

The Crawford County Board of Commissioners met on Wednesday, November 23, 2022 for a regular meeting, with the following present:

Eric Henry	Chairman
Francis Weiderspahn	Commissioner
John Christopher Soff	Commissioner
Terri Chimiak	Secretary
Christine Krzysiak	Treasurer
Matt Digiacommo	IT/Voters Services
Stephanie Franz	Chief Financial Officer
Keith Button	Solicitor
Dave Powers	Sheriff
Kathy Porter	Finance
Bettie Waite	Court Admin
Jack Greenfield	CCCF
Tim Brown	IT
Greg Beveridge	Public Safety
Zach Norwood	Planning
Mark Phelan	Maintenance
Sue Watkins	Human Services
Keith Gushard	Tribune
Brittany Johnston	HR
Ellie Donnell	HR/Payroll

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 10, 2022.
Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the minutes from the work session on November 16, 2022.
Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the payment of bills in the amount of \$4,966,160.48 for the period ending November 22, 2022. Mr. Weiderspahn seconded and the motion carried

Executive Sessions: None

Public Comments: None

Official Business:

Mr. Weiderspahn made a motion to approve to change the current Population Control Assistant from fulltime to a per-diem position. The rate of pay would be the same as all other CCCF per-diem positions @ \$15.00 per hour. Mr. Soff seconded and the motion carried.

Ms. Krzysiak asked to remove her request to approve and sign the 3-year Agreement for Computer Services with Government Software Services. The current agreement is good through 2023.

Mr. Soff made a motion to ratify the contract with Battellino Land Service for snow removal at MDJ Vernon office for clearing of walkways and parking lot through March 31, 2023 at \$45 per plow. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the amendment to cleaning contract for MDJ Titusville Office at cost of \$30 per week to B&A Cleaning Services for adding probation corridor services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the purchase of the annual Proxy Pro Remote Access license from Proxy Networks for \$2,797.64. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the purchase of a replacement Dell Desktop PC for the ITS Help Desk from DELL for \$1,075.32. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve repairs to 2015 Ford Taurus interceptor for state inspection \$3,397.97. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve purchase of Tent for mobile LTC from Starn Marketing for \$1,620.00 to be paid for out of Abandon Firearms sales. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve purchase of Rubbermaid Utility Cart to be converted onto a mobile gun rack for the safe movement of PFA seized firearms in and out of the Judicial Center to be paid for from Abandon Firearms sales for \$220.00 (Bid may need updated). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the annual maintenance agreement for the Breathing Air trailer with Breathing Air Systems at a cost of \$1,548.98. This is a budgeted item. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the agreement with the US Dept of Homeland Security for providing a grant of \$306,111.00 to the Northwestern PA Emergency Response Group (Crawford, Warren, Erie, Forest County and the City of Erie). Digital signatures are required. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the purchase of seven MSA chargers and cylinder holders from the Haz-Mat Response Fund Grant and Tier II fees in the amount of \$23,408.00 from Fire Force Inc. There is no additional expense to the county. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the annual maintenance agreement with In-Synch for the CADLink support for the Records Management System (RMS) for the CAD. This is a budgeted item in the amount of \$1,199.00. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify approval to pay invoices from Courthouse Remodeling Project – HVAC Project - \$320.84 from Grainger. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice from The EADS Group – Crawford County Bridge # 8 – Creek Rd – Professional Engineering Services - \$5,487.23 – This will be paid by Liquid Fuels monies. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice from The EADS Group – Crawford County Bridge # 26 – Glynden Rd – Professional Engineering Services - \$2,155.61 – This will be paid by Liquid Fuels monies. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve payment of Application for Payment No. 1 from Terra Works in the amount of \$20,538.91 for partial payment for the City of Titusville’s Diamond Street Park Project. This item is not budgeted and is to be paid for out of Titusville’s FY 2020 CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve payment of Application for Payment No. 1 from Terra Works in the amount of \$78,421.43 for partial payment for the City of Titusville’s Diamond Street Park Project. This item is not budgeted and is to be paid for out of Titusville’s CDBG-CV program. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice # 286574 from the Forever Media – Northwest PA in the amount of \$180.00 for Fair Housing Advertising. This item is not budgeted and is to be paid for by the FY 2019 CDBG Admin. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve to pay invoice # 77256 from the Meadville Tribune in the amount of \$490.50 for the FONSI/NOI/RROF Publication for North Shenango 1st Street Project. This item is not budgeted and is to be paid for by the FY 2019 CDBG Admin. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve to pay invoice #10-2022-08 from Pashek+MTR in the amount of \$3,137.50 for engineering services in the month of October for the City of Titusville Diamond Street Park Project. This item not budgeted and is to be is paid for out of Titusville’s FY 2020 CDBG program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve purchase of two Dell Monitors and an OptiPlex Computer for the total amount of \$1,213.42 as a replacement computer. Product e-quote #3000135269169 from Dell Inc. Product quoted and to be purchased through the IT Department. This item is not budgeted and is to be paid out of Planning's Computers & Equipment fund. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve an Amendment to the Letter of Understanding between Crawford County and West Fallowfield Township for CDBG Entitlement Program FYs 2020 and 2021. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve a resolution to authorize a five-year LERTA for the commercial business improvements made at 17186 Park Ave. Ext. in Woodcock Township. The LERTA would increase 20% every year until the tax abatement is realized. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve a resolution authorizing Commissioner Henry and Commissioner Weiderspahn to execute the contract awarding Crawford County \$1.2 million for improvements to Huidekoper Park through Pennsylvania's competitive round 3 coronavirus Community Development Block Grant Program. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the MOU for Inclusion of Peers in Behavioral Health Crisis Intervention Services. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Payment to Center for Family Services, Inc. for (ERAP1031-2), (ERAP1031-HN), (ERAP1107-2) and (ERAP1107-HN). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Purchase Requisition – Family Links (Compassion Fatigue Training for BCM Staff and Renewed Life Haven Staff) Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to ratify the Purchase Requisition – Out of State Travel (Joe Barnhart to CIT Instructor Training in Salt Lake City, Utah 11/13/22 – 11/18/22). Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the Professional Contracts FY 21/22 from Center for Family Services, Inc. – Amendment C-1. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contracts FY 22/23 from Center for Family Services, Inc. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to ratify the CYS/JP Contracts FY 22/23 from LifeNet, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contracts FY 22/23 from Shipperville Project Point of Light, Inc. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the CYS/JP Contracts FY 22/23 from The Bair Foundation of Pennsylvania. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve the CYS/JP Contracts FY 22/23 from Tradewinds Counseling Services, LLC. Mr. Weiderspahn seconded and the motion carried.

Mr. Weiderspahn made a motion to approve the MH/ID/EI Contracts FY 22/23 from Center for Family Services, Inc. Mr. Soff seconded and the motion carried.

Mr. Soff made a motion to approve Invoices/Purchase Requisitions in the amount of \$49,740.00. Mr. Weiderspahn seconded and the motion carried.

- Community Health Services 47,965.00
- NACO 1775.00

Mr. Weiderspahn made a motion to **ratify** Invoices/Purchase Requisitions in the amount of \$720,303.16. Mr. Soff seconded and the motion carried.

- CNB Bank 420,088.76
- CNB Bank 285,599.07
- Lexis Nexis - Matthew Bender 14,615.33

Ms. Franz presented the 2023 Preliminary Budget with the General Revenue at \$73,065,831.00; Expenses are \$74,260,932.00 for a deficit of \$1,195,101.00.

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 7, 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