

Warren County Commissioners Public Meeting
April 27, 2022 12:00 p.m.
Main Courtroom

Commissioner Benjamin Kafferlin called the meeting of the Warren County Commissioners to order with Commissioner Tricia Durbin and Commissioner Jeff Eggleston present

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Attorney Nathaniel Schmidt, Kaylan McQuillan, Melissa Fitzgerald, Julie Lacki, Kord Kinney, Kari Swanson, Chris Greene, Warden Jon Collins, and Bill Gallagher

Citizens Present: Josh Cotton (WTO), and Andy Close (Titusville Herald)

Announcements: Commissioner Benjamin Kafferlin stated that the meeting is being recorded. He then announced that beginning today, the public meetings and work sessions will have access for online attendance.

Meetings held since the last meeting: Commissioner Benjamin Kafferlin stated that there were 2 executive sessions to discuss legal matters, and two informational sessions for which all three commissioners were in attendance since the last meeting.

Correspondence: Commissioner Benjamin Kafferlin stated that correspondence was received from DCED that the county will be receiving CDBG funds in the amount of \$249,000.00 and there is a handout in the packets from the Governor's office regarding wages in Warren County

Public Comment: None

Consent Agenda:

Minutes from the April 13, 2022 Public Meeting: No corrections or additions to be made.

Finance Report: Lisa Hagberg, Finance Director gave the financial report stating that after all expenses are paid, to which she reviewed the balance in the general fund is \$1,170,143.00, and in the Erie Bank is \$745,043.00.

Proclamation(s): Correctional Officers and Employee Week, Apraxia of Speech Awareness Month, Motorcycle Safety Awareness Month, National Skilled Nursing Care Week and Mental Health Awareness Month

Warden Jon Collins took a moment to thank his staff for the job that they do.

Commissioner Jeff Eggleston stated that they are in full swing to advocate for additional funding in the state budget for mental health.

Julie Lacki reviewed the various activities that will be happening in May for Mental Health awareness Month.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the consent agenda as presented. Motion carried unanimously.

Old Business:

New Business:

Notice to Award Carpet Project: Pamela Matve, Chief Clerk explained that this project is for carpet installation for the basement and first floor of the courthouse to be done by Youngsville Hardware at a total of \$36,035.92. She then stated that they are going to try to do the second and third floor in 2023 budget.

Commissioner Tricia Durbin asked how many bids we received to which Pam Matve stated they were the only bidder.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to award the carpet installation project as presented to Youngsville Hardware for a total of \$36,035.92. Motion carried unanimously.

Notice to Award the Tree Cutting Service: Commissioner Benjamin Kafferlin stated that these trees are located at 11 Madison Ave. and they are becoming a nuisance and a danger to the surrounding properties. There are a total of

four trees. Three bids were received, and Matt Nordin, and Pam Matve recommend Bentley Tree Service who has the lowest bid of \$10,200.00.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the award of the Tree Cutting Service to Bentley Tree Service for a total of \$10,200.00. Motion carried unanimously.

MCM Consulting agreement for Refugee Risk Assessment: Commissioner Benjamin Kafferlin stated that this was discussed at the work session for MCM to do a county refugee replacement hazard identification and risk assessment.

Commissioner Tricia Durbin commented that she noticed there is not a maximum cost in the contract and she would like to see an amount. Also, she wanted to be clear that this is a feasibility study rather than hazardous identification.

Commissioner Benjamin Kafferlin stated that it is a use as you need, and your motion can state a maximum amount.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agreement with MCM Consulting as presented with a cap amount of \$3,000.00 and keep us aware of the time spent.

Commissioner Jeff Eggleston stated that he feels that \$3,000.00 is not going to be high enough; and then asked, what is the time frame, and is there any reason we did not put out an RFP?

Commissioner Benjamin Kafferlin stated that it is the matter of the time line, as the government opened up the application process today.

Commissioner Tricia Durbin stated that when and if they hit \$3,000.00, they can come back to us and we can approve further funding if we feel it is necessary.

Commissioner Benjamin Kafferlin then commented that there has been some misunderstanding in what is happening. The county government is possibly brining in refugees, and it will be the Churches and other organizations that will take care of the housing etc. We are just enhancing what they will be doing.

With no further discussion the above motion was called and the motion carried unanimously.

BTM Software Agreement: Public Defender Kord Kinney explained that the current software that his office is to be using is not user friendly, and basically useless. He and Bill Gallagher have reviewed a few packages, and feel that BTM is the most useful. This software is used by the D.A.'s office and Adult Probation is just coming on line.

Bill Gallagher stated that he has worked to get the pricing down to \$3,500.00 per year with a onetime fee of \$2,500.00.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the BTM software agreement as presented. Motion carried unanimously.

Agreement with Lyle P. Cook: Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agreement with Erie Coroner Lyle P. Cook with a retainer of \$5,000.00. Motion carried unanimously.

Agreement with Scantek and F/W Human Services: Lisa Hagberg, Finance Director stated that Forest Warren Human Services has 400 boxes of documents that are from the days of NW Human Development that need to be scanned. The cost is \$70,009.50 and will be paid from the ARPA funds.

Commissioner Jeff Eggleston stated that this will free up an immense amount of space.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agreement with Scantek to scan the documents for Forest/Warren Human Services at a cost of \$70,009.50. Motion carried unanimously.

Transit Authority Local Match for FY 2022/2023: Commissioner Jeff Eggleston explained that this is the local match that the county gives to the Transit Authority and the fiscal year is 2022/2023 in the amount of \$45,720.00.

Attorney Nathaniel Schmidt recommended that because Commissioner Jeff Eggleston sits on the board for TAWC, he should recuse himself from voting.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to approve the local match to be given to the Transit Authority of Warren County in the amount of \$45,720.00. Motion carried unanimously with Commissioner Jeff Eggleston recusing himself.

Agreement with Johnson Controls: Pamela Matve, Chief Clerk explained that this agreement is for five years at an amount of \$740.00 per year to test the pull fire alarms in the courthouse.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agreement with Johnson Control to annual check the pull fire alarms at \$740.00 per year for five years. Motion carried unanimously.

Commissioner Comments:

Commissioner Benjamin Kafferlin reviewed points of interest from the board for which he sits such as Penn State Extension, Conservation District, COG Fire Services and LEPC.

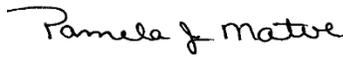
Commissioner Jeff Eggleston apologized but he is asking that we appoint the County Engineer.

Commissioner Benjamin Kafferlin stated that this will cost money and therefore should wait until the next meeting; and he has not had a chance to review the submissions.

Adjournment: Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:45 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston
Warren County Commissioner