

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 _____

COMMISSIONERS MEETING

JANUARY 13, 2026

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X Motion by _____, second by _____, to appoint the following individuals to various positions.

Karen Lupone, Chief Clerk, Director of Elections
Angela Burridge, 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
Fund 10 - GENERAL FUND		
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
4441 - SOCIAL SECURITY ADMINISTRATION	CH Postage Reserve Account# 50171792	3,000.00
4441 - SOCIAL SECURITY ADMINISTRATION	Conserved Funds for Ashton Ownes	1,784.80
4504 - STATE INDUSTRIAL PRODUCTS	Conserved Funds Adelyn States 300-31-4366	1,978.20
4694 - UNITED ELECTRIC COOPERATIVE INC	JAIL Cust#877502 Detergent & Fabric Softener -PO#2025-11/22423	1,269.38
4697 - UMW GENERAL FUND	911 Acct#5500433400 Fire Tower 11/20/25-12/20/25	1,284.52
5801 - PRIMECARE MEDICAL, INC.	Employee Dues for December 2025	1,323.20
6393 - SPRINGHILL GROUP	JAIL Maintenance Medications for November 2025	2,688.21
7540 - TEAMVIEWER GMBH	911 Rent-Coolspring Tower -January 2026	1,528.18
8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO	IT Subscription 12/28/2025-12/27/2026 -PO#12/18/20254125_TV	2,674.96
9453 - MCQUOWN TIRE & AUTO LLC	Life Ins Premiums-Jan 2026 -Acct#JEFFERPA-BL-1582245	1,749.00
9517 - AMAZON CAPITAL SERVICES	APO PA Inspection/Tires/Wiper Blades -MG3465P-2024 Ford	1,385.00
9706 - CICCHINELLI FORTUNATO LLC	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
9784 - ELAN FINANCIAL SERVICES	PD Assistant for January 2026	2,500.00
9837 - WEX Bank	PARK Tourism Advertising/Supplies, Assmt Hotel, Grant App Fee	1,951.29
9940 - NorthRock Construction Inc.	Fuel for County Vehicles-Dec 2025 - 1,142.819 Gallons	2,727.65
9959 - Action Construction Services, LLC	Jefferson County Bridge No. 27 Rehabilitation -Final Payment	8,772.64
	Jefferson Place Roof Final Pmt +Permit -PO#2025-29-9-4160-62	75,766.63
DELINQUENT TAX		
MISCELLANEOUS		
C&Y EXPENDITURES		
	MISC. UNDER \$1,000	26,258.81
	C&Y EXPENSES	283,691.77
		661,440.04
Fund 21 - LIQUID FUEL FUND		
4694 - UNITED ELECTRIC COOPERATIVE INC	CLF -Account#5500450300 Outdoor Lighting 11/15/25-12/15/25	13.25
		13.25
Fund 35 - COMMUNITY DEVELOPMENT		
6555 - DAVE ROMAN EXCAVATING, INC.	CDBG Pmt#2 Inv 3159 Construction 10/2/25-10/30/25 Reynoldsville	90,323.84
		90,323.84
Fund 73 - OFFENDER SUPERVISION FUND		
9033 - BROOKVILLE HOMETOWN MARKET	OSF-APO Snacks, Coffee, Creamer, Cups, Plates, Napkins	317.78
9033 - BROOKVILLE HOMETOWN MARKET	OSF Drinks, Plates, Cups, Ice for Gilhausen Retirement Party	127.73
		445.51
Fund 73 - OFFENDER SUPERVISION FUND		
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
		3,267.82
GRAND TOTAL		755,490.46