

AGENDA  
COMMISSIONERS CONFERENCE  
OCTOBER 28, 2025

I Call to Order

II Unfinished Business/Correspondence

III Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the meeting dated October 14, 2025 as presented.

Vote called: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

IV Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve actual invoices in the amount of \$1,205,713.70 for the period October 10, through October 23, 2025.

Vote called: North \_\_\_\_\_ Humes \_\_\_\_\_ Pisarcik \_\_\_\_\_

V Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the actual payroll in the amount of \$320,694.93 for the period of October 5, through October 18, 2025.

Vote called: North \_\_\_\_\_ Humes \_\_\_\_\_ Pisarcik \_\_\_\_\_

VI Motion by \_\_\_\_\_, second by \_\_\_\_\_, adopt Resolution Number 2025-09 authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act {42 USC 5301 and 24 CFR Part 570}, and further certifying compliance with the requirements of said program, as further described herein.

Vote called: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

VII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to re-appoint Karen Young of Punxsutawney to the Community Connections of Clearfield/Jefferson Counties Advisory Board for a 3-year term. Ms. Young's term will expire December 31, 2028.

Vote called: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

VIII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to re-appoint Theresa Shick (Farmer Director) and Tom McFarland (Public Director) to the Jefferson County Conservation District Board of Directors for a four-year term. Both terms will expire December 31, 2029.

Vote called: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

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IX Motion by \_\_\_\_\_, second by \_\_\_\_\_, to enter into an agreement with J & E Tree & Excavation Services of DuBois for snow plowing on County properties. The following fees will apply.

|                       |                    |
|-----------------------|--------------------|
| Jefferson County Jail | \$ 120.00 per plow |
| 911/EMA Center        | \$ 75.00 per plow  |

Vote called: North \_\_\_\_\_ Humes \_\_\_\_\_ Pisarcik \_\_\_\_\_

X Motion by \_\_\_\_\_, second by \_\_\_\_\_, to enter into an agreement with Pinecreek Township for snow plowing services of Service Center Road for the 2025-2026 winter season in the amount of \$5,000.

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 Tuesday, November 11, 2025 in observance of Veterans Day*

*Commissioners Meeting – November 12, 2025 – 10:30 a.m. – Jefferson Place  
(PLEASE NOTE CHANGE IN MEETING DATE DUE TO HOLIDAY)*

