

AGENDA
COMMISSIONERS CONFERENCE
JANUARY 14, 2025

I Call to Order

II Unfinished Business/Correspondence

III Motion by _____, second by _____, to approve the minutes of the meeting dated December 17, 2024 as presented.

Vote called: Aye _____ Nay _____ Abstain _____

IV Motion by _____, second by _____, to approve invoices in the amount of \$1,288,297.57 for the period December 14, 2024 through January 10, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

V Motion by _____, second by _____, to approve the actual payroll in the amount of \$325,006.10 for the period of December 1, through December 14, 2024.

Vote called: North _____ Humes _____ Pisarcik _____

VI Motion by _____, second by _____, to approve the actual payroll in the amount of \$323,953.04 for the period of December 15, through December 28, 2024.

Vote called: North _____ Humes _____ Pisarcik _____

VII Motion by _____, second by _____, to adopt Resolution Number 2025-01 authorizing an application to the Pennsylvania Municipal Assistance Program for financial assistance in preparing a Jefferson County Subdivision and Land Development Ordinance in the amount of \$ 9,500.00.

Vote called: North _____ Humes _____ Pisarcik _____

VIII Motion by _____, second by _____ to enter into a Memorandum of Understanding between Jefferson County and the Area Transportation Authority for the extension of Lease and adjustment of rental cost for the District Magistrate's office in Punxsutawney in the amount of \$800 per month.

Vote called: North _____ Humes _____ Pisarcik _____

IX Motion by _____, second by _____, to adopt Resolution Number 2025-02 certifying that the County will provide to the Area Transportation Authority local funds in the amount of \$114,856.00 to match state funds provided in fiscal year 2025-2026.

Vote called: North _____ Humes _____ Pisarcik _____

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JANUARY 14, 2025

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X Motion by _____, second by _____, to enter into a three-year agreement with Johnson Controls to provide preventative maintenance services on the HVAC system at the Courthouse. Cost for said services are:

Year One 2025	\$ 9,607.00
Year Two 2026	\$10,376.00
Year Three 2027	\$11,207.00

Vote called: North _____ Humes _____ Pisarcik _____

XI Motion by _____, second by _____, to ratify the Collective Bargaining Agreement between United Mine Workers of America (Jail) and the Jefferson County for the period January 1, 2025 through December 31, 2028.

Vote called: Aye _____ Nay _____ Abstain _____

XII Motion by _____, second by _____, to enter into an abstracting agreement with CP Abstracting, LLC for distribution purposes, upset tax claim sales and judicial sales and/or private sales. County shall pay \$100 per abstract title. Term of said agreement is January 1, 2025 through December 31, 2025.

Vote called: North _____ Humes _____ Pisarcik _____

XIII Motion by _____, second by _____ to enter into a five-year agreement with Axon Enterprise, Inc. for Taser equipment supplied on a yearly basis in the amount of \$6,363.00 per year.

Vote called: North _____ Humes _____ Pisarcik _____

XIV Motion by _____, second by _____ to adopt Resolution Number 2025-03 authorizing the filing of an application funding funds with the Department of Community and Economic Development (DCED) for affordable housing activities in the amount of \$500,000.

Vote called: North _____ Humes _____ Humes _____

XV Motion by _____, second by _____ to enter into a Memorandum of Understanding with Community Action, Inc. to facilitate the administration and implementation of the HOME Program Existing Owner-Occupied Housing initiative.

Vote called: North _____ Humes _____ Pisarcik _____

XVI Public Comments

XVII Close Public Comments

XVIII Motion by _____, second by _____, that the meeting be adjourned.

Vote called: Aye _____ Nay _____ Abstain _____

ANNOUNCEMENTS

Commissioners Meeting – January 28, 2025 – 10:30 a.m. – Jefferson Place

Jail Board Meeting – January 28, 2025 – 11:00 a.m. – Jefferson Place

Offices up for election in 2025:

*Coroner
District Attorney
Prothonotary & Clerk of Courts
Treasurer*

Various Township, Borough and School District vacancies

Petition packets will be available for those wanting to run for office on February 10, 2025.

