

AGENDA  
COMMISSIONERS CONFERENCE  
DECEMBER 23, 2025

I Call to Order

II Unfinished Business/Correspondence

III Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the meeting dated December 9, 2025 as presented.

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

IV Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the actual invoices in the amount of \$2,440,859.15 for the period December 6, through December 18, 2025.

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

V Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the actual payroll in the amount of \$343,827.50 for the period November 30, through December 14, 2025.

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

VI Motion by \_\_\_\_\_, second by \_\_\_\_\_, to accept the resignation of Tom Newell from the Jefferson County Housing Authority with regret.

Vote called: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pisarcik \_\_\_\_\_

VII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint Jessica Waltman of Punxsutawney to the Jefferson County Housing Authority for a five-year term. Ms. Waltman's term will expire December 31, 2030.

Vote called: Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pisarcik \_\_\_\_\_

VIII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to enter into a SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorney's Institute and Jefferson County at no cost to the county.

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

IX Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve updates to both the county vehicle policy and the personnel policy with all changes taking effect January 1, 2026.

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

X Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Collective Bargaining Agreement for the Court Appointed employees pending legal counsel review.

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

XI Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint the following individuals to the Jefferson County Industrial Development Authority.

Karen Lupone	Term Expires 12/31/2026
Edward McGinnis	Term Expires 12/31/2027

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

XII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint the following individuals to the Jefferson County Hospital Authority.

Dr. Joe Kernich	Term Expires 12/31/2026
Karen Lupone	Term Expires 12/31/2026

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

XIII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to enter into a Legal Services Contract by and between Jefferson County and Scott C. Allen, Esquire to discharge the duties of Assistant Public Defender – Juvenile cases at a yearly rate of \$25,500.00.

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

XIV Motion by \_\_\_\_\_, second by \_\_\_\_\_, to enter into a Legal Services Contract by and between Jefferson County and Cicchinelli Fortunato, LLC to discharge the duties of Assistant Public Defender at a yearly rate of \$30,000.00.

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

XV Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the 2026 Annual Budget and Tax Levy and Appropriation Resolution with modifications.

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

XVI PUBLIC INFORMATION:

XVII Public Comments

XVIII Close Public Comments

XIX Motion by \_\_\_\_\_, second by \_\_\_\_\_, that the meeting be adjourned.

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

## ANNOUNCEMENTS

***PLEASE SIGN IN TO BE RECOGNIZED DURING PUBLIC COMMENT***

*All County offices will be closed on Thursday, January 1, 2026 in observance of New Year's Day*

*Commissioners' Meeting – January 13, 2026 – 10:30 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. Sign-in prior to the meeting commencing and indicate that you wish to address the board. Remarks shall be limited to two minutes and respect for others is expected. If comments are derogatory or inflammatory in the view of the Chair, comments will be ended.



