

AGENDA
COMMISSIONERS CONFERENCE
JULY 22, 2025

I Call to Order

II Unfinished Business/Correspondence

III Motion by _____, second by _____, to approve the minutes of the meeting dated July 8, 2025 as presented.

Vote called: Aye _____ Nay _____ Abstain _____

IV Motion by _____, second by _____, to approve invoices in the amount of \$1,570,902.98 for the period July 3, through July 17, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

V Motion by _____, second by _____, to approve the actual payroll in the amount of \$324,131.35 for the period of June 29, through July 12, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

VI Motion by _____, second by _____, to approve the easement agreement by and between the Dickinson Center, Inc. and the County of Jefferson, situated in Pine Creek Township, Service Center Road, as further described in the attachment.

Vote called: North _____ Humes _____ Pisarcik _____

VII Motion by _____, second by _____, to extend the contract by and between Computer Aid, Inc. and the County of Jefferson for CYS fiscal and programming consulting services through June 30, 2026 at the following rates:

Fiscal Consulting	\$115/hour
Program Consulting	\$125/hour

Vote called: North _____ Humes _____ Pisarcik _____

VIII Motion by _____, second by _____, to approve the transfer of \$5,000 from the Community Development Block Grant (CDBG) Federal Fiscal Year (FFY) 2018 Contract #C000072735 to FFY 2023 Contract #C000089674.

Vote called: North _____ Humes _____ Pisarcik _____

IX Motion by _____, second by _____, to authorize the return of CDBG funds in the amount of \$712.34 in project funds from FFY 2020 Contract #C000075520CV, along with an overage of \$156.37 in administrative funds, to the U.S. Department of Housing and Urban Development (HUD).

Vote called: North _____ Humes _____ Pisarcik _____

X PUBLIC INFORMATION:

XI Public Comments

XII Close Public Comments

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

Vote called: Aye _____ Nay _____ Abstain _____

ANNOUNCEMENTS

Commissioners Meeting – August 12, 2025 – 10:30 a.m. – Jefferson Place

*Seeking interested persons to serve on the Reynlow Park Authority Board
Contact Commissioners office if interested 849-1653*

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
07/04/2025 through 07/17/2025