First day to circulate petitions is February 18, 2025 and then must be filed back in the Elections office by March 11

Jefferson County Invoice Approval
12/14/2024 through 01/10/2025

Vendor	Invoice Description	Amount
Fund 10 - GENERAL FUND		
POSTMASTER	TREAS -Postage for Mailing 2025 Dog License Forms	1,480.00
1062 - SCOTT C. ALLEN	PD - Assistant/Juv - January 2025	2,125.00
1074 - WINDSTREAM	911-Acct#021612652 -Telephone 12/4/24-1/3/25	3,370.95
1200 - BOB BARKER COMPANY INC.	JAIL -Orange Clogs S/M/L-12 cases PO# 2024-12/114230	1,242.24
1536 - CAMPBELL DURRANT, P.C.	HR - Special Labor Counsel - November 2024	4,268.59
1588 - CDW GOVERNMENT CDW-G	911 - UPS Batteries qty 8 - PO#20241122-001	2,252.16
1588 - CDW GOVERNMENT CDW-G	911-UPS Batteries qty 12 - PO#20241122-001	3,378.24
1588 - CDW GOVERNMENT CDW-G	IT -6 Dell PCs & 6 Keyboard Combos-PO#12/12/20244125	4,768.14
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	PROB-RP Grant#43907 Q2 & Care Coord-Nov 2024	9,614.16
1735 - PA MUNICIPAL RETIREMENT SYSTEM-PMRS	Employee Pension Contributions - Dec 2024	53,177.47
1738 - COMMUNITY ACTION	ERAP-2 Program/Admin Costs 11/01/24 to 11/30/24	14,283.20
1941 - CORRECTIONS DEVELOPMENT INC. (DIGITAL SOL)	DA-Software Maint/Upgrades/Support 01/01/25-12/31/25	3,288.00
1995 - DUBOIS AREA SCHOOL DISTRICT	In Lieu of Taxes 04/01/2023 - 03/31/2024	17,138.77
2673 - INFOCON CORPORATION	PROTH - Prothonotary Imaging/Devices - Nov 2024	1,469.84
2673 - INFOCON CORPORATION	PROTH - Prothonotary Imaging/Devices - Oct 2024	1,469.84
2673 - INFOCON CORPORATION	PROTH - Prothonotary Imaging/Devices - Sept 2024	1,469.84
2697 - IRON MOUNTAIN RECORDS MANAGEMENT	PROTH -Records Storage, Vault 12/1/2024-11/30/2025	3,162.11
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	WDJ-DRO-PSU EXT - Rent-January 2025	4,375.00
3723 - PENELEC	Master Acct# 200 000 011 797 for 10/22 to 11/20	11,943.37
3856 - PITNEY BOWES RESERVE ACCOUNT	EDJ - Postage Reserve - Acct# 35598440	1,000.00
3856 - PITNEY BOWES RESERVE ACCOUNT	WDJ - Postage Reserve - Acct# 47949029	1,000.00
3938 - PUNXSUTAWNEY BOROUGH	In Lieu of Taxes 04/01/2023 - 03/31/2024	4,785.43
3947 - PUNXSUTAWNEY AREA SCHOOL DISTRICT	In Lieu of Taxes 04/01/2023 - 03/31/2024	7,787.83
4068 - REYNOLDSVILLE BOROUGH	In Lieu of Taxes 04/01/2023 - 03/31/2024	4,000.06
4593 - SYKESVILLE BOROUGH	In Lieu of Taxes 04/01/2023 - 03/31/2024	2,985.47
4697 - UNITED MINE WORKERS - JAIL DUES	Employee Dues - December 2024	1,142.18
4853 - THOMSON REUTERS - WEST	LAW LIB-Online/Software Subscription - Nov 2024	2,725.69
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL - Meals - 11/16/2024 to 11/30/2024 qty 4,910	16,055.70
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL - Inmate Medical Services for January 2025	55,868.41
6346 - J.D. RYAN LAW OFFICES	CTS - Counsel 2025-Q1	3,375.00
6346 - J.D. RYAN LAW OFFICES	PD -Legal Services-01295-Uplinger 5/20/24-12/12/24	4,912.59
