

AGENDA
COMMISSIONERS CONFERENCE
MAY 13, 2025

I Call to Order

II Unfinished Business/Correspondence

III Motion by _____, second by _____, to approve the minutes of the meeting dated April 22, 2025 as presented.

Vote called: Aye _____ Nay _____ Abstain _____

IV Motion by _____, second by _____, to approve invoices in the amount of \$1,266,318.25 for the period April 18, through May 9, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

V Motion by _____, second by _____, to approve the actual payroll in the amount of \$334,330.75 for the period of April 26, through May 3, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

VI Motion by _____, second by _____ to adopt Resolution Number 2025-05 authorizing Jessica Seary to submit an application to the PA Department of Community and Economic Development for funding to implement a new computer assisted mass appraisal system in the Tax Assessment office.

Vote called: North _____ Humes _____ Pisarcik _____

VII Motion by _____, second by _____ to rescind the contract for county mowing and trimming services with BWB Landscaping.

Vote called: Aye _____ Nay _____ Abstain _____

VIII Motion by _____, second by _____ to award the contract for county mowing and trimming services to YardWorks, Inc. in the amount of \$960 per month.

Vote called: North _____ Humes _____ Pisarcik _____

IX Motion by _____, second by _____ to proclaim the week of May 18th – 24th, 2025 as “National EMS Week” in Jefferson County.

Vote called: North _____ Humes _____ Pisarcik _____

X Motion by _____, second by _____, to adopt a Drug and Alcohol Policy for all Jefferson County employees effective January 1, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

XI PUBLIC INFORMATION:

XII Public Comments

XIII Close Public Comments

XIV Motion by _____, second by _____, that the meeting be adjourned.

Vote called: Aye _____ Nay _____ Abstain _____

ANNOUNCEMENTS

All County offices will be closed on Monday, May 26, 2025 in observance of the Memorial Day Holiday

Commissioners Meeting – May 27, 2025 – 10:30 a.m. – Jefferson Place

Jail Board Meeting – May 27, 2025 – 11:00 a.m. – Jefferson Place

Jefferson County Procedures for Public Meetings:

1. Roberts Rules of Order shall be the guide for meeting conduct.
2. Public comment is welcome on any matter of financial impact and during the Public Comment portion.
3. Remarks shall be limited to three minutes and respect for others is expected.
4. The presiding officer shall adjudicate all matters, issues, debates and questions.

