ramp in front of Courthouse – \$ 4,272.12. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay Stiffler – McGraw & Associates, Inc. – Professional Services – Invoice # 5,6 – new ADA Ramp in front of Courthouse – Total of \$ 12,506.25. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the HSBG I&E Report for FY 20/21. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Payment to Center for Family Services, Inc. (ERAP2-Feb22). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Payment to Center for Family Services, Inc. (ERAP2-32322). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Personnel – Creation of PT Program Specialist 1 Position (Paid via ARPA Funds). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Purchase Requisition – Leonard’s Auto Service & Towing (Repairs for #39). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Professional Contracts FY 20/21 with Center for Family Services, Inc. – Amendment C-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the CYS/JP Contracts FY 21/22 with Family Service & Children's Aid Society of Venango County, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Purchase Requisitions in the amount of \$692,186.83. Mr. Weiderspahn seconded and the motion carried.

• Community Health Services	35,284.00
• St James Haven	6,019.15
• Crawford County Human Services	54,602.44
• Crawford County CYS	403,193.24
• Department of Human Services	121,178.00
• Community Health Services	71,910.00

Mr. Weiderspahn made a motion to ratify Purchase Requisitions in the amount of \$692,641.88. Mr. Soff seconded and the motion carried.

• PCHIPC	692,641.88
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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 Wednesday, April 20, 2022. 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