6346 - J.D. RYAN LAW OFFICES	COMM - Solicitor 2025-Q1	10,000.00
6393 - SPRINGHILL GROUP	911 - Rent-January 2025 - Coolspring Tower	1,386.12
7294 - TEE-RIFFIK SCREEN PRINTING AND DESIGN	911 - Personnel Apparel	2,895.00
7699 - BWB LANDSCAPING	911-JAIL - Winter Maintenance - Dec 2024	1,375.00
7699 - BWB LANDSCAPING	911-JAIL - Winter Maintenance - Nov 2024	1,375.00
7989 - ZITO BUSINESS	IT - Dedicated Internet Access & Dark Fiber - Dec 2024	2,505.22
8102 - BEACON SOFTWARE SOLUTIONS INC.	JAIL -Jail Management System Annual Maint & Support	9,750.00
8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO	Life Ins Premiums-Jan 2025 Acct#JEFFERPA-BL-1582245	1,706.55
8304 - 1-STEP DETECT	PROB - RP Grant#43907 - Drug Tests qty 750	2,582.50
8484 - MCNEES WALLACE & NURICK LLC	COMM-Litigation-Jail Construction - November 2024	5,926.23
8602 - STALLION MECHANICAL	JAIL - Parts & Labor to Repair Rooftop Units	2,038.30
8742 - DOMINION VOTING SYSTEMS INC.	ELECT - On-Site Services/Election Ballot Setup	12,350.00
8840 - AUTOMATED LOGIC CONTRACTING SERVICES	JAIL - Fix sequence for all AHUs to Control DX Cooling	2,165.00
9001 - EB EMPLOYEE SOLUTIONS LLC	Difference Card - December 2024	6,399.19
9062 - XTREME CLEANING SOLUTIONS LLC	JP-CH-911-JCCD - Cleaning Services	5,170.00
9246 - SERVICE ACCESS & MANAGEMENT INC.	JAIL - Therapist - November 2024	8,140.91
9706 - CICCHINELLI FORTUNATO LLC	PD - Assistant - January 2025	2,500.00
9784 - ELAN FINANCIAL SERVICES	PARK-Tourism Posters/Stand, LSA App, DA Meeting, Jail Training	2,540.93
DELINQUENT TAX	SEPT 2024	159,116.68
MISCELLANEOUS	MISC. UNDER \$1,000	38,282.68
C&Y EXPENDITURES	C&Y EXPENSES	751,672.58
		<u>1,279,793.17</u>
Fund 21 - LIQUID FUEL FUND		
2411 - GWIN DOBSON & FOREMAN INC.	LF-Act 44 Project 23024 Construct Phase JC-27 Bridge Repair	1,329.23
2411 - GWIN DOBSON & FOREMAN INC.	LF-Act 44 Project 23024 Construct Phase JC-27 Bridge Repair	2,885.29
4694 - UNITED ELECTRIC COOPERATIVE INC	LF Electric-Outdoor Lighting 11/15 to 12/15	13.25
		<u>4,227.77</u>
Fund 35 - COMMUNITY DEVELOPMENT		
2745 - JEFFERSON COUNTY	County Staff Admin Serv 11/3/24-11/30/24 -Punxy CDBG	1,365.18
2745 - JEFFERSON COUNTY	County Staff Admin Serv 11/3/24-11/30/24 -County CDBG	1,927.58
		<u>3,292.76</u>
Fund 73 - OFFENDER SUPERVISION FUND		
1135 - AREA TRANSPORTATION AUTHORITY-ATA	OSF-Work Release Transportation July-Oct 2024 - 111 Trips	249.75
1135 - AREA TRANSPORTATION AUTHORITY-ATA	OSF-Work Release Transportation Nov 2024 - 34 Trips	76.50
9033 - BROOKVILLE HOMETOWN MARKET	OSF - APO Drinks and Snacks	45.79
9033 - BROOKVILLE HOMETOWN MARKET	OSF -Table Covers, Plates, Forks, Creamer, Salad Dressing	284.49
Honey's Cakes	OSF - Retirement Cake - 1/2 Sheet	120.00
8786 - NORTH FORK VETERINARY CLINIC	OSF - Medication for K-9	207.34
		<u>983.87</u>
GRAND TOTAL		
		<u><u>1,288,297.57</u></u>

