

# MEETING OF THE MERCER COUNTY BOARD OF COMMISSIONERS

February 20, 2025

**Members Present:** Commissioner McGonigle-absent Commissioner Finley  
Commissioner Coleman

**Prayer:** Wayne Pfeuffer

**Pledge of Allegiance:** Was held.

**Others Present:** Nicki Biles, Tim Callahan, Brian Gruber, Thad Hall, Cathy Herriott, John Logan, Christian McElhaney, Dave Moyer, Stephan Sherman, Angela Sorg, Amber White, DeeDee Zickar, Aliyah Hunt, Kelsey Schnur, Eric Schweiss, Charles Baldoff, Laura Paxton, Jeanne Croyle, Becky Humes, Joanie Micsky, Bill McConnell, Melissa Klaric, Caleb Stright, Roni Shilling

**General Discussion Items:** Kelsey Schnur, Executive Director of CASA addressed the Commissioners on CASA of Midwest PA, a new nonprofit organization in Mercer County.

**Public Comment on Agenda Items:** None

**# 2025-072 RESOLUTION** to approve 02/06/2025 Commissioners' Meeting MINUTES:

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**# 2025-073 RESOLUTION** to approve 02/13/2025 Commissioners' Special Meeting MINUTES:

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

## **EXPENDITURES**

**# 2025-074 RESOLUTION** to approve DISBURSEMENTS in the following amount of \$7,232,830.39 for the period of 12/29/2024 – 01/31/2025.

\$7,044,765.93	County Operations
\$86,134.00	CDBG Projects
\$4,675.14	Opioid Projects
\$78,379.03	Election Integrity Grant
\$14,398.50	ARPA/SLFRF Projects
\$4,477.79	Witness Fees

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**HUMAN RESOURCES**

# 2025-075 RESOLUTION to approve the following HUMAN RESOURCES actions:

**NAME/POSITION****EFFECTIVE****LEVEL/STEP/GRADE****NEW HIRES****TAX ASSESSMENT**

Seth Perez

03/24/2025

PA04-04-01 (\$21.86/hr.)

GIS Technician

**TRANSFERS****CYS**

Devon Smith

02/16/2025

YCW-00-01 (\$20.05/hr.)

Truancy Caseworker I

Transfer from Caseworker I

**JAIL**

James Scott

03/01/2025

PA08-08-01 (\$35.10/hr.)

Chief Deputy Warden

Transfer from Deputy Warden  
of Security

Jim Baker

03/01/2025

PA07-08-01 (\$31.59/hr.)

Deputy Warden of Security

Transfer from Booking Lieutenant

Joseph Reichard

03/01/2025

Transfer from Deputy Warden  
of Security

Temporary Chief Deputy Warden

Gabriel Blough

01/26/2025

JCO-00-01 (\$19.25/hr.)

Full-Time Corrections Officer

Transfer from Part-Time Corrections  
Officer**SEPARATION FROM EMPLOYMENT****JAIL**

Dalton Fryman

02/15/2025

Full-Time Corrections Officer

Joseph Reichard

04/01/2025

Chief Deputy Warden

**Moved:** Mr. Finley**Seconded:** Dr. Coleman**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

## **HUMAN RESOURCES**

# 2025-076 RESOLUTION to approve the following HUMAN RESOURCES actions for Departments reporting to the Courts:

<b>NAME/POSITION</b>	<b>EFFECTIVE</b>	<b>LEVEL/STEP/GRADE</b>
<b><u>TRANSFERS</u></b>		
<b>JUDGE AMRHEIN</b>		
Madilyn Elder	02/03/2025	PA05-00-00 (\$19.47/hr.)
Temp Part-Time Admin Assistant		Transfer from Tip Staff

## **SEPARATION FROM EMPLOYMENT**

<b>NAME/POSITION</b>	<b>EFFECTIVE</b>
<b>JUDGE MCEWEN</b>	
Jeffery Schindel	01/31/2025
Law Clerk	

## **DISTRICT JUSTICE ARTHUR'S OFFICE**

<b>NAME/POSITION</b>	<b>EFFECTIVE</b>
Rhonda Schadt	03/03/2025
Administrative Assistant	

<b>Moved:</b> Mr. Finley	<b>Seconded:</b> Dr. Coleman
<b>Vote:</b> Absent-Mr. McGonigle	Yes-Mr. Finley      Yes-Dr. Coleman

## **ORDINANCES**

<b>ORDINANCE</b>	<b>TITLE</b>	<b>AMOUNT</b>	<b>DATE RANGE</b>
# 2025-077	N/A	N/A	Effective 02/20/2025

Resolution to approve Ordinance #2025-003, of the Board of Commissioners of Mercer County, Commonwealth of Pennsylvania, authorizing the incurrence of nonelectoral debt by the issuance of general obligation bonds, in a maximum amount currently estimated not to exceed \$20,000,000.00 for the purpose of funding various capital projects and capital improvements to County facilities.

<b>Moved:</b> Mr. Finley	<b>Seconded:</b> Dr. Coleman
<b>Vote:</b> Absent-Mr. McGonigle	Yes-Mr. Finley      Yes-Dr. Coleman

## **COMMISSIONERS**

<b>RESOLUTION</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DATE RANGE</b>
# 2025-078	N/A	\$16,170.00	Effective 02/20/2025

Resolution to approve Agreement for Sale and Purchase of Agricultural Conservation Easement between Mark and Carol Hackett et al, the PA Department of Agriculture, and Mercer County through its County Agricultural Land Preservation Board. The property of the Hackett's being purchased for placement into a perpetual agricultural conservation easement consists of 120.67 acres and is located in Coolspring Township. The amount of the purchase price allocated to Mercer County is \$16,170.00.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**COMMISSIONERS**

RESOLUTION	VENDOR	AMOUNT	DATE RANGE
# 2025-079	Kafferlin Strategies LLC 50 Doorkeepers Lane P.O. Box 95 Spring Creek, PA 16436	\$111,543.00	Effective 02/20/2025

Resolution to approve an agreement with Kafferlin Strategies, LLC, for a