

AGENDA
COMMISSIONERS CONFERENCE
SEPTEMBER 23, 2025

- I Call to Order
- II Unfinished Business/Correspondence
- III Motion by _____, second by _____, to approve the minutes of the meeting dated September 9, 2025 as presented.
- Vote called: Aye _____ Nay _____ Abstain _____
- IV Motion by _____, second by _____, to approve actual invoices in the amount of \$1,679,295.45 for the period September 6, through September 18, 2025.
- Vote called: North _____ Humes _____ Pisarcik _____
- V Motion by _____, second by _____, to approve the actual payroll in the amount of \$329,420.44 for the period of August 24, through September 6, 2025.
- Vote called: North _____ Humes _____ Pisarcik _____
- VI Motion by _____, second by _____, adopt Resolution Number 2025-08 adopting the Appointment of a Section 504 Officer and Adoption of Grievance Procedures for FFY2025.
- Vote called: Aye _____ Nay _____ Abstain _____
- VII Motion by _____, second by _____, to recognize the month of September 2025 as “Hunger Action Month” in Jefferson County.
- Vote called: Aye _____ Nay _____ Abstain _____
- VIII Motion by _____, second by _____, to adopt the schedule of Holidays for all county employees for 2026 (shift and regular).
- Vote called: Aye _____ Nay _____ Abstain _____
- IX Motion by _____, second by _____ to adopt Resolution Number 2025-09 imposing a 30 day ban on outdoor burning in the County of Jefferson effective Thursday, September 25, 2025 at 12:00 p.m.
- Vote called: Aye _____ Nay _____ Abstain _____

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

All county offices will be closed on Monday October 13, 2025 in observance of Columbus Day

Commissioners Meeting – October 14, 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*

PLEASE SIGN IN TO BE RECOGNIZED DURING PUBLIC COMMENT

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
09/06/2025 through 09/19/2025