RESOLUTION AUTHORIZING AN APPLICATION TO THE
PENNSYLVANIA MUNICIPAL ASSISTANCE PROGRAM

RESOLUTION NO. 2025-01
JEFFERSON COUNTY, PENNSYLVANIA

WHEREAS, Jefferson County desires to undertake a project to prepare a Jefferson County Subdivision and Land Development Ordinance to establish better countywide records of subdivision activity and provide basic and reasonable development controls in the public interest; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants from the Municipal Assistance Program to assist such projects;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Jefferson County hereby authorizes submission of an application to the Municipal Assistance Program in amount of \$9,500 to prepare a Jefferson County Subdivision and Land Development Ordinance; and

BE IT FURTHER RESOLVED that the Board of Commissioners of Jefferson County hereby commits county funds in the amount of \$9,500 as match for said project.

Adopted by the Board of Commissioners of Jefferson County this 14th day of January, 2025.

ATTEST:

JEFFERSON COUNTY

Chief Clerk

Scott North, Chairman, Board of Commissioners

RESOLUTION NUMBER 2025-02

**RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF
LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE**

The BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY resolves and certifies that it will provide to the AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA local funds in the amount of \$114,856.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2025 – 2026.

Further, the BOARD OF COUNTY COMMISSIONERS resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT DUE	PAYMENT DUE BY
July 1, 2024 – September 30, 2025	\$28,714.00	August 15, 2025
October 1, 2024 – December 31, 2025	\$28,714.00	November 15, 2025
January 1, 2025 – March 31, 2026	\$28,714.00	February 15, 2026
April 1, 2025 – June 30, 2026	\$28,714.00	May 15, 2026

I hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the BOARD OF COMMISSIONERS held the 14th day of

January, 2025.

JEFFERSON COUNTY COMMISSIONERS

Karen Lupone, Chief Clerk

Scott North, Chairperson

Jeffrey E. Pisarcik, Commissioner

Mark Humes, Commissioner

RESOLUTION OF HOME PROGRAM APPLICANT

JEFFERSON COUNTY, PENNSYLVANIA

RESOLUTION NO. 2025-03

Resolution of the County of Jefferson authorizing the filing of an Application for funds with the Department of Community and Economic Development (DCED), Commonwealth of Pennsylvania.

WHEREAS, the HOME Applicant is desirous of obtaining funds from DCED for affordable housing activities fundable under Title II of the National Affordable Housing Act of 1990 (42 U.S.C. 12701 et. seq and the implementing regulations at 24 CFR Part 92.

NOW, THEREFORE, BE IT RESOLVED that a housing need exists that has been identified in the local or state Consolidated Plan and the proposed housing activity addresses this need.

BE IT FURTHER RESOLVED, that the HOME Applicant has conducted the required citizen participation process.

BE IT FURTHER RESOLVED, that the HOME Applicant will assure the provision of the other necessary funds to make the activity feasible. **BE IT FURTHER RESOLVED**, that the HOME Applicant will reimburse the commonwealth for any expenditures found by DCED to be ineligible.

BE IT FURTHER RESOLVED, that the appropriate officer of the HOME Applicant is directed to execute a certificate attesting to the adoption of this Resolution and to furnish a copy of this Resolution to DCED.

Scott North, Chairman

Date