Jefferson County Invoice Approval  
12/6/2025 through 12/21/2025

Vendor	Invoice Description	Amount
<b>Fund 10 - GENERAL FUND</b>		
4694 - UNITED ELECTRIC COOPERATIVE INC	911 Acct#5500433400 Fire Tower 10/20/25-11/20/25	1,046.65
5499 - ESRI INC.	911 ArcGIS Online Creator Annual Subscript 11/25/25-11/24/26	1,368.00
7294 - TEE-RIFFIK SCREEN PRINTING AND DESIGN	911 Personnel Apparel -PO#2025-0909-006	3,270.60
2411 - GWIN DOBSON & FOREMAN INC.	911 Snyder Hill Tower Construction Mgmt 11/01/25-11/29/25	2,448.14
7755 - VIGILNET	AD PROB GPS Services for Nov 2025	1,198.50
9453 - MCQUOWN TIRE & AUTO LLC	APO PA Inspection/Oil Change/CV Axle/Brake Pads/Rotors-MG2653L	2,050.00
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Buy-Up Dental Premiums-Dec 2025 Group# 080417-001	2,673.79
8370 - FORENSICDX	CORONER Autopsy/Blood Panel/Vitreous -Minerva, Nicholas	2,889.00
3723 - PENELEC	County Master Acct#200 000 011 797 for 10/22/25-11/20/25	15,815.00
2411 - GWIN DOBSON & FOREMAN INC.	Courthouse Steps Design -Through 11/29/25	3,962.40
1170 - AVAIL BUSINESS SYSTEMS INC	DA Folders/Fasteners/Labels -PO#2025-10/274186	1,144.69
9262 - U.S. BANK ST. PAUL	Debt Service Acct#256417000 -Interest & Principal	992,800.00
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Dental Premiums-Dec 2025 Group# 080417-000	2,507.85
9001 - EB EMPLOYEE SOLUTIONS LLC	Difference Card -December 2025	5,780.50
9997 - Liberty Vote	Election Setup/Ballot Setup for 11/04/2025 Election	3,850.00
1735 - PA MUNICIPAL RETIREMENT SYSTEM	Employee Contributions for November 2025	53,201.91
4697 - UMW GENERAL FUND	Employee Dues for November 2025	1,323.20
1853 - DANER BUSINESS SOLUTIONS	FINANCE-5,000 General Fund Checks -PO#2025-11/4130	1,363.87
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Highmark Premiums-Dec 2025 Group# 105352-17	201,576.10
7989 - ZITO BUSINESS	IT Cust#C-JEFRSN Dark Fiber Lease/Dedicated Internet-Dec 2025	2,511.41
1425 - BROOKVILLE MUNICIPAL AUTHORITY	JAIL Acct#07-125.00*00 Water/Sewage 10/10/25-11/10/25	3,585.97
3485 - NATIONAL FUEL GAS	JAIL Acct#351051011 Nat Gas Delivery 10/31/25-11/30/25	1,066.06
5801 - PRIMECARE MEDICAL, INC.	JAIL Catastrophic Billing - Nalder, Phillip	1,119.78
5801 - PRIMECARE MEDICAL, INC.	JAIL Catastrophic Billing - Shaffer, Nevada	3,549.53
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL Cust#JCJ349 Meals for November 2025 qty 11,066	43,932.02
2059 - ELK COUNTY PRISON	JAIL Inmate Housing 11/01/25-11/30/25 Harris, Jeremy	1,800.00
5801 - PRIMECARE MEDICAL, INC.	JAIL Inmate Medical Services for January 2026	65,993.45
5801 - PRIMECARE MEDICAL, INC.	JAIL Maintenance Medications for October 2025	1,576.41
8102 - BEACON SOFTWARE SOLUTIONS INC.	JAIL-Annual Maint & Support for Jail Management System	9,750.00
2673 - INFOCON CORPORATION	JEF2185 Register/Recorder Systems/Imaging/Devices-Jan 2026	2,347.31
2673 - INFOCON CORPORATION	JEF3049 Court Admin System/Devices -Jan 2026	1,079.31
2673 - INFOCON CORPORATION	JEF3072 Prothonotary System/Devices/Imaging -Jan 2026	1,529.23
2673 - INFOCON CORPORATION	JEF3485 Assmt RE/Occ Tax Mgmt/Imaging/Bills-Jan 2026	1,295.57
2673 - INFOCON CORPORATION	JEF3486 Tax Claim System/Devices/e-Archives -Jan 2026	1,224.68
8013 - EASTERN ELEVATOR SERVICE & SALES CO.	JP 5-Year Full Load Safety Test 12/02/25 - PO#2025-10/224162	2,050.00
8013 - EASTERN ELEVATOR SERVICE & SALES CO.	JP Elevator Repair 12/01/25 -Acct# C0025092	1,833.77
3856 - PITNEY BOWES RESERVE ACCOUNT	JP Postage Reserve Account# 36104578	1,000.00
9062 - XTREME CLEANING SOLUTIONS LLC	JP-CH-911 CENTER Cleaning	4,758.00
4853 - THOMSON REUTERS - WEST	LAW LIB Acct#1000626306 Online/Software Subscript-Nov 2025	2,861.97
3704 - PCORP	Liability Insurance Contributions - Installment 3	102,787.00
8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO	Life Ins Premiums-Dec 2025 Acct#JEFFERPA-BL-1582245	1,654.48
1738 - COMMUNITY ACTION	MATP -Transportation-October 2025	138,297.85
Troy Donahue	Overbid Disburse/Inherit Tax Lien 09/19/23 Sale-Map#40-428-0116	4,956.03
George P. Elias, Esquire	Overbid Disbursement 09/19/23 Tax Sale -Map#40-428-0116	19,564.18
8010 - LOUIS S. MARTONE M.D.	PD Expert Witness Fees 7 Hrs -Kilgore, Emily Winter	2,800.00
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	Prothonotary Title 75 DUI - November 2025	2,140.21
8562 - TELEOSOFT INC.	SHERIFF CountySuite Software Maintenance for 2026	6,171.00
Natalie B. Garner	TC Overbid Disbursement 09/25/24 Tax Sale-Map#13-489-0124	4,203.10
2971 - LABUE PRINTING INC.	TREAS 3,551 Dog License Letters & Envelopes -PO#2025-11/26415C	1,363.00
Postmaster	TREAS Postage & Permit -Dog License Letters -PO#2025-12/024150	1,447.33
DELINQUENT TAX	September 2025	172,891.04
MISCELLANEOUS	MISC. UNDER \$1,000	59,650.16
C&Y EXPENDITURES	C&Y EXPENSES	451,360.49
		<u>2,424,420.54</u>
<b>Fund 35 - COMMUNITY DEVELOPMENT</b>		
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Engineer/Design 09/28/25-10/31/25 Punxy Fitness Center Roc	372.45
2411 - GWIN DOBSON & FOREMAN INC.	CDBG Construct Admin 09/01/25-10/31/25 Reynoldsville Worth St	1,740.46
2745 - JEFFERSON COUNTY	CDBG Program Admin 11/02/25-11/28/25 OBO-Punxy Programs	811.92
2745 - JEFFERSON COUNTY	CDBG Program Admin 11/02/25-11/28/25 County & Reynoldsville	1,915.56
2745 - JEFFERSON COUNTY	CDBG Co Staff Delivery 11/02/25-11/28/25 Brookville Demo-Madison	427.14
		<u>5,267.53</u>