Jefferson County Invoice Approval
04/18/2025 through 05/09/2025

Vendor	Invoice Description	Amount
Fund 10 - GENERAL FUND		
Kermitech Associates LLC	ASSMT- 2023 RE Tax Refund - Map# 25-002-0902	14,738.59
Kermitech Associates LLC	ASSMT- 2024 RE Tax Refund - Map# 25-002-0902	14,738.59
1062 - SCOTT C. ALLEN	PD Assisstant-Juvenile - May 2025	2,125.00
1135 - AREA TRANSPORTATION AUTHORITY	Q4 Local Match - April/May/June 2025	27,346.75
1273 - BERKHEIMER TAX ADMINISTRATOR HAB-EIT	2025-Q1 EIT - Pine Creek Township	7,293.63
1273 - BERKHEIMER TAX ADMINISTRATOR HAB-EIT	2025 Q1 EIT - Brookville Borough	13,717.19
1425 - BROOKVILLE MUNICIPAL AUTHORITY	JAIL Acct#07-125.00*00 Water/Sewage 03/10/25-04/10/25	2,876.97
1586 - CCAP UNEMPLOYMENT COMPENSATION TRUST	2025-Q1 UC Trust Contribution	38,639.56
1608 - CENTRE COMMUNICATIONS	911 Med 9 Radlo Interference	1,015.00
1735 - PA MUNICIPAL RETIREMENT SYSTEM	Employee Contributions - April 2025	52,510.58
1738 - COMMUNITY ACTION	HERAP Admin/Emergency Repair Assist-March 2025	8,512.45
1738 - COMMUNITY ACTION	MATP - Transportation - March 2025	108,019.81
1907 - PENNSYLVANIA DEPARTMENT OF CORRECTIONS	JAIL 4-Week Training - Nicholas Erdley & Taylor Haag	1,600.00
2034 - ECOLAB	JAIL Hand Soap and Cleaners PO#2025-03/294230	2,470.18
2673 - INFOCON CORPORATION	JEF3071-PROTH Clerk of Courts System/Imaging -May 2025	1,005.82
2673 - INFOCON CORPORATION	JEF3049-CTS - Court Admin System/Devices - May 2025	1,058.15
2673 - INFOCON CORPORATION	JEF3486-ASSMT Tax Claim System/e-Archives/Storage -May 2024	1,200.67
2673 - INFOCON CORPORATION	JEF3485-ASSMT RE Tax Mgmt/Bill/Imaging -May 2025	1,270.17
2673 - INFOCON CORPORATION	JEF3072-PROTH Prothonotary System/Imaging -May 2025	1,499.24
2673 - INFOCON CORPORATION	JEF2185-REG/REC Security Preservation May 2025-April 2026	1,606.50
2673 - INFOCON CORPORATION	JEF2185-REG/REC Recorder/Register Systems/Imaging -May 2025	2,301.28
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	WDJ/DRO/PSU EXT -Reimburse February 2025 Utilities	1,042.71
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	WDJ/DRO/PSU EXT Rent for May 2025	2,916.67
3703 - PCOMP	2024 Audited Contribution Due	5,762.00
3856 - PITNEY BOWES RESERVE ACCOUNT	JP Postage Reserve Acct# 36104578	2,500.00
4468 - PUNXSUTAWNEY SPIRIT	911 -Legal Ad 4/4/25 & 4/17/25 - Snyder Hill Tower	1,144.00
4697 - UMW GENERAL FUND	Employee Dues - April 2025	1,455.52
4853 - THOMSON REUTERS - WEST	LAW LIB Acct#1000626306 Online/Software Subscrip-Mar 2025	2,861.97
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL Cust#JCJ349 Meals for March 2025 qty 9,745	31,866.15
5340 - SUSQUEHANNA ACCOUNTING & CONSULTING SOLU	FINANCE-Jefferson Co Audit Prep/Operation/Mileage - 46 Hrs	6,994.40
5594 - BERKHEIMER TAX ADMINISTRATOR-HAB LST	2025-Q1 LST - Brookville Borough	2,482.00
5801 - PRIMECARE MEDICAL, INC.	JAIL Maintenance Medications for March 2025	2,614.48
5801 - PRIMECARE MEDICAL, INC.	JAIL -Inmate Medical Services for May 2025	55,868.41
6258 - PREFERRED ITM INC.	JAIL Fire Sprinkler Inspection/Fire Pump Flow Test/Backflow Test	1,030.00
6393 - SPRINGHILL GROUP	911 Rent for May 2025 - Coolspring Tower	1,386.12
7254 - JOHNSON CONTROLS	CH -Replace 2 Condenser Fan Motors & Variable Speed Drives	11,593.45
8186 - PA DEPARTMENT OF HUMAN SERVICES	Return ERAP-1 Fund 8749100790 COVID Rental/Utility Assist	15,781.80
8186 - PA DEPARTMENT OF HUMAN SERVICES	Return Budget 2021 MATP Driver Bonus	31,623.00
8186 - PA DEPARTMENT OF HUMAN SERVICES	Return Budget 2023 MATP Driver Bonus	31,624.00
8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO	Life Ins Premiums-May 2025 Acct#JEFFERPA-BL-1582245	1,578.76
8484 - MCNEES WALLACE & NURICK LLC	COMM Litigation-March 2025 -Jail Construction	18,277.93
8742 - DOMINION VOTING SYSTEMS INC.	ELECT- 76 Flash Memory Cards & 200 Thermal Paper Rolls	4,542.24
9246 - SERVICE ACCESS & MANAGEMENT INC.	JAIL Therapist - March 2025	8,140.91
9621 - #1 COCHRAN CHEVROLET	2025 Chevrolet Silverado 1500 for Maintenance Dept	46,139.53
9706 - CICCHINELLI FORTUNATO LLC	PD Assistant - May 2025	2,500.00
9737 - ALL QUALITY ALUMINUM FOUNDRY	VA Grave Markers - 40 U.S. Vet - 30 Korea - 20 Vietnam	1,350.00
9837 - WEX Bank	Fuel for County Vehicles-April 2025-1,610.885 Total Gal.	4,542.16
9888 - On The Level Contracting	WHRP-25-003 Material Costs - Oak St, Anita	14,626.00
9890 - Carlson Contracting Company	WHRP 24-2 Install Roof-Materials/Labor -Panic Wishaw Rd, Reynold	12,175.00
9888 - On The Level Contracting	WHRP Ceiling Tiles/Plumbing/Gutters/Detectors -Reitz Crossing Rd	13,486.00
DELINQUENT TAX	January 2025	89,595.65
MISCELLANEOUS	MISC. UNDER \$1,000	36,223.92
C&Y EXPENDITURES	C&Y EXPENSES	428,502.86
		1,197,773.77
Fund 21 - LIQUID FUEL FUND		
7239 - LARSON DESIGN GROUP, INC.	LF89 JC-8 Kramer Rd Bridge Engineering 12/01/24-01/04/25	32,398.56
7239 - LARSON DESIGN GROUP, INC.	LF89 JC-8 Kramer Rd Bridge Engineering 01/05/25-02/01/25	13,743.16
7239 - LARSON DESIGN GROUP, INC.	LF89 JC-8 Kramer Rd Bridge Engineering 02/02/25-03/01/25	12,124.15
3843 - PINE CREEK TOWNSHIP	LF 2024-2025 Service Center Rd Winter Maint -12/10/24 Contract	5,000.00
4694 - UNITED ELECTRIC COOPERATIVE INC	LF -Acct#5500450300 Outdoor Lighting 03/15/25-04/15/25	13.25
		63,279.12
Fund 35 - COMMUNITY DEVELOPMENT		
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Engineer/Design 3/1/25-3/29/25 Reynoldsville-Worth St Wate	2,946.95
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Engineer/Design 03/01/25-03/29/25 Corsica-Maple/Pine Wate	1,307.80
4468 - PUNXSUTAWNEY SPIRIT	CDBG Legal Ad 04/10/25 - Public Hearing	766.00
		5,020.75
Fund 73 - OFFENDER SUPERVISION FUND		
1608 - CENTRE COMMUNICATIONS	OSF-APO 1 Motorola Battery for Radio	84.85
2745 - JEFFERSON COUNTY	OSF Reimburse Gen Fund-Ebensburg Animal Hosp Credit Card Chg	159.76
		244.61
GRAND TOTAL		<u>1,266,318.25</u>