Vendor	Invoice Description	Amount
Fund 10 - GENERAL FUND		
Ohio Tactical Officers Association	EMA -Basic SWAT for 11 Officers 04/28/25-05/02/25	10,000.00
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Dental Premiums-July 2025 - Group# 080417-000	2,428.50
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Buy-Up Dental Premiums-July 2025 -Group# 080417-001	2,761.85
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Highmark Premiums-July 2025 -Group# 105352-17	198,639.43
1273 - BERKHEIMER TAX ADMINISTRATOR HAB-EIT	2025-Q2 EIT - Pine Creek Township	6,306.95
1273 - BERKHEIMER TAX ADMINISTRATOR HAB-EIT	2025-Q2 EIT - Brookville	12,266.10
1425 - BROOKVILLE MUNICIPAL AUTHORITY	JAIL Acct#07-125.00*00 Water/Sewage 05/09/25-06/10/25	3,302.37
1586 - CCAP UNEMPLOYMENT COMPENSATION TRUST	2025-Q2 UC Trust Contribution	4,156.63
1702 - CLEARFIELD-JEFFERSON COUNTY REGIONAL AIRPO	2025 Jefferson County Allocation - Pmt 2 of 2	55,000.00
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	PROTHONOTARY Title 75 DUI -June 2025	3,182.45
1704 - COMMUNITY CONNECTIONS OF CLFLD-JEFF CO	2025-Q3 Jefferson County Match - FY 2024-2025	24,850.00
1706 - CLEARFIELD WHOLESALE PAPER COMPANY INC.	JAIL - 14 cases of Toilet Tissue -PO# 06142025	1,179.80
1735 - PA MUNICIPAL RETIREMENT SYSTEM	Employee Contributions - June 2025	53,401.82
1738 - COMMUNITY ACTION	2025 Jefferson County Allocation	35,000.00
2422 - HALLSTROM-CLARK ELECTRIC INC.	Jefferson Place Generator -Work Completed Through 06/30/25	69,669.00
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	2025 Jefferson County Grant	35,000.00
2752 - JEFFERSON COUNTY LIBRARY SYSTEM	2025 Jefferson County Allocation	35,000.00
2763 - JEFFERSON COUNTY SOLID WASTE AUTHORITY	2025 Jefferson County Allocation	8,000.00
3225 - Doing Better Business	JAIL Annual Base Plan 06/30/25-06/29/26 Acct# MC0140-020	1,395.00
3726 - PENN STATE COOPERATIVE EXTENSION	2025-Q3 & Q4 Jefferson County Appropriation	17,500.00
3934 - PUNXSUTAWNEY AIRPORT AUTHORITY	2025 Jefferson County Allocation	11,000.00
4592 - SYKESVILLE AG & YOUTH FAIR	2025 Jefferson County Allocation	1,000.00
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL Cust#JCJ349 -Meals for June 2025 qty 11,182	36,599.61
5594 - BERKHEIMER TAX ADMINISTRATOR-HAB LST	2025-Q2 LST - Brookville Borough	1,492.00
5801 - PRIMECARE MEDICAL, INC.	JAIL Catastrophic Billing -Collins, Monica	1,200.46
5801 - PRIMECARE MEDICAL, INC.	JAIL Maintenance Meds for May 2025	2,289.78
7016 - SECOND HARVEST FOOD BANK	Emergency Food Assist Program Jan/Feb/Mar 2025	1,021.29
7088 - KEYSTONE COLLECTIONS GROUP	2025-Q2 EIT - Reynoldsville	1,205.55
7572 - CORRECTIONAL TECHNOLOGIES INC.-CORTECH	JAIL Acct#3738 - 200 Food Trays-PO#2025-05/054230-2	3,567.96
7755 - VIGILNET	AD PROB RP Grant#43907 Q4 -SCRAM CAM -June 2025	1,537.25
7755 - VIGILNET	AD PROB RP Grant#43907 Q4 SCRAM CAM -April 2025	1,905.00
7989 - ZITO BUSINESS	IT Dark Fiber Lease/Dedicated Internet-July 2025 C-JEFRSN	2,504.65
