

## COMMISSIONERS CONFERENCE

April 14, 2016

The regular meeting of the Jefferson County Commissioners was called to order on April 14, 2016 at 10:30 a.m. in the large conference room, Jefferson Place, Brookville, PA. Members present were John D. Matson, Herbert L. Bullers, Jr. and Jeffrey E. Pisarcik. Also attending were several county officials, and members of the press and public.

At this time, Mr. Matson read a prepared statement regarding the citizen who voiced his concern about an emergency decision that was made by the County to prevent a water leak from transforming into a catastrophic situation at the County Courthouse. (Copy of which attached to minutes).

Motion by Mr. Pisarcik, second by Mr. Bullers to approve the minutes of the meeting dated March 22, 2016 as presented. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Bullers, second by Mr. Pisarcik to approve invoices in the amount of \$1,711,990.54 for the period March 23, through April 14, 2016. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to approve pending invoices in the amount of \$650,000.00. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Bullers, second by Mr. Pisarcik that the actual gross payroll in the amount of \$239,784.40 be approved for payment for the period March 20, through April 2, 2016. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers that the tentative gross payroll in the amount of \$231,000.00 be approved for payment for the period April 3, through April 16, 2016. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to appoint Laura Lynn Yohe of Big run to the Local Emergency Planning Committee (LEPC). Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to proclaim the week of April 10 – 16, 2016 as "National Public Safety Telecommunicators Week" in Jefferson County. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to proclaim the week of April 17 – 23, 2016 as "Rural Road Safety Week" in Jefferson County. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to award the construction contract for Contract No. CDBG-C14-01; Borough of Reynoldsville – Worth Street Sanitary Sewer Replacement Project, to the low bidder, Dave Roman Excavating, Inc., in the amount of \$83,750.00. This award is contingent upon the contractor fulfilling all contract requirements. In addition, this motion authorizes the Chairman of the Board of County Commissioners to execute all contract documents with Dave Roman Excavating, Inc., including any change orders to the contract. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers, to award the general construction contract for the Jefferson County Courthouse Repair Project to the low bidder, Felix Brothers Construction, LLC, in the amount of \$12,772.00. This award is contingent upon the contractor fulfilling all contract requirements. In addition, this motion authorizes the Chairman of the Board of County Commissioners to execute all contract documents with Felix Brothers Construction, LLC, including any change orders to the contract. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Bullers, second by Mr. Pisarcik to adopt Resolution Number 2016-04 APPROVING AND AUTHORIZING NECESSARY AMENDMENTS TO THE CONSTRUCTION LOAN AND SECURITY AGREEMENT DATED JANUARY 15, 2015 WITH S & T BANK, IN RESPECT OF THE COUNTY'S \$10,000,000 GENERAL OBLIGATION NOTE, SERIES OF 2015. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to enter into a Pre-Disaster Mitigation Agreement with the Pennsylvania Emergency Management Agency (PEMA) in the amount of \$45,000.00 to be used to update the County's Hazard Mitigation Plan. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Bullers, second by Mr. Pisarcik to adopt the Jefferson County Children & Youth Services Advisory Committee By-Laws. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Bullers, second by Mr. Pisarcik to approve an application for County Aid in the amount of \$10,000 to Reynoldsville Borough for Reynoldsville Industrial Park Road Improvements. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Motion by Mr. Pisarcik, second by Mr. Bullers to enter into an agreement with the National Weather Service to install and operate a Weather Radio Transmitter on the County's tower located on Fire Tower Road in Winslow Township. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Mr. David Black was in attended the meeting and complemented the statement that Mr. Matson gave at the beginning of the meeting. Mr. Black reiterated that the Commissioners were in violation of the Ethics Act. Mr. Black's concern is that the Ethics Act was violated.

Motion by Mr. Pisarcik, second by Mr. Bullers to adjourn. Mr. Matson voted yes, Mr. Bullers voted yes and Mr. Pisarcik voted yes.

Commissioners Conference  
April 14, 2016  
Page three



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John D. Matson, Chairman



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Herbert L. Bullers, Jr.