ATTACHMENT A

Governing Bodies' Authorizing Resolution County of Jefferson Resolution Number #2025-05

WHEREAS THE COUNTY OF JEFFERSON will be undertaking a project under the Strategic Management Planning Program to implement a new computer assisted mass appraisal system in the Tax Assessment office.

AND

WHEREAS THE COUNTY OF JEFFERSON wishes to participate in said project;

AND WHEREAS the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Strategic Management Planning Program,

NOW THEREFORE, BE IT RESOLVED that the JEFFERSON COUNTY COMMISSIONERS of the COUNTY OF JEFFERSON hereby authorizes Jessica Seary to make application for such a grant on our behalf.

AND BE IT FURTHER RESOLVED that the JEFFERSON COUNTY COMMISSIONERS of the COUNTY OF JEFFERSON hereby allocates local resources in the amount of \$20,000 to said project.

Adopted this 13th day of May, 2025.

JEFFERSON COUNTY COMMISSIONERS

Scott North, Chairman

Mark Humes

Jeffrey E. Pisarcik

ATTEST _____
Karen Lupone, Chief Clerk

PROCLAMATION

- Whereas; Emergency Medical Services is a vital public service; and
- Whereas; The Emergency Medical Service Providers are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
- Whereas; Access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness and injury; and
- Whereas; The Emergency Medical Service system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others; and
- Whereas; The Emergency Medical Service Providers, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and
- Whereas; It is appropriate to recognize the value and the accomplishments of Emergency Medical Services Providers by designating Emergency Medical Services (EMS) week;
- Whereas; We, the Commissioners of Jefferson County, Pennsylvania in recognition of this event do hereby proclaim the Week of May 18th through the 24th, 2025 as Emergency Medical Services (EMS) week in Jefferson County.

Jefferson County Commissioners

Scott North, Chairman

Mark Humes

Jeffrey E. Pisarcik