

AGENDA  
JANUARY 13, 2026  
COMMISSIONERS CONFERENCE

- I        Call to Order
- II        Nominations for the office of Chairman, Vice Chairman and Secretary.
- III       Motion by \_\_\_\_\_, second by \_\_\_\_\_, to nominate and appoint  
             \_\_\_\_\_ as Chairman of the Jefferson County Board of Commissioners.
- Vote called:    North \_\_\_\_\_                Humes \_\_\_\_\_                Pisarcik \_\_\_\_\_
- IV        Motion by \_\_\_\_\_, second by \_\_\_\_\_, to nominate and appoint  
             \_\_\_\_\_ as Vice Chairman of the Jefferson County Board of Commissioners.
- Vote called:    North \_\_\_\_\_                Humes \_\_\_\_\_                Pisarcik \_\_\_\_\_
- V        Motion by \_\_\_\_\_, second by \_\_\_\_\_, to nominate and appoint  
             \_\_\_\_\_ as Secretary of the Jefferson County Board of Commissioners.
- Vote called:    North \_\_\_\_\_                Humes \_\_\_\_\_                Pisarcik \_\_\_\_\_
- VI        Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of  
             the last meeting, December 23, 2025 as presented.
- Vote called:    Aye \_\_\_\_\_                Nay \_\_\_\_\_                Abstain \_\_\_\_\_
- VII       Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the actual  
             invoices in the amount of \$755,490.46 for the period December 22, 2025 through January 12, 2026.
- Vote called:    North \_\_\_\_\_                Humes \_\_\_\_\_                Pisarcik \_\_\_\_\_
- VIII      Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the actual payroll  
             in the amount of \$338,876.97 for the period December 14, through December 27, 2025.
- Vote called:    North \_\_\_\_\_                Humes \_\_\_\_\_                Pisarcik \_\_\_\_\_
- IX        Motion by \_\_\_\_\_, second by \_\_\_\_\_ to award \$5,000 in  
             county aid (Liquid Fuels) to Brockway Borough to be applied towards the purchase of a 2026 F350  
             Plow Truck.
- Vote called:    North \_\_\_\_\_                Humes \_\_\_\_\_                Pisarcik \_\_\_\_\_

- X Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint the following individuals to various positions.

Karen Lupone, Chief Clerk, Director of Elections  
Angela Burrige, Voter Registrar/Assistant Chief Clerk  
Jonathan Wyble, Director of Veterans Affairs  
Joseph Shields, Director of Assessment/Tax Claim  
Tracy Zents, Director of Emergency Services  
Jessica Park, Chief Financial Officer  
Lexi Rogus, Director of Human Resources  
Jessica Seary, Director of Economic Development and Planning  
Elise Grovanz, Director of Community Development  
James Turner, Director of Maintenance  
Mary Milford, Director of Tourism  
Melissa George, CYS County Administrator  
John Ingros, Public Defender  
Paul Dienes, Information Systems Director  
Dustin Myers, Warden  
Joe Ryan, County Solicitor

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

- XI Motion by \_\_\_\_\_, second by \_\_\_\_\_ to re-appoint Cara Cherico of Corsica to the Jefferson County Solid Waste Authority for a five-year term. Ms. Cherico's term will expire December 31, 2030.

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

- XII Motion by \_\_\_\_\_, second by \_\_\_\_\_ to enter into an agreement with Patricia Johnston of Reynoldsville to provide office cleaning services of District Judge Inzana's office located in Reynoldsville in a monthly amount of \$185.00. Term of said contract shall be January 1, 2026 through December 31, 2026.

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

- XIII Other Business

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

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

# ***MEETING NOTICES***

***Commissioners Meeting – January 27, 2026 – 10:30 a.m. – Jefferson Place***

***Jail Board Meeting – January 27, 2026 – 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. 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  
12/22/2025 through 01/12/2026

