

AGENDA  
COMMISSIONERS CONFERENCE  
DECEMBER 17, 2024

I Call to Order

II Unfinished Business/Correspondence

III Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the meeting dated December 10, 2024 as presented.

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

IV Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve invoices in the amount of \$486,594.80 for the period December 9, through December 13, 2024.

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

V Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint Elise Grovanz to the PA Wilds Planning Team.

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

VI Motion by \_\_\_\_\_, second by \_\_\_\_\_ approve the Citizen Participation Plan for the Home Investment Partnerships (HOME) Program.

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

VII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the revision of \$4,042.52 from the 2018 CDBG Entitlement/2020 CDBG CV to the CDBG 2021 Entitlement.

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

VIII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the contract with Vision Government Solutions, Inc., in the amount of \$23,500.00 for Assessment, GIS and Mapping services and software.

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

IX Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the contract with Susquehanna Accounting & Consulting, Inc., as indicated, for the preparation of the Indirect Cost Allocation Plan.

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

COMMISSIONERS CONFERENCE  
DECEMBER 17, 2024  
PAGE TWO

X Motion by \_\_\_\_\_, second by \_\_\_\_\_, to encumber \$143,700.00 of Liquid Fuels funds for the purpose of executing improvements on Service Center Road.

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

XI Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish the 2025 retainer rate for ROW Officer Solicitors not to exceed \$2,000.

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

XII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish the 2025 retainer rate for the County Solicitor not to exceed \$40,000.

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

XIII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the Jefferson County 2025 Budget with modifications.

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

XIV Public Comments

XV Close Public Comments

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

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

# ANNOUNCEMENTS

*Commissioners Meeting – January 14, 2025 – 10:30 a.m. – Jefferson Place*

*All County offices will be closed on Tuesday, December 24<sup>th</sup> and Wednesday December 25<sup>th</sup>  
in observance of the Christmas Holiday*

***HAPPY HOLIDAYS***



Jefferson County Invoice Approval  
12/09/2024 through 12/13/2024

| Vendor   | Invoice Description   | Amount                   |
|--|---|--------------------------|
| <b>Fund 10 - GENERAL FUND</b>                  |   |                          |
| 1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC. | Buy-Up Dental Premiums-Dec 2024 - Group# 080417-001           | 2,381.66                 |
| 1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC. | Dental Premiums - Dec 2024 - Group# 080417-000                | 2,691.30                 |
| 1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC. | Highmark Premiums-Dec 2024 -Group# 105352-17                  | 183,986.89               |
| 1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL     | PROTH - Title 75 DUI - November 2024                          | 3,476.39                 |
| 1706 - CLEARFIELD WHOLESALE PAPER COMPANY INC. | JAIL-Toilet Tissue, Trash Bags, Paper Towels-PO#11062024/4210 | 2,717.44                 |
| 1738 - COMMUNITY ACTION                        | MATP - October 2024 - Transportation                          | 116,844.46               |
| 2034 - ECOLAB                                  | JAIL - Cleaners & Disinfectants - PO#2024-11/104230           | 4,543.01                 |
| 2673 - INFOCON CORPORATION                     | CTS - Monthly Service/Devices - November 2024                 | 1,037.40                 |
| 2673 - INFOCON CORPORATION                     | REG/REC -VA/Recorder Imaging/Devices -Nov 2024                | 2,256.17                 |
| 3704 - PCORP                                   | 2023-2024 Liability Insurance Installment 3                   | 93,430.00                |
| 4363 - CYNDI SMATHERS                          | ASSMT - Title Abstracts for Tax Claim Bureau                  | 4,978.10                 |
| 5269 - PCN-PITTSBURGH COMPANIES NORTH INC.     | JAIL - Meals - 11/01/2024 to 11/15/2024 qty 5,038             | 16,474.26                |
| 5801 - PRIMECARE MEDICAL, INC.-JAIL            | JAIL - Infectious Disease Meds/Tests - Sept-Oct 2024          | 1,442.19                 |
| 7016 - SECOND HARVEST FOOD BANK                | Emergency Food Assist Program- Apr-May-June 2024              | 1,637.08                 |
| 7755 - VIGILNET                                | AD PROB-Electronic Monitoring/SCRAM CAM-Nov 2024              | 4,143.75                 |
| 7827 - AUTOCLEAR LLC                           | SHERIFF-Preventative Maint & PC Combo Box (x-ray machine)     | 9,478.00                 |
| 9795 - Indiana County Coroner's Office         | CORONER - Autopsy/Tox - Beer, Erica                           | 2,321.00                 |
| 9837 - WEX Bank                                | Fuel for County and CYS Vehicles - 546.951 Total Gallons      | 1,411.91                 |
| DELINQUENT TAX                                 |   | -                        |
| MISCELLANEOUS                                  | MISC. UNDER \$1,000   | 22,422.23                |
| C&Y EXPENDITURES                               | C&Y EXPENSES  | <u>4,741.52</u>          |
|  |   | 482,414.76               |
| <br><b>Fund 73 - OFFENDER SUPERVISION FUND</b> |   |                          |
| 9840 - All American Award and Engraving LLC    | OSF/TXMT CT -Walnut Plaque-Engraved Years of Service          | 63.60                    |
| 9033 - BROOKVILLE HOMETOWN MARKET              | OSF - Forks, Plates, Cups, Drinks, Air Freshener              | 251.34                   |
| 1832 - CULLIGAN WATER CONDITIONING             | OSF-APO-Water qty 4 (5-gal) & Bottled Water Equip Rental      | 37.40                    |
| 3149 - MARKL SUPPLY COMPANY                    | OSF-Survival Armor, Plates, Name Tape-Burkett & Sutter        | 2,698.00                 |
| MARY'S PLACE                                   | OSF-APO End-of-Year Team Building/Planning Luncheon 12/17/24  | 800.00                   |
| 8786 - NORTH FORK VETERINARY CLINIC            | OSF - K-9 Medicine and Dental Chews                           | 220.75                   |
| 6593 - OSF73 CULLIGAN                          | OSF-CTS - 3 Bottled Water (5 gal) & Equip Rental              | 38.95                    |
| 8582 - PAWSITIVE IMAGE PET RESORT LLC          | OSF - K-9 Bathing 11/26/24                                    | 70.00                    |
|  |   | <u>4,180.04</u>          |
| <b>GRAND TOTAL</b>                             |   | <u><u>486,594.80</u></u> |