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Jeffrey E. Pisarcik

ATTEST:



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Karen Lupone, Chief Clerk

JEFFERSON COUNTY INVOICE APPROVAL  
3/23/16 THROUGH 4/12/16

Vendor	Invoice Description	Invoice Amount
Fund 10 - GENERAL FUND		
1074 - WINDSTREAM (ALLTEL)	CO.PHONEBILL/INTERNET	8,152.85
1118 - ANDERSON & KIME INC.	CO.HOSPITALIZATION #017756 APRIL 2016	163,724.53
1180 - BAIR FOUNDATION OF PA	C&Y-AGENCIES/FEBRUARY 2016	7,772.00
1588 - CDW GOVERNMENT CDW-G	CAPTL/MISC-FIBER PROJECT-CISCO SWITCH	6,750.00
1588 - CDW GOVERNMENT CDW-G	CAPTL/MISC-FIBER PROJECT/CISCO 4-PORT MODULES for S	6,750.00
1702 - CLEARFIELD-JEFFERSON COUNTIES REGIONAL-AIRPORT	CO.ALLOCATION APRIL 2016	6,667.00
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	RIPP-PROGRAM SERVICE JANUARY 2016	10,377.67
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	2016 ALLOCATION-MARCELLUS SHALE IMPACT #1937	10,000.00
1735 - PA MUNICIPAL RETIREMENT SYSTEM-PMRS	2016 MINIMUM MUNICIPAL OBLIGATION	554,867.00
1735 - PA MUNICIPAL RETIREMENT SYSTEM-PMRS	EMPLOYEE CONTRIBUTIONS MARCH 2016	29,979.15
1738 - COMMUNITY ACTION	NURTURING PARENTING-FEBRUARY 2016	6,487.50
2057 - ELECTION SYSTEMS & SOFTWARE INC.-ES&S	ELECT-EQUIPMNT/IVO MOTHRBRD BATTERIES(140)	9,035.00
2145 - FERRARO, KRUK & FERRARO LLP	C&Y-PROF SERVICES 2QTR 2016	6,250.00
2303 - GEORGE JUNIOR REPUBLIC IN PENNSYLVANIA	C&Y-AGENCIES/FEBRUARY 2016	19,551.80
2673 - INFOCON CORPORATION	CO.SERVICE FEBRUARY 2016 #2185	7,393.30
2676 - JOHN M. INGROS	PD-FEE FOR SERVICE APRIL 2016	7,025.00
2735 - JEFFERSON COUNTY CONSERVATION DISTRICT	CO.APPROPRIATION 2QTR 2016	20,984.25
3149 - MARKL SUPPLY COMPANY	SHER-EQUIPMENT/BODY ARMOR(9)	7,432.00
3225 - MCCLEARY BUSINESS MACHINES	WDJ/CAPTL-SAVIN 4054SP DIGITAL COPIER/FINISHR/CABIN	5,775.00
3225 - MCCLEARY BUSINESS MACHINES	VA-GRANT/SAVIN DIGITAL COLOR COPIER&CABINET	5,740.00
3528 - TYLER TECHNOLOGIES (NEW WORLD SYSTEMS)	ACCT-SOFTWARE MAINT 3/1/16-2/28/17	51,330.00
3556 - NORTHWESTERN HUMAN SERVICES, INC.-NHS	C&Y-AGENCIES/FEBRUARY 2016	10,491.36
3639 - PA DEPARTMENT OF REVENUE-SIT ACH	SIT STATE INCOME TAX	6,400.69
3692 - PATHWAYS ADOLESCENT CENTER INC	C&Y-AGENCIES/FEBRUARY 2016	47,310.00
3703 - PCOMP	PCOMP-2016 PREMIUM PAYMENT #3	20,170.00
3723 - PENELEC	CO.ELECTRIC 1/22/16-2/19/16	9,197.00
3726 - PENN STATE COOPERATIVE EXTENSION	CO.APPROPRIATION APRIL 2016	5,313.00
3779 - PENTZ RUN YOUTH SERVICES INC.	C&Y-AGENCIES/FEBRUARY 2016	28,073.96
3779 - PENTZ RUN YOUTH SERVICES INC.	INDEPENDENT LIVING-FEBRUARY 2016	14,216.11
3934 - PUNXSUTAWNEY AIRPORT AUTHORITY	2016 CO.APPROPRIATION	9,000.00
4165 - S&T BANK - 2015 NOTE	2015/01 NOTE-PRINCIPAL/INT MARCH 2016 #0200028884	38,055.55
4165 - S&T BANK - 2015 NOTE	2015/03 NOTE-PRINCIPAL/INT MARCH 2016 #0200028884	10,103.73
5092 - UNITED STATES TREASURY ACH	FIT/FICA	53,363.19
5217 - COMMUNITY COUNTY SERVICES INC.	C&Y-FAMILY PRESERVATION FEBRUARY 2016	7,771.70
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL-MEALS 2/13/16-2/29/16	20,036.55
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL-MEALS 3/1/16-3/11/16	13,424.60
5276 - GLEN MILLS SCHOOLS	C&Y-AGENCIES/FEBRUARY 2016	8,063.66
5484 - WESTERN PA CHILD CARE	C&Y-AGENCIES/FEBRUARY 2016	7,468.95
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL-MEDICAL SERVICE APRIL 2016 #30244	41,216.23
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL-MED SERV/INFECTIOUS DIS OCT-DEC 2015	8,159.43
6700 - THE GUIDANCE CENTER	PARENTS AS TEACHERS GRANT-FEBRUARY 2016	6,483.33
6725 - LIFESPAN FAMILY SERVICES OF PA, LLC	C&Y-AGENCIES/FEBRUARY 2016	37,770.35
7243 - ELK COUNTY NORTHERN TIER REGIONAL PROJECT	911-CPE YEARLY MAINTENANCE COST	40,299.59
7387 - JUSTICEWORKS YOUTHCARE INC.	C&Y-JUSTCARE/FEBRUARY 2016 #7288	15,172.50
7387 - JUSTICEWORKS YOUTHCARE INC.	NURTURING PARENTING GRANT-FEBRUARY 2016 #7289	13,335.00
7387 - JUSTICEWORKS YOUTHCARE INC.	STOPP GRANT-STOPP FEBRUARY 2016 #7287	9,212.00
7901 - ZWICK & ZWICK LLP	COMM-SOLICITOR 2QTR 2016	6,000.00
MUNICIPALITIES & SCHOOLS	DEL TAX-TCB	66,862.52
MISCELLANEOUS	UNDER \$5,000	198,015.55
Fund 10 - GENERAL FUND Totals		1,703,030.60

