

The Crawford County Board of Commissioners met on Wednesday, December 14, 2022 for a regular meeting, with the following present:

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
Dave Powers	Sheriff
Kathy Porter	Finance
Holly Varndell	JPO
Tonya Moyer	CCCC
Tracey Crawford	CCCD
Scott Schell	Coroner
Heidi Shiderly	Court Admin
Ben Fair	CCCF
Mark Peaster	Procurement
Beth Forbes	Register Recorder
Paula DiGiacomo	District Attorney
Emmy Arnett	Prothonotary
Tim Brown	IT
Zach Norwood	Planning
Mark Phelan	Maintenance
Sue Watkins	Human Services
Keith Gushard	Tribune
Kevin Tommaney	Armstrong

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 November 23, 2022.

Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on December 7, 2022.

Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$2,843,995.86 for the period ending December 13, 2022. Mr. Weiderspahn seconded and the motion carried

Executive Sessions:

- A. November 29, 2022 discussion with Courts.
- B. December 2, 2022 discussion with Human Services.
- C. December 8, 2022 discussion with Planning.

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to ratify the request and purchase of a 2022 Ford Explorer, 4WD, XLT SUV for \$39,900.00 to replace the 2009 Dodge Caravan in the Juvenile Probation vehicle fleet. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of the annual Park Place Technologies hardware support for \$16,923.60. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of the 2022 Actuarially Determined Contribution to the Retirement Account. This year the payment is \$2,015,411.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Invoice to Horizon Informational service to Install Proprietary programming in the new Observation Computer for \$1,200.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the re-appointment of Scott Preston, Richard Rendulic and Dennis Hindman, to the Crawford County Agricultural Land Preservation Board. Terms to begin January 1, 2023 and continue through December 31, 2025 (3-year terms). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the re-appointment of Robert Waddell as a Rural director to the Crawford County Conservation Board. Term to begin January 1, 2023 and continue through December 31, 2026 (4-year term). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the annual maintenance agreement for snow removal and lawn care with M&M Lawn Care at a cost of \$7,875.00. This expense is shared between the DPS and Coroner's respective budgets. This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the annual renewal of the Veriato software license for CAD at a cost of \$575.00. This is a budgeted item. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Annual service agreement with Linstar for maintenance of Courthouse access-control system and photo-ID card printer, for Jan. 1–Dec. 31, 2023, in the amount of \$3,999.84. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Service agreement with Cintas for rental of industrially laundered floor mats, dust mops and janitorial towels at applicable County facilities for a 36-month term based on unit pricing, terms and conditions of that supplier's contract with the City of Tucson as extended to the OMNIA Partners national purchasing cooperative (projected first-year cost of \$8,035). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to create five (5) additional PRN Activity Aide positions. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to change Business Office Coordinator position from an hourly position to an exempt position. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the contract with Slippery Rock University of Pennsylvania to provide an internship site offering facilities, resources, and supervision to a student. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Amendment to UPMC HP Ancillary Provider Participation Agreement to implement a UPMC Community HealthChoices SNF Value-Based Program to arrange for and cover certain healthcare services for MA-enrolled participants. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of 4 computers to replace 4 non-repairable desk top units. Purchase to be done through county IT from Dell Computers. Total needing ratified is \$3,475.10. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the 1-year maintenance agreement with Central Square, Tritech Technologies. This maintenance agreement will cover the final year of the Jail Management System contract. Cost of the Maintenance agreement is \$22,719.78. To be funded through the commissary fund. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of materials needed to repair two POD doors. Purchase to be from LWE Inc. Meadville PA. Total cost for materials is \$975.00. This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the purchase of 1 Metcraft inmate toilet. Cost of toilet is \$1,224.46 This is not a budgeted item. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify a one-year contract for security services at MDJ Linesville with CORE Security of Crawford County, LLC at a cost of \$26.35/hr. beginning December 5, 2022. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve contract with B&A Cleaning Services for cleaning services at MDJ Titusville office beginning January 1, 2023 at a cost of \$120 per clean, once a week. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve \$600 for two 2023 memberships to National Court Reporters Association. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve 5 yr. contract with Thompson Reuters- Westlaw access for county individual access passwords \$3298/mo., 2% yearly increase yrs. 2-5. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve 5 yr. contract with Thompson Reuters for Patron Account at \$815.50/mo., 3% in yrs. 2-5. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to extend temporary per diem position in MDJ Meadville office until June 30, 2023. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to change position title from Juvenile Master to Court Hearing Officer. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of Application for Payment No. 2 from Francis J. Palo, Inc. in the amount of \$139,393.90 for the Brady Tunnel. This is paid for out of the ARC POWER Grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice #2022-4131-001 from PEC in the amount of \$73,012.23 for their administrative services October 2020 through June 2022. This is paid for out of the ARC Grant. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice #1 from Crawford County Federated Library Systems for \$1,738.00 for fiber installation and service cost to two CCFLS libraries. This is paid for out of the ARPA Grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of Application for Payment No. 1 from NorthRock Construction in the amount of \$101,444.01 for the Rocky Glen Road Culvert Replacement. This is paid for out of FY 2020 CDBG funds. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of Application for Payment No. 1 from NorthRock Construction in the amount of \$60,575.00 for the Rocky Glen Road Culvert Replacement. This is paid for out of FY 2021 CDBG funds. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice #673 for \$5,500.00 from the Northwest Commission for the 10% in-kind match for the Ernst Trail Crossing Study. This is a reimbursement of the 2021 Act 13 Environmental Initiative Grant. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of Application for Payment No. 3 from Francis J. Palo Construction in the amount of \$5,210.36 for the Brady Tunnel. This is paid for out of the ARC Power Grant. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay Shingledecker's Welding Inc. – to replace the deck on Bridge # 11 – Plank Rd – \$ 18,767.20 – This will be paid by Liquid Fuels monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay invoice from The EADS Group – Crawford County Bridge # 14 – Wightman Rd – Part I - Engineering Services - \$ 2,177.62 – This will be paid by Liquid Fuels monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify approval to pay Shingledecker's Welding Inc. – for rehab of Bridge # 26 – Glynden Rd – \$ 176,594.10 - This will be paid by Act 44 monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay Laurel Management Company – to calibrate a water meter at the QLC Facility - \$ 1,045.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay Rabe Environmental Systems, Inc. – service call on 10/27/22 for no heat at the Renewal Life Haven - \$ 440.00 – this will be paid by Human Services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay Bobcat of Erie – for a rubber snow blade to use on the parking deck - \$ 576.55. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay DeSantis – for ice melt and rock salt - \$ 1,671.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay Gildea Group – work done on ADA Ramp at the Courthouse for the following.  
Mr. Weiderspahn seconded and the motion carried.