***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  
10/10/2025 through 10/23/2025

| Vendor                                               | Invoice Description                                              | Amount                     |
|------------------------------------------------------|------------------------------------------------------------------|----------------------------|
| <b>Fund 10 - GENERAL FUND</b>                        |                                                                  |                            |
| East American                                        | Jefferson County Contribution -Gobbler's Knob Paving             | 40,000.00                  |
| 1062 - SCOTT C. ALLEN                                | PD Assistant-Juvenile -November 2025                             | 2,125.00                   |
| 1074 - WINDSTREAM                                    | 911 Acct#021612652 Telephone 10/04/25-11/03/25                   | 3,162.16                   |
| 1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.       | Dental Premiums-Oct 2025 -Group# 080417-000                      | 2,458.35                   |
| 1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.       | Buy-Up Dental Premiums-Oct 2025 -Group# 080417-001               | 2,551.55                   |
| 1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.       | Highmark Premiums-Oct 2025 -Group# 105352-17                     | 195,415.80                 |
| 1218 - BATTAGLIA PRINTING                            | Ballots-Provisional/Mail-In/Election Day/Test qty 35,340         | 8,304.91                   |
| 1273 - BERKHEIMER TAX ADMINISTRATOR HAB-EIT          | 2025-Q3 EIT - Pine Creek Township                                | 7,139.66                   |
| 1273 - BERKHEIMER TAX ADMINISTRATOR HAB-EIT          | 2025-Q3 EIT - Brookville                                         | 13,620.40                  |
| 1586 - CCAP UNEMPLOYMENT COMPENSATION TRUST          | Employer 2025-Q3 UC Trust Contribution                           | 2,984.92                   |
| 1588 - CDW GOVERNMENT                                | IT Microsoft SQL Server-Finance -PO#4/28/20254125                | 3,263.38                   |
| 1588 - CDW GOVERNMENT                                | IT Cisco Service Agreement/Licensing -PO#9/16/20254125           | 85,316.50                  |
| 1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL           | PROTHONOTARY Title 75 DUI - September 2025                       | 2,229.62                   |
| 1704 - COMMUNITY CONNECTIONS OF CLFLD-JEFF CO        | 2025-Q4 Jefferson County Match (FY 2024-2025)                    | 24,850.00                  |
| 2047 - EHRlich                                       | HG- Pest Services                                                | 1,250.34                   |
| 2673 - INFOCON CORPORATION                           | JEF3071-PROTH Clerk Courts System/Imaging -Nov 2025              | 1,005.82                   |
| 2673 - INFOCON CORPORATION                           | JEF3049-Court Admin System/Devices -Nov 2025                     | 1,058.15                   |
| 2673 - INFOCON CORPORATION                           | JEF3486-ASSMT-TC System/Devices/e-Archives-Oct 2025              | 1,200.67                   |
| 2673 - INFOCON CORPORATION                           | JEF3485-ASSMT RE/Occ Tax Imaging/Bills -Nov 2025                 | 1,270.17                   |
| 2673 - INFOCON CORPORATION                           | JEF3485-ASSMT -RE/Occ Tax Imaging/Bills -Oct 2025                | 1,270.17                   |
| 2673 - INFOCON CORPORATION                           | JEF3486-ASSMT-TC System/Devices/e-Archives -Nov 2025             | 1,272.71                   |
| 2673 - INFOCON CORPORATION                           | JEF3072-Prothonotary System/Devices/Imaging -Nov 2025            | 1,499.24                   |
| 2673 - INFOCON CORPORATION                           | JEF2185-REG/REC System/Imaging/Devices -Nov 2025                 | 2,301.28                   |
| 2728 - JEFFERSON COUNTY AREA AGENCY ON AGING         | WDJ-DRO-PSU EXT Rent -November 2025                              | 2,916.67                   |
| 3723 - PENELEC                                       | County Master Acct 08/21/25-09/21/25                             | 17,706.87                  |
| 3856 - PITNEY BOWES RESERVE ACCOUNT                  | SDJ Postage Reserve Acct# 19114495                               | 1,000.00                   |
| 3856 - PITNEY BOWES RESERVE ACCOUNT                  | WDJ Postage Reserve Acct# 47949029                               | 1,000.00                   |
| 3856 - PITNEY BOWES RESERVE ACCOUNT                  | CH Postage Reserve Acct# 50171792                                | 2,000.00                   |
| 3856 - PITNEY BOWES RESERVE ACCOUNT                  | JP Postage Reserve Acct# 36104578                                | 3,000.00                   |
| 4441 - SOCIAL SECURITY ADMINISTRATION                | Conserved Funds for ELLY GILBERT 647-90-1060                     | 1,150.00                   |
| 4441 - SOCIAL SECURITY ADMINISTRATION                | Conserved Funds for ANNEMARIE BOYER 168-84-7432                  | 5,547.50                   |
| 4504 - STATE INDUSTRIAL PRODUCTS                     | JAIL Cleaners & Disinfectants -PO#2025-07/204230                 | 2,124.33                   |
| 4983 - ZELENKOFSKE AXELROD LLC                       | FINANCE -Professional Services - 2024 Audit                      | 30,000.00                  |
| 5269 - PCN-PITTSBURGH COMPANIES NORTH INC.           | JAIL Cust#JCJ349 -Meals for Sept 2025 qty 12,028                 | 47,762.93                  |
| 5340 - SUSQUEHANNA ACCOUNTING & CONSULTING SOLUTIONS | 2024 Audit Prep/Operations-32 hrs County/4 hrs Reynlow Park      | 5,040.00                   |