JEFFERSON COUNTY INVOICE APPROVAL  
3/23/16 THROUGH 4/12/16

Fund 21 - LIQUID FUEL FUND

1737 - COMMONWEALTH OF PA-UNCLAIMED PROPERTY	2008 UNCASHED LF CHECKS	27.69
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CDBG

5351 - DD35 JEFFERSON COUNTY	CDBG-ADMIN REIMB FEBRUARY 2016	1,537.01
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HOME

6655 - DD35 CDR CONTRACTING	2011 HOME-LBP ASSMNT	575.00
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6655 - DD35 CDR CONTRACTING	2011 HOME-LBP CLEARANCE	275.00
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5351 - DD35 JEFFERSON COUNTY	HOME-ADMIN REIMB FEBRUARY 2016	3,447.17
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Account 1010-352 - CASH - CHECKING ACCT. HOME Totals		4,297.17
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Fund 73 - OFFENDER SUPERVISION FUND

1588 - CDW GOVERNMENT CDW-G	OSF-EQUIPMENT/LAPTOP	947.05
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1737 - COMMONWEALTH OF PA-UNCLAIMED PROPERTY	2011 UNCASHED CHECKS	351.02
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7440 - OSF73 BROOKVILLE MIRROR	OSF PUBLICATIONS/2016 MOST WANTED	1,800.00
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Account 1010 - CASH - CHECKING ACCT. Totals		3,098.07
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	1,711,990.54
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# OFFICE OF COUNTY COMMISSIONERS JEFFERSON COUNTY

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## COMMISSIONERS

John D. Matson, Chairman  
Herbert L. Bullers, Jr.  
Jeffrey E. Pisarcik

CHIEF CLERK  
Karen L. Lupone

SOLICITOR  
C.J. Zwick

It is good to see that the democratic process is alive and well in Jefferson County. At our board meeting on March 22, 2016, a citizen voiced his concern about an emergency decision that was made by the County, by and through Commissioners Matson and Pisarcik, to prevent a water leak from transforming into a catastrophic situation at our County Courthouse. The water line break occurred on a Saturday evening, on February 13, 2016. The water leak, if not responded to in an expeditious manner, would have caused significant damage to the Courthouse and offices utilized by the public on a daily basis. At our March 22 meeting, the citizen voiced his concern regarding our response to the emergency situation. He was given the floor, made a presentation, and provided material as part of his statements. We appreciate constructive feedback from all County residents; that is what ensures our community is and continues to be a great place.

On the weekend evening of February 13, the County took appropriate steps to safeguard our Courthouse to ensure its continued and seamless access by the public, including all residents of Jefferson County. Our actions were taken in a conscientious manner to protect the ongoing interests of Jefferson County and all County residents; after all, we, as your County Commissioners, were elected to oversee and maintain those very interests. As such, we respect the voice and concerns of all County residents. Like you, we live here, we grew up here, and we desire our County to remain one of the best places to live and raise a family in this Commonwealth.