8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO	Life Ins Premiums-July 2025 #JEFFERPA-BL-1582245	1,641.09
8304 - 1-STEP DETECT	AD PROB Drug Tests qty 750	2,582.50
8484 - MCNEES WALLACE & NURICK LLC	COMM Legal Services-June 2025 -County Prison Construction	15,102.35
8742 - DOMINION VOTING SYSTEMS INC.	Election Setup/Ballot Setup -2025 Primary Election	3,850.00
9062 - XTREME CLEANING SOLUTIONS LLC	JP-CH-911 Center -Cleaning	4,758.00
9453 - MCQUOWN TIRE & AUTO LLC	AD PROB -State Inspection & Repairs-2017 Interceptor MG6330J	3,870.00
9788 - Emergency Services Marketing Corp.	911 Cust# 536879561 1amResponding Subscrip 1/1/25-12/31/25	14,013.00
9837 - WEX Bank	Fuel for County Vehicles-June 2025 - 1,458,578 gal.	3,831.54
9888 - On The Level Contracting	WHRP-25-003 Shingles, Windows, Gutters, Misc-Oak St, Anita	4,500.00
9925 - Bell Tower Corporation Inc.	911 Snyder Hill Tower-Professional Services & Materials	88,605.77
9931 - Network Deposition Services	COMM Legal Services 05/21/2025 -Arcon Deposition	1,034.80
9931 - Network Deposition Services	COMM Legal Services 04/10/25 -Arcon Deposition	1,058.50
9931 - Network Deposition Services	COMM Legal Services 04/09/2025 -Arcon Deposition	1,224.40
9931 - Network Deposition Services	COMM Legal Services 04/03/2025 -Arcon Deposition	1,297.60
9931 - Network Deposition Services	COMM -Legal Services 04/02/25 -Arcon Deposition	1,416.00
DELINQUENT TAX		-
MISCELLANEOUS	MISC. UNDER \$1,000	36,131.50
C&Y EXPENDITURES	C&Y EXPENSES	712,040.47
		<u>1,541,320.97</u>
Fund 21 - LIQUID FUEL FUND		
7239 - LARSON DESIGN GROUP, INC.	LF89 JC-8 Kramer Road Bridge Engineering	18,115.78
9900 - Yard Works	LF -Mow/Trim-County Jail & 911 Center -June 2025	960.00
		<u>19,075.78</u>
Fund 35 - COMMUNITY DEVELOPMENT		
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Construction Admin 6/1/25-6/28/25 Corsica-Maple/Pine Water	3,053.54
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Construction Admin 6/1/25-6/28/25 Reynoldsville-Worth St	2,942.29
		<u>5,995.83</u>
Fund 73 - OFFENDER SUPERVISION FUND		
1832 - CULLIGAN WATER CONDITIONING	OSF-APO Bottled Water qty 5 (5-gal)	42.50
1832 - CULLIGAN WATER CONDITIONING	OSF-CTS Bottled Water qty 4 (5-gal) & Equipment Rental	48.30
9896 - Zane Lucas	OSF-APO Interior/Exterior Detail -2019 Explorer MG5009L	300.00
9896 - Zane Lucas	OSF-APO Interior/Exterior Detail -2021 Explorer MG5770M	300.00
8582 - PAWSITIVE IMAGE PET RESORT LLC	OSF K-9 Bathing/Grooming 06/25/25 & 4 Knuckle Bones	103.96
9896 - Zane Lucas	OSF-APO Interior/Exterior Detail -2021 Explorer MG5732M	300.00
9896 - Zane Lucas	OSF-APO Interior/Exterior Detail -2018 Explorer MG2511L	300.00
		<u>1,394.76</u>
Fund 74 - DRUG TASK FORCE		
7898 - DTF74 BOROUGH OF REYNOLDSVILLE	DTF 2025-Q2 Overtime Hours Wage/Benefits - 9.5 Hrs	434.05
6536 - DTF74 PUNXSUTAWNEY BOROUGH	DTF 2025-Q2 Overtime Hours Wage/Benefits - 30.5 Hrs	1,681.59
7210 - JEFFERSON COUNTY DRUG TASK FORCE	DTF Buy Money	1,000.00
		<u>3,115.64</u>
GRAND TOTAL		<u><u>1,570,902.98</u></u>