- Application # 4 - \$ 19,597.50
- Application # 5 - \$ 13,747.50

Mr. Weiderspahn made a motion to pay Brian J. Noah, Project Manager – for work done 11/1/22 – 11/30/22 - \$ 2,758.50.  
Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay Culligan Water Conditioning –for installation of water softener at the Courthouse - \$ 7,789.00.  
Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay Foreman Building Commissioning – commissioning work on the HVAC Project:  
Mr. Soff seconded and the motion carried.

- Invoice # 3 - \$ 4,000.00
- Invoice # 4 - \$ 6,000.00

Mr. Soff made a motion to pay Microbac Laboratories, Inc. – lead testing at the Courthouse – \$ 153.50. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay Starr Image Products – printing of copies for HVAC Project - \$ 86.10. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay Powell’s Portable Toilets – HVAC Project - \$ 125.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay Perry Construction – Application # 7 – work done on the HVAC Project at the Courthouse - \$ 483,139.00. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify approval to pay Sunbelt Rentals – rent a compressor to winterize water lines at the Fairgrounds - \$ 583.82. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to pay Powell’s Sanitation and Construction– to snake out and replace plugged drain line in the Courthouse - \$ 2,912.50. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to pay United Contractors – for work on the Courthouse window project - Application # 4 - \$ 26,351.10. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the LINSTAR, Inc. Contract for 10/14/22 – 12/31/23. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the OMHSAS Consolidated Community Reporting Initiative Attestation Form for Merakey Pennsylvania to provide Family Based Services. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the Payment to Center for Family Services, Inc. for (ERAP1111-2), (ERAP1111-2HN), (ERAP1118-2), (ERAP1118-2HN), (ERAP1121-2), (ERAP1121-2HN). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Tuscarora Intermediate Unit Professional Service Agreement for FY 22/23.  
Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the SOC Contracts FY 22/23 from Stanley J. Mrozowski, Ph.D. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contracts FY 22/23 from JusticeWorks YouthCare, Inc. – Amendment F-1.  
Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Professional Contracts FY 22/23 from Crawford Central School District. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Professional Contracts FY 22/23 from Parkside Psychological Associates, LLC – Amendment C-1. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve Invoices/Purchase Requisitions in the amount of \$1,607.90. Mr. Soff seconded and the motion carried.

- Dell Marketing 1,232.93
- Amazon 29.99
- CDWG 344.98

Mr. Soff made a motion to **ratify** Invoices/Purchase Requisitions in the amount of \$741,333.47. Mr. Weiderspahn seconded and the motion carried.

- PCHIP 693,615.09
- PA Unemployment Compensation Fund 44,718.38
- Economic Progress Alliance 3,000.00

Mr. Weiderspahn made a motion to approve and sign the Tyler Technologies - Contract Amendment – for Annual SaaS charges in the amount of - \$4,200. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Sponsorship Agreement in the amount of \$2,500.00 from Toyota for vehicle displays at concerts and main events during fair week. This contract is for 3-years beginning with the 2023 season. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the contract between the Crawford County Fair Board and Bull Moose Marketing. Fair Board approved the contract at their November 10th board meeting. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the contract between the Crawford County Fair Board and Zambelli's Fireworks for the 2023 and 2024 Fairs. A 50% discount will be given for 2023 and a 25% discount for 2024. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the quarterly payment for the office solicitor, Christopher Ferry, Esq. in the amount of \$1,000.00 (this is an approved budget item). Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the Courthouse closing at 12:00 pm on 12/23/2022 for the Christmas Holiday. 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 Wednesday, December 21, 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