While we have no doubt that the interested citizen at our March 22 meeting has Jefferson County's best interests at heart, his presentation lacked in one material respect: it did not provide an alternative solution or improved method going forward to ensure that Jefferson County remains a vibrant community with a bright future for our children and grandchildren. When this happens, all too often, a thoughtful concern is misinterpreted as an unwary criticism without a constructive resolution. We listen to your concerns; and we care about your voice. In the end, we strive to achieve constructive improvements in how the County conducts itself for the betterment of all County residents.

The issue at hand involved the hiring of ServePro to expeditiously respond to, stop and clean an active waterline break at our Courthouse on Saturday, February 13, 2016. This was an emergency situation, that occurred over a weekend, at a time when a decision had to be made quickly to minimize the damages to the historic structure and public facility that is used by many residents on a daily basis. A quick reaction by the County, to address such a disastrous event, also was warranted and mandated by our insurance provider.

April 14, 2016

Page two

We were prepared and ready to make such a decision at a moment's notice. In fact, during previous days, we, along with our Solicitors, C.J. Zwick and Matthew R. Zwick, sat down to hypothesize about just a scenario – how would we respond to an emergency water-leak type event at a County facility. As some of you know, the Courthouse and our Jail have experienced water leaks in the past, and in those instances ServePro has been contacted, after hours, to expeditiously respond to the emergency. ServePro and Jefferson County have had a pre-established, good working relationship in the past during very similar circumstances.

ServePro's workmanship and rates have been in the past and continue to be compliant with our insurance company's requirements, demands and expectations. The County's directors and department heads who have dealt with ServePro have always been satisfied with ServePro's work and the professionalism that was displayed in those instances. The only concern voiced with utilizing ServePro in this instance is that an owner of ServePro was elected by the voters of Jefferson County to serve as one of your County Commissioners. As your County Commissioners, our oath of office requires that we do not scrupulously profit from our elected office. We assure you that neither the County nor any individual Commissioner has done so in this instance or any other. All actions necessary under the law were considered and adhered to in making the responsible decision to enlist ServePro to respond to the emergency water leak at our Courthouse. The County's decision, by and through Commissioners Matson and Pisarcik, to utilize ServePro to expeditiously respond to the Courthouse water leak was properly communicated to the public at our February 23, 2016 meeting.

We were elected to the office of Jefferson County Commissioner, an office we sought to ensure the betterment of Jefferson County. Our duties include the protection of the citizens and property of Jefferson County. It is a job that the three of us take very seriously. We are proud that we were prepared to do our jobs around-the-clock, including on the evening of Saturday, February 13, 2016. Commissioner Matson and Commissioner Pisarcik are satisfied with the work that was done by ServePro. The damage was minimized and County business was not interrupted the following Monday, February 15, 2016. When the non-emergency restoration work is completed by other contractors, hired through a competitive bidding process, there should be no visible or structural evidence that a water leak threatened the ongoing business of our Courthouse. The County's insurance company is paying for the required and necessary work that was needed to contain and remediate the water damage to the Courthouse, and because of quick response and decisive action, any burden on the taxpayers of the County is very minimal. Upon reflection of the decisions that were made that evening, it is clear that we fulfilled our responsibilities to you all – which is exactly what we were elected to do.

Going forward, we strive to ensure that all Jefferson County residents trust our judgment and remain satisfied that the actions of our office are made prudently and transparently. It is our job to ensure that you are informed of how and why we make decisions that affect your lives, as valued members of our community. To achieve this, and in the interest of constructive improvement, we are undertaking a project to make our office more transparent especially in regards to the business of

April 14, 2016

Page three

the County. Currently, we are reviewing each of our County contracts and, where applicable and possible, will be putting them out for bid. Specifically, with regard to potential and actual disaster containment and restoration services (which are non-HAZMAT in nature), such as emergency water line breaks, etc., we will initiate a request for bids to perform these services. In so doing, we hope to award two contracts; one for emergency services and another for general services. When awarding such contracts, specifications including, but not be limited to, price, service quality, and location (Jefferson County based) will be taken into account.

The feedback that we have been getting from you, the voter, has been heard and welcomed. The only way that we can reach constructive and improved solutions to issues is to be made aware of them. It is our mission to make Jefferson County a better place to live, work, play, and raise a family. We cannot do that without your help.

Sincerely,

Jack Matson

Jeff Pisarcik