EASEMENT AGREEMENT

AGREEMENT made this 15 day of July, 2025, by and between DICKINSON CENTER, INC., A Pennsylvania Corporation, having its principle place of business at 43 Servidea Drive, Ridgway, Pennsylvania (Dickinson) and the Jefferson County Board of Commissioners, a Pennsylvania body politic, having its principle place of business at 155 Main Street, 2nd Floor, Brookville, Pennsylvania (Board).

WHEREAS, Dickinson is the owner of certain property situated in Pine Creek Township, Jefferson County, Pennsylvania, being part of the same premises identified as tax map number 18-324-0100 K; and,

WHEREAS, Board requires a permanent easement over the property of Dickinson as more specifically described herein; and,

WHEREAS, Board requires a temporary easement over the property of Dickinson as more specifically described herein; and,

WHEREAS, the parties have reached an agreement as to the grant of such easements by Dickinson to the Board;

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound hereby, the parties do covenant and agree as follows:

1. The permanent easement which is the subject of this Agreement is as set forth on the attached map prepared by Gwin, Dobson & Foreman, Inc., dated April 16, 2025, consisting of 742 square feet, depicted on said map, which is attached hereto, made a part hereof, and is marked as Exhibit "B." Said easement is further described in a description which is attached hereto, made a part hereof, and is marked as Exhibit "A."

2. The temporary easement which is the subject of this Agreement is as set forth on the attached map prepared by Gwin, Dobson & Foreman, Inc., dated April 16, 2025, consisting of 5,095 square feet, depicted on said map, which is attached hereto, made a part hereof, and is marked as Exhibit "B." Said easement is further described in a description which is attached hereto, made a part hereof, and is marked as Exhibit "A."
3. The Board shall be solely responsible for the cost of recording this Agreement in the Office of the Recorder of Deeds of Jefferson County.
4. The purpose of the permanent easement is for the maintenance, repair and/or replacement of an existing storm drainage system and point of discharge, which shall become the sole responsibility of the Board.
5. The purpose of the temporary easement is to facilitate the installation of the improvements to an existing drainage system and existing point of discharge. The temporary easement will be extinguished and become null and void upon completion of said improvements.
6. The Board agrees it shall not disturb other lands of Dickinson, and if such lands are disturbed, they shall be restored by the Board to their former condition at the Board's expense.
7. The grant and other provisions of the permanent easement shall be a covenant running with the land for the benefit of the Board, its successors and assigns.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and date first
above written.

ATTEST:—

Sharon Yernan

DICKINSON CENTER, INC.

By:

Jim Prosper
Jim Prosper
Executive Director

ATTEST:

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Chief Clerk

By:

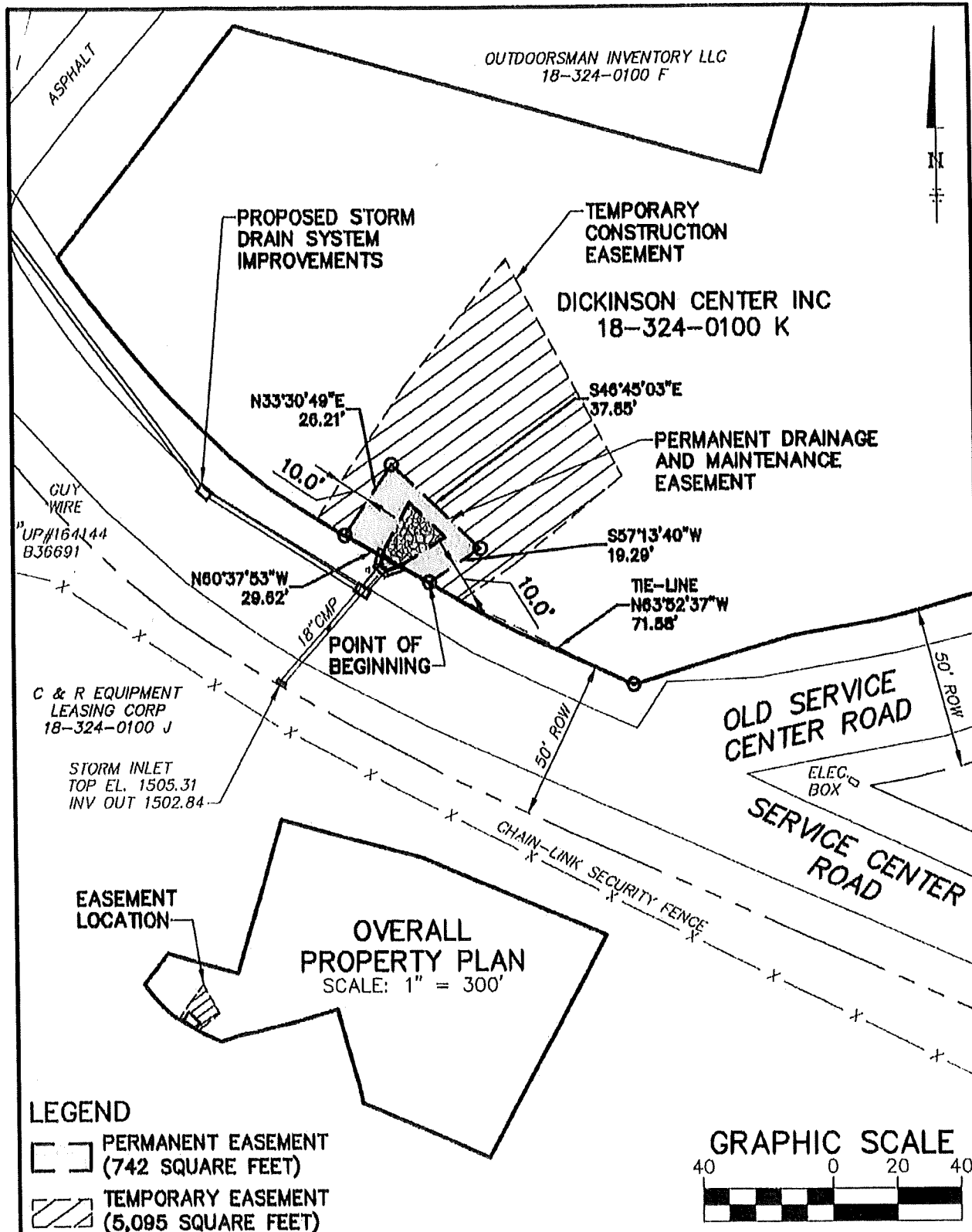
Scott North
Chairman

**EXHIBIT A
LEGAL DESCRIPTION OF
DRAINAGE AND MAINTENANCE EASEMENT
DICKINSON CENTER, INC. (GRANTORS)
CONVEYS TO
JEFFERSON COUNTY BOARD OF COMMISSIONERS (GRANTEES)**

All that certain tract or parcel of land situate in Pine Creek Township, Jefferson County, Pennsylvania, bounded and described as follows:

Beginning at a point on the northern right of way line of Service Center Road, said point being located N63°52'37"W a distance of 71.58 feet from the intersection of the northern right of way lines of Service Center Road and Old Service Center Road; thence from the point and place of beginning, along the northern right of way line of Service Center Road, N60°37'53"W a distance of 29.62 feet to a point; thence through the lands of the Grantors, N33°30'49"E a distance of 26.21 feet to a point; thence by the same, S46°45'03"E a distance of 37.85 feet to a point; thence by the same, S57°13'40"W a distance of 19.29 feet to the point and the place of beginning. Containing 742 square feet and being represented graphically on Exhibit B.

In addition to the above-described permanent easement, the Grantors herein also convey a variable width temporary construction easement along the above-described permanent easement as shown graphically on Exhibit B, said temporary easement to be used for the construction of a concrete headwall, riprap outlet protection, grading and appurtenant earthwork and stabilization activities. The temporary construction easement will automatically revert back to the Grantors, their heirs and assigns, upon completion of said construction and activities. The temporary construction and permanent easements are as shown on Plan No. 7198 as prepared by Gwin, Dobson and Foreman, Inc. and dated April 16, 2025.



ASPHALT

OUTDOORSMAN INVENTORY LLC
18-324-0100 F

PROPOSED STORM DRAIN SYSTEM IMPROVEMENTS

TEMPORARY CONSTRUCTION EASEMENT

DICKINSON CENTER INC
18-324-0100 K

PERMANENT DRAINAGE AND MAINTENANCE EASEMENT

N33°30'49"E
26.21'

10.0'

S46°45'03"E
37.65'

S57°13'40"W
19.29'

TIE-LINE
N63°52'37"W
71.55'

10.0'

POINT OF BEGINNING

18" CMP

50' ROW

CHAIN-LINK SECURITY FENCE

OLD SERVICE CENTER ROAD

SERVICE CENTER ROAD

ELEC. BOX

50' ROW

GUY WIRE
UP#164144
B36691

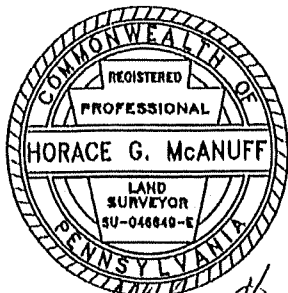
C & R EQUIPMENT LEASING CORP
18-324-0100 J

STORM INLET
TOP EL. 1505.31
INV OUT 1502.84

EASEMENT LOCATION

OVERALL PROPERTY PLAN
SCALE: 1" = 300'

24051\EASEMENT\7198.DWG



Horace G. McAnuff 4-28-25

Horace G. McAnuff, P.L.S. SU-046649-E

EXHIBIT B
DICKINSON CENTER, INC. (GRANTORS)
CONVEYS TO
JEFFERSON COUNTY BOARD OF COMMISSIONERS (GRANTEE)

PROPERTY SITUATE IN
PINE CREEK TOWNSHIP, JEFFERSON COUNTY, PENNSYLVANIA
DATE: 4/16/25 SCALE: AS SHOWN

Prepared by
GWIN, DOBSON & FOREMAN, INC.
ENGINEERS
ALTOONA, PENNSYLVANIA

TAX PARCEL No. 18-324-0100 K

PLAN NO. 719B