Jefferson County Invoice Approval  
12/6/2025 through 12/21/2025

Vendor	Invoice Description	Amount
<b>Fund 73 - OFFENDER SUPERVISION FUND</b>		
9992 - Catering By Paulette	OSF -APO Catering for 12/16/2025	950.00
Honey's Cakes	OSF 1/2 Sheet Cake for APO Retirement	120.00
8582 - PAWSITIVE IMAGE PET RESORT LLC	OSF K-9 Bathing & Grooming 12/03/25	80.00
9033 - BROOKVILLE HOMETOWN MARKET	OSF-APO Foil Pans, Plates, Cups, Snacks, Creamer, Condiments	308.63
Cole Cook	OSF Matt Gilhousen/Iron Retirement Frame	350.00
3225 - Doing Better Business	OSF-APO Acct#MC0140-021 Ricoh Copier PO#10/14/20254125	7,050.86
2745 - JEFFERSON COUNTY	OSF-Reimburse GF for County Credit Card Pmt-Doll Gen/Walmart	138.52
8786 - NORTH FORK VETERINARY CLINIC	OSF K-9 Medication/Dental Chews	209.22
8786 - NORTH FORK VETERINARY CLINIC	OSF K-9 Wellness Exam, Vaccines, Food, Medications	1,839.05
3764 - WITMER PUBLIC SAFETY GROUP	OSF-APO Retirement Badge -Gilhousen/Iron	124.80
		11,171.08
<b>GRAND TOTAL</b>		<u><u>2,440,859.15</u></u>