| Vendor   | Invoice Description   | Amount                   |
|--|---|--------------------------|
| <b>Fund 10 - GENERAL FUND</b>                  |   |                          |
| 10001 - Digital Assurance Certification LLC    | Bond Compliance Services Annual Fee                             | 1,999.81                 |
| 10002 - Imagi-tech                             | IT -County Website Upgrade -PO#12/1/20254125                    | 2,500.00                 |
| 1062 - SCOTT C. ALLEN                          | PD Assistant Juvenile - January 2026                            | 2,125.00                 |
| 1074 - WINDSTREAM                              | 911 Acct#021612652 Telephone 12/04/25-01/03/26                  | 3,162.16                 |
| 1425 - BROOKVILLE MUNICIPAL AUTHORITY          | JAIL Acct#07-125.00*00 Water/Sewage 11/10/25-12/10/25           | 3,585.97                 |
| 1536 - CAMPBELL DURRANT, P.C.                  | HR Special Labor Counsel 11/04/25-11/26/25                      | 2,044.50                 |
| 1706 - CLEARFIELD WHOLESALE PAPER COMPANY INC. | JAIL 14 Cases of Toilet Tissue -PO#12032025                     | 1,179.80                 |
| 1735 - PA MUNICIPAL RETIREMENT SYSTEM          | Employee Contributions for December 2025                        | 53,418.41                |
| 1738 - COMMUNITY ACTION                        | MATP -Transportation for November 2025                          | 106,298.15               |
| 2697 - IRON MOUNTAIN RECORDS MANAGEMENT        | PROTH Cust#1205/M Records Storage 12/01/2025-11/30/2026         | 3,162.11                 |
| 2728 - JEFFERSON COUNTY AREA AGENCY ON AGING   | WDJ-DRO-PSU EXT Rent for January 2026                           | 2,916.67                 |
| 3528 - TYLER TECHNOLOGIES INC                  | 911 Cust#50002 New World Maintenance 01/01/26-12/31/26          | 46,714.07                |
| 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            | SDJ Postage Reserve Account# 19114495                           | 2,000.00                 |
| 3856 - PITNEY BOWES RESERVE ACCOUNT            | WDJ Postage Reserve Account# 47949029                           | 2,000.00                 |
| 3856 - PITNEY BOWES RESERVE ACCOUNT            | CH Postage Reserve Account# 50171792                            | 3,000.00                 |
| 4441 - SOCIAL SECURITY ADMINISTRATION          | Conserved Funds for Ashton Ownes                                | 1,784.80                 |
| 4441 - SOCIAL SECURITY ADMINISTRATION          | Conserved Funds Adelyn States 300-31-4366                       | 1,978.20                 |
| 4504 - STATE INDUSTRIAL PRODUCTS               | JAIL Cust#877502 Detergent & Fabric Softener -PO#2025-11/22423  | 1,269.38                 |
| 4694 - UNITED ELECTRIC COOPERATIVE INC         | 911 Acct#5500433400 Fire Tower 11/20/25-12/20/25                | 1,284.52                 |
| 4697 - UMW GENERAL FUND                        | Employee Dues for December 2025                                 | 1,323.20                 |
| 5801 - PRIMECARE MEDICAL, INC.                 | JAIL Maintenance Medications for November 2025                  | 2,688.21                 |
| 6393 - SPRINGHILL GROUP                        | 911 Rent-Coolspring Tower -January 2026                         | 1,528.18                 |
| 7540 - TEAMVIEWER GMBH                         | IT Subscription 12/28/2025-12/27/2026 -PO#12/18/20254125_TV     | 2,674.96                 |
| 8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO  | Life Ins Premiums-Jan 2026 -Acct#JEFFERPA-BL-1582245            | 1,749.00                 |
| 9453 - MCQUOWN TIRE & AUTO LLC                 | APO PA Inspection/Tires/Wiper Blades -MG3465P-2024 Ford         | 1,385.00                 |
| 9517 - AMAZON CAPITAL SERVICES                 | COMM/HR 85 Pedometers -PO#2025-11/244110                        | 1,499.15                 |
| 9706 - CICCHINELLI FORTUNATO LLC               | CTS Legal Services Statement 12/11-12/12 - 10 Invoices          | 1,500.00                 |
| 9706 - CICCHINELLI FORTUNATO LLC               | PD Assistant for January 2026                                   | 2,500.00                 |
| 9784 - ELAN FINANCIAL SERVICES                 | PARK Tourism Advertising/Supplies, Assmt Hotel, Grant App Fee   | 1,951.29                 |
| 9837 - WEX Bank                                | Fuel for County Vehicles-Dec 2025 - 1,142.819 Gallons           | 2,727.65                 |
| 9940 - NorthRock Construction Inc.             | Jefferson County Bridge No. 27 Rehabilitation -Final Payment    | 8,772.64                 |
| 9959 - Action Construction Services, LLC       | Jefferson Place Roof Final Pmt +Permit -PO#2025-29-9-4160-62    | 75,766.63                |
| DELINQUENT TAX                                 |   |                          |
| MISCELLANEOUS                                  | MISC. UNDER \$1,000   | 26,258.81                |
| C&Y EXPENDITURES                               | C&Y EXPENSES  | 283,691.77               |
|  |   | <u>661,440.04</u>        |
| <b>Fund 21 - LIQUID FUEL FUND</b>              |   |                          |
| 4694 - UNITED ELECTRIC COOPERATIVE INC         | CLF -Account#5500450300 Outdoor Lighting 11/15/25-12/15/25      | 13.25                    |
|  |   | <u>13.25</u>             |
| <b>Fund 35 - COMMUNITY DEVELOPMENT</b>         |   |                          |
| 6555 - DAVE ROMAN EXCAVATING, INC.             | CDBG Pmt#2 Inv 3159 Construction 10/2/25-10/30/25 Reynoldsville | 90,323.84                |
|  |   | <u>90,323.84</u>         |
| <b>Fund 73 - OFFENDER SUPERVISION FUND</b>     |   |                          |
| 9033 - BROOKVILLE HOMETOWN MARKET              | OSF-APO Snacks, Coffee, Creamer, Cups, Plates, Napkins          | 317.78                   |
| 9033 - BROOKVILLE HOMETOWN MARKET              | OSF Drinks, Plates, Cups, Ice for Gilhousen Retirement Party    | 127.73                   |
|  |   | <u>445.51</u>            |
| <b>Fund 73 - OFFENDER SUPERVISION FUND</b>     |   |                          |
| 7898 - DTF74 BOROUGH OF REYNOLDSVILLE          | DTF 2025-Q3 PD Overtime Wages/Benefits - 4 Hours                | 182.76                   |
| 6536 - DTF74 PUNXSUTAWNEY BOROUGH              | DTF 2025-Q3 PD Overtime Wages/Benefits - 56.5 Hours             | 3,085.06                 |
|  |   | <u>3,267.82</u>          |
| <b>GRAND TOTAL</b>                             |   | <u><u>755,490.46</u></u> |