

AGENDA  
COMMISSIONERS CONFERENCE  
JANUARY 28, 2025

I Call to Order

II Unfinished Business/Correspondence

III Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the meeting dated January 14, 2025 as presented.

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

IV Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve invoices in the amount of \$589,444.37 for the period January 11, through January 24, 2025.

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

V Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the actual payroll in the amount of \$321,800.82 for the period of December 29, 2024 through January 11, 2025.

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

VI Motion by \_\_\_\_\_, second by \_\_\_\_\_, to amend the action taken by the Board of Commissioners on December 17, 2024 encumbering \$143,700 in Liquid Fuels funds for the purpose of executing improvements on Service Center Road with a supplemental \$22,560 having a total encumbrance of \$166,260.

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

VII Motion by \_\_\_\_\_, second by \_\_\_\_\_ execute a Deed to grant and convey to the Jefferson County Conservation District a certain tract of land situate at 1514 Route 28, Brookville, PA 15825 (Pine Creek Township) Parcel Number 18-304-0114 in the amount of One and 00/100 Dollar (\$1.00).

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

VIII Motion by \_\_\_\_\_, second by \_\_\_\_\_, to execute a Right of First Refusal to the Jefferson County Conservation District for a certain piece or parcel or tract of land situate in Pine Creek Township containing 46,000 square feet of land Parcel Number 18-304-0114A.

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

IX Public Comments

X Close Public Comments

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

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

## ANNOUNCEMENTS

*Commissioners Meeting – February 11, 2025 – 10:30 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 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. Remarks shall be limited to three minutes and respect for others is expected.
4. The presiding officer shall adjudicate all matters, issues, debates and questions.

Jefferson County Invoice Approval  
01/11/2025 through 01/24/2025

Vendor	Invoice Description	Amount
<b>Fund 10 - GENERAL FUND</b>		
Brooks & Rhoads	COMM-Prep of Audited Financial Statements-Grant#C000086481	1,500.00
1032 - AFLAC	Employee Premiums for December 2024	1,737.08
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Buy-Up Dental Premiums-Jan 2025 -Group#080417-001	2,341.25
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Dental Premiums-Jan 2025 - Group#080417-000	2,557.35
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Highmark Premiums-Jan 2025 -Group#105352-17	197,443.49
1273 - BERKHEIMER TAX ADMINISTRATOR-LIT-QTR	2024-Q4 EIT - Pine Creek	5,699.83
1273 - BERKHEIMER TAX ADMINISTRATOR-LIT-QTR	2024-Q4 EIT - Brookville	11,547.63
1425 - BROOKVILLE MUNICIPAL AUTHORITY	JAIL -Acct#07-125.00*00 Water/Sewage 11/11-12/10	2,771.78
1608 - CENTRE COMMUNICATIONS	911 -Hayes Lot -Check LTR System, Replace Amplifier	2,357.50
1738 - COMMUNITY ACTION	Homeless Assist. Program - 2024/2025 Q3 Advance	9,421.00
1738 - COMMUNITY ACTION	Homeless Assist. Program - 2024/2025 Q2 Advance	11,425.00
1738 - COMMUNITY ACTION	MATP - Transportation - November 2024	100,033.10
2673 - INFOCON CORPORATION	CTS - Court Admin System Devices -Dec 2024	1,037.40
2673 - INFOCON CORPORATION	PROTH -Imaging & Devices -Dec 2024	1,469.84
2673 - INFOCON CORPORATION	REG/REC -Reg & Rec Devices/Imaging -Dec 2024	2,256.17
2971 - LABUE PRINTING INC.	TREAS-Dog License Letters qty 3,929 & Envelopes qty 3,889	1,145.00
3485 - NATIONAL FUEL GAS	JAIL-Acct#351051011 Nat Gas Delivery 11/30/24-12/31/24	1,304.74
3755 - PENNSYLVANIA DISTRICT ATTORNEY ASSOC-PDAA	DA - 2025 Membership Dues and Expense Assessment	5,086.72
3856 - PITNEY BOWES RESERVE ACCOUNT	JP - Postage Reserve - Acct# 36104578	3,000.00
4694 - UNITED ELECTRIC COOPERATIVE INC	911 -Acct#5500433400 Fire Tower Electric 11/20-12/20	1,247.19
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL - Meals 12/01/24-12/20/24 qty 6,021	19,688.67
5594 - BERKHEIMER TAX ADMINISTRATOR-LST-QTR	2024-Q4 LST - Brookville	1,406.00
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL - Catastrophic Billing - Gabelli, R	2,516.85
6319 - ANGELA MASON, LCSW	PD -Legal Services - Greeley 10/19/24-12/12/24	7,949.74
7016 - SECOND HARVEST FOOD BANK	Emergency Food Assist Program July/August/Sept 2024	1,104.09
8375 - MCCUTCHEON ENTERPRISES INC.	DES -HAZMAT 2025 Emergency Response Contractor-Act 165	2,500.00
9837 - WEX Bank	Fuel for County Vehicles-Dec 2024 - 1,304.581 gal.	3,423.68
9853 - Jennifer Faught	HG- Wolbert 214 Marion Ave Punxsutawney	1,500.00
DELINQUENT TAX		-
MISCELLANEOUS	MISC. UNDER \$1,000	27,690.09
C&Y EXPENDITURES	C&Y EXPENSES	<u>154,629.77</u>
		587,790.96
<b>Fund 73 - OFFENDER SUPERVISION FUND</b>		
9840 - All American Award and Engraving LLC	OSF -Retirement Plaque-Chris DeShong	74.20
BROOKVILLE MIRROR	OSF -Jefferson County's Most Wanted	1,250.00
8786 - NORTH FORK VETERINARY CLINIC	OSF -K-9 Veterinary Care & Meds	245.61
6593 - OSF73 CULLIGAN	OSF -APO Water	44.65
6593 - OSF73 CULLIGAN	OSF -CT Water	<u>38.95</u>
		1,653.41
<b>GRAND TOTAL</b>		<u><u>589,444.37</u></u>