| 5801 - PRIMECARE MEDICAL, INC.                       | JAIL Infectious Disease Meds/Testing -July & Aug 2025            | 1,667.45                   |
| 5801 - PRIMECARE MEDICAL, INC.                       | JAIL Inmate Medical Services for November 2025                   | 55,868.41                  |
| 6393 - SPRINGHILL GROUP                              | 911 Rent -November 2025 -Coolspring Tower                        | 1,386.12                   |
| 7989 - ZITO BUSINESS                                 | IT -C-JEFRSN Dark Fiber Lease/Dedicated Internet -Oct 2025       | 2,511.41                   |
| 8484 - MCNEES WALLACE & NURICK LLC                   | COMM Legal Services-Sept 2025 -Jail Construction                 | 21,833.05                  |
| 8602 - STALLION MECHANICAL                           | CH Replace Chiller Discharge Valve/Add Refrigerant PO#91525-4160 | 4,410.00                   |
| 9001 - EB EMPLOYEE SOLUTIONS LLC                     | Difference Card -October 2025                                    | 5,938.15                   |
| 9062 - XTREME CLEANING SOLUTIONS LLC                 | JP-CH-911 Center -Cleaning Services                              | 4,758.00                   |
| 9558 - THE SHAW LAW GROUP                            | PD Legal Services 04/15/25-09/25/25 -00514-Moore, Andrew         | 1,058.33                   |
| 9558 - THE SHAW LAW GROUP                            | PD Legal Services 04/29/25-09/25/25 -00521-Douthit, Dustin       | 1,116.67                   |
| 9706 - CICCHINELLI FORTUNATO LLC                     | PD Assistant -November 2025                                      | 2,500.00                   |
| 9784 - ELAN FINANCIAL SERVICES                       | TURNER-Tools/CH Cannon Repair/JAIL Hot Water Tank/911 Antifree:  | 1,363.92                   |
| 9784 - ELAN FINANCIAL SERVICES                       | DIENES -Zoom Monthly Fee and Annual Renewal Fees                 | 2,217.30                   |
| 9795 - Indiana County Coroner's Office               | CORONER -Autopsy/Tox -Bair, Terry                                | 2,231.00                   |
| Johnathan Leventry                                   | Upset Tax Sale Overbid 09/19/23 Map#37-260-0118/37-260-0118A     | 47,074.04                  |
| Kristen Baxter                                       | Upset Tax Sale 09/25/24 Overbid Distribution-Map#33-251-0210     | 5,149.36                   |
| 4468 - PUNXSUTAWNEY SPIRIT                           | DOD Legal Ad 10/04/25-10/06/25 -Snow Plowing 911/Jail            | 179.00                     |
| DELINQUENT TAX                                       |                                                                  | -                          |
| MISCELLANEOUS                                        | MISC. UNDER \$1,000                                              | 33,755.72                  |
| C&Y EXPENDITURES                                     | C&Y EXPENSES                                                     | 403,117.51                 |
|                                                      |                                                                  | <u>1,122,934.54</u>        |
| <b>Fund 35 - COMMUNITY DEVELOPMENT</b>               |                                                                  |                            |
| 2411 - GWIN DOBSON & FOREMAN INC.                    | CDBG Engineer/Design 08/31/25-09/27/25 Punxy Fitness Center      | 2,695.03                   |
| 6555 - DAVE ROMAN EXCAVATING, INC.                   | CDBG Pmt#1 Construction 09/21/25-10/01/25 Reynoldsville Worth S  | 79,816.50                  |
|                                                      |                                                                  | <u>82,511.53</u>           |
| <b>Fund 73 - OFFENDER SUPERVISION FUND</b>           |                                                                  |                            |
| 9033 - BROOKVILLE HOMETOWN MARKET                    | OSF Trial Juror Snacks                                           | 163.67                     |
| 8582 - PAWSITIVE IMAGE PET RESORT LLC                | OSF K-9 Grooming 09/26/25 & 4 Knuckle Bones                      | 103.96                     |
|                                                      |                                                                  | <u>267.63</u>              |
| <b>GRAND TOTAL</b>                                   |                                                                  | <u><u>1,205,713.70</u></u> |

**A RESOLUTION of the JEFFERSON COUNTY BOARD OF  
COMMISSIONERS**

**RESOLUTION NO. 2025-09**

A Resolution of the BOARD OF COMMISSIONERS OF JEFFERSON COUNTY, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that JEFFERSON COUNTY, Pennsylvania, receives funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the JEFFERSON COUNTY COMMISSIONERS have the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds; and

WHEREAS, the JEFFERSON COUNTY COMMISSIONERS have undertaken a considerable citizen participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, JEFFERSON COUNTY COMMISSIONERS are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, JEFFERSON COUNTY wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the JEFFERSON COUNTY COMMISSIONERS that the DIRECTOR OF COMMUNITY DEVELOPMENT is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, JEFFERSON COUNTY agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the CHAIRMAN of the JEFFERSON COUNTY COMMISSIONERS is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of JEFFERSON COUNTY.

Adopted by the JEFFERSON COUNTY COMMISSIONERS at the regular meeting on October 28, 2025.

\_\_\_\_\_  
Scott North, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Humes

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeffrey Pisarcik

\_\_\_\_\_  
Date

(SEAL)