Vendor	Invoice Description	Amount
Fund 10 - GENERAL FUND		
1062 - SCOTT C. ALLEN	PD Assistant Juvenile -October 2025	2,125.00
1074 - WINDSTREAM	911 Acct#021612652 Telephone 09/04/25-10/03/25	3,162.16
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Dental Premiums-Sept 2025 -Group# 080417-000	2,507.85
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Buy-Up Dental Premiums-Sept 2025 -Group#080417-001	2,656.70
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Highmark Premiums-Sept 2025 -Group# 105352-17	200,659.88
1425 - BROOKVILLE MUNICIPAL AUTHORITY	JAIL Acct#07-125.00*00 Water/Sewage 07/10/25-08/11/25	3,302.37
1566 - CARTER BIANCO, LLP	CTS Legal Services-OC August 2025	1,058.33
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	PROTHONOTARY-Title 75 DUI - August 2025	3,773.42
1706 - CLEARFIELD WHOLESALE PAPER COMPANY INC.	JAIL Toilet Tissue & Brown Paper Towels PO#07132025/4210	1,484.62
1735 - PA MUNICIPAL RETIREMENT SYSTEM	Employee Contributions for August 2025	78,607.50
1738 - COMMUNITY ACTION	MATP -Transportation -July 2025	126,888.00
2034 - ECOLAB	JAIL Cleaners & Disinfectants PO#2025-05/054230	4,349.07
2673 - INFOCON CORPORATION	JEF3049-Court Admin System/Devices -Oct 2025	1,058.15
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	WDJ-DRO-PSU EXT Rent -October 2025	2,916.67
2751 - JEFFERSON COUNTY LEGAL JOURNAL	ASSMT/TC Legal Notice 08/21/25 -Upset Tax Sale	3,459.75
3703 - PCOMP	PComp Contribution -Final Installment	33,203.00
3704 - PCORP	2025-2026 Liability Insurance -Installment 2	102,787.00
3723 - PENELEC	Master Acct# 200 000 011 797 for 07/22/25-08/20/25	21,853.80
3856 - PITNEY BOWES RESERVE ACCOUNT	CH Postage Reserve Account# 50171792	1,000.00
4983 - ZELENKOSKE AXELROD LLC	Professional Services - 2024 Audit	10,000.00
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL Meals for July 2025 qty 11,535 -Cust# JCJ 349	45,793.95
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL Meals for August 2025 qty 11,956 -Cust# JCJ 349	48,179.04
5340 - SUSQUEHANNA ACCOUNTING & CONSULTING SOLU	Jefferson Co Audit Prep/Op-29.5 hrs/Fair Auth-14 hrs/198 mi	6,228.60
5801 - PRIMECARE MEDICAL, INC.	JAIL Maintenance Meds for July 2025	2,124.59
5801 - PRIMECARE MEDICAL, INC.	JAIL Inmate Medical Services for October 2025	55,868.41
6346 - J.D. RYAN LAW OFFICES	PD Legal Services 11/06/24-08/29/25 --01391-Zerbe, Tesla	1,365.01
6393 - SPRINGHILL GROUP	911 Rent -October 2025 -Coolspring Tower	1,386.12
7755 - VIGILNET	AD PROB -SCRAM CAM Services -August 2025	1,193.25
7989 - ZITO BUSINESS	IT Cust#C-JEFRSN Dark Fiber/Dedicated Internet -Sept 2025	2,506.50
8141 - COURIER EXPRESS	ASSMT/TC Acct#35401 Legal Ads 08/21/25 -Upset Tax Sale	14,731.92
8304 - 1-STEP DETECT	AD PROB 800 Drug Tests	2,682.50
9001 - EB EMPLOYEE SOLUTIONS LLC	Difference Card - September 2025	5,675.40
9062 - XTREME CLEANING SOLUTIONS LLC	JP-CH-911 Center -Cleaning Services	4,758.00
9581 - COMPUTER AID INC.	Consulting Services Fiscal - AR-00466437; Program AR-00466434	2,432.50
9706 - CICCHINELLI FORTUNATO LLC	PD Assistant -October 2025	2,500.00
9820 - TimeClock Plus, LLC.	FINANCE Support/Maint/License 10/08/2025-10/07/2026	15,726.60
9957 - OptimoRoute Inc.	ASSMT 2 Subscriptions 09/2025-09/2026 PO#2025-08/184140	1,058.40
5402 - JAMES B. KUNSELMAN BUILDING & REMODELING	WHRP 25-007 Replace Roof/Soffit-Ringgold St, Worthville	23,300.00
DELINQUENT TAX		-
MISCELLANEOUS	MISC. UNDER \$1,000	31,625.42
C&Y EXPENDITURES	C&Y EXPENSES	737,717.91
		<u>1,613,707.39</u>
Fund 35 - COMMUNITY DEVELOPMENT		
2745 - JEFFERSON COUNTY	CDBG Admin Costs 07/27/25-08/23/25 -County Program	2,622.80
2745 - JEFFERSON COUNTY	CDBG Admin Costs 07/27/25-08/23/25 Punxsutawney Program	664.47
2745 - JEFFERSON COUNTY	CDBG Co Staff Delivery 07/27/25-08/23/25 Sykesville Park	419.27
2745 - JEFFERSON COUNTY	CDBG Co Staff Delivery 7/27/25-8/23/25 Corsica Maple/Pine Water	454.25
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Engineer/Design 08/01/25-08/30/25 Corsica Maple/Pine Water	1,613.51
9948 - Smith's Lawn and Landscaping LLC	CDBG Project Construction 8/1/25-8/8/25-Corsica Maple/Pine Water	47,188.47
		<u>52,962.77</u>
Fund 73 - OFFENDER SUPERVISION FUND		
9033 - BROOKVILLE HOMETOWN MARKET	OSF-APO Snacks, Cups, Cutlery, Coffee, Creamer	416.43
1832 - CULLIGAN WATER CONDITIONING	OSF-APO Bottled Water qty 4	37.40
1832 - CULLIGAN WATER CONDITIONING	OSF-CT Bottled Water qty 3 and Equipment Rental	46.20
9954 - Everything Under Foot	OSF-CT Carpet	10,300.00
3764 - WITMER PUBLIC SAFETY GROUP	OSF-APO Lights qty 13	1,825.26
		<u>12,625.29</u>
GRAND TOTAL		<u><u>1,679,295.45</u></u>



FFY2025 APPOINTMENT OF SECTION 504 OFFICER & ADOPTION OF GRIEVANCE PROCEDURE
RESOLUTION NO. 2025-08

WHEREAS, as a CDBG Entitlement Grantee with more than fifteen (15) employees, the County of Jefferson must designate a Section 504 Officer annually. This designation must be made in writing and at a public meeting. A copy of this resolution must be submitted with its annual CDBG application;

WHEREAS, the Section 504 Officers duties include:

- Compile and maintain Self-Evaluation of the County of Jefferson's facilities, hiring practices, and citizen participation, as well as each activity funded with the CDBG grant, to assure that there has been no discrimination in the providing of services based on race, color, national origin, sex, disability, religion, familial status, age, or ancestry.
- From the Self-Evaluation, the County of Jefferson will develop a Transition Plan to provide a timetable and responsible entity to bring the County into compliance. The Section 504 Officer will oversee that the County follows the Transition Plan and brings the County into compliance.

AND WHEREAS, the County of Jefferson has developed a grievance procedure that must also be adopted publicly, incorporating due process standards and allowing for prompt local resolution of any complaints of discrimination based on disability.

- Any individual or authorized representative who believes that they have been denied opportunities or treated differently due to their race, color, national origin, sex, disability, religion, familial status, age or ancestry may file a complaint with the Section 504 Officer. The 504 Officer must act on the complaint and maintain the records of the process and monitoring.

BE IT RESOLVED, by the Commissioners of the County of Jefferson, Pennsylvania, that it has designated Elise Grovanz, Director of Community Development in the Department of Development of Jefferson County as the Section 504 Officer and has adopted a Grievance Procedure as required in compliance with 24 CFR Part 8, Subpart D §8.53.

DULY, adopted by the Commissioners of the County of Jefferson, Pennsylvania this 23rd day of September, 2025.

ATTEST:

JEFFERSON COUNTY BOARD OF COMMISSIONERS

Karen Lupone, Chief Clerk

Scott E. North, Chairman



Hunger Action Month® | FEEDING AMERICA

WHEREAS, hunger and poverty remain critical issues in Northwest Pennsylvania. Nutritious food is essential for every person to thrive, yet 101,430 individuals—1 in 7 residents—including 28,810 children—1 in 5—experience food insecurity in our region. In Jefferson County alone, 6,590 residents—1 in 7—face uncertainty about where their next meal will come from; and

WHEREAS, Jefferson County of Pennsylvania is committed to addressing hunger throughout our community by ensuring that residents have access to the resources they need to provide for themselves and their families; and

WHEREAS, Jefferson County of Pennsylvania is committed to working with the Second Harvest Food Bank of Northwest Pennsylvania, a member of the Feeding America® nationwide network of food banks, in educating people about the role and importance of food banks in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

WHEREAS, the partners of the Second Harvest Food Bank of Northwest Pennsylvania distributed more than 10.4 million meals in the last fiscal year through its network of food pantries, soup kitchens, shelters, and other community organizations; and

WHEREAS, the month of September has been designated as *Hunger Action Month* to bring attention to the issue of food insecurity, and to inspire the public to take meaningful action—through volunteering, donating, or raising awareness—so that every person in every community has the food they need to thrive; and

WHEREAS, food banks across the country, including Second Harvest Food Bank of Northwest Pennsylvania, will raise awareness around food insecurity during the month of September and help end hunger in their local community;

NOW, THEREFORE, WE, the Jefferson County Commissioners, do hereby recognize September 2025 as **HUNGER ACTION MONTH** in Jefferson County of Pennsylvania, and we call this observance to the attention of our citizens.

SIGNATURE _____

DATE _____

2026 Holidays

New Year's Holiday	Thursday, January 1
President's Day	Monday, February 16
Good Friday	Friday, April 3
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day After Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25

Scott North, Chairman

Mark Humes

Jeffrey E. Pisarcik

2026 Shift Holidays

New Year's Day	Thursday, January 1
President's Day	Monday, February 16
Good Friday	Friday, April 3
Easter	Sunday, April 5
Memorial Day	Monday, May 25
Independence Day	Saturday, July 4
Labor Day	Monday, September 7
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day After Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25

Scott North, Chairman

Mark Humes

Jeffrey E. Pisarcik

BURNING BAN RESOLUTION
Resolution 2025-09

The regulations of outdoor burning in Jefferson County.

WHEREAS, the County Commissioners are desirous of providing for the health, safety and welfare of the people of Jefferson County; and

WHEREAS, the County Commissioners in cooperation with its volunteer fire fighting organizations and the Pennsylvania Bureau of Forestry is desirous of regulating the outdoor burning; and

WHEREAS, the County Commissioners are desirous of protecting the people of Jefferson County in every possible way from the dangers and threats of uncontrolled and unsafe fires;

NOW, THEREFORE, it is ordained as Follows:

1. Burning Ban Definition – Open burning is defined as the ignition and subsequent burning of any combustible material (garbage, leaves, grass, twigs, litter, paper, vegetative matter involved with land clearing, or any sort of debris) out-of-doors either in a burn barrel or on the ground. The use of propane or gas stoves, charcoal briquette grills, or the use of tobacco in any form is not covered under this act. Camp fires are allowed in fire rings that confine and contain the camp fire in designated state, federal or Department of Environmental Protection licensed campgrounds.
2. Prerequisite – Prior to the adoption, the County shall have received a written recommendation from the district forester who has received or solicited verbal requests from at least ten fire chiefs or 50% of the fire chiefs in the County, whichever is less, from various sections of the County recommending and requesting the imposition of a temporary Countywide burn ban on open fires.
3. Duration – Any burn ban imposed under this section shall remain in effect for no more than 30 days. The County Commissioners, upon the recommendation of the district forester may extend the ban for up to an additional 30 days.
4. Construction- Any burn ban imposed shall supersede any municipal ordinance to the contrary.
5. Enforcement
 - a. Enforcing Officials – Any sworn police officer when available, including the Pennsylvania State Police, shall be responsible for enforcing the provisions of this act.
 - b. Limitation – Whenever a violation of this act occurs in a city, borough, incorporated town or township which has in effect an ordinance prohibiting open burning, the police officer may cite the violation under either the municipal ordinance or the County Resolution.

Under no circumstances shall any person be cited for violations of both the County Resolution and the municipal ordinance for the same violation.

6. Penalty – A person who violates this act commits a summary offense and shall, upon conviction, be sentenced to a fine of not more than \$100 for the first offense, \$200 for the second offense and \$300 for the third offense.
7. Effective Date – The Resolution shall require a minimum notice of 48 hours prior to the imposition of a temporary countywide burn ban.

Authority Act 1995 – 52 of the General Assembly of the Commonwealth of Pennsylvania.

Dated this 23rd day of September, 2025.

Scott North, Chairman

Mark Humes

Jeffrey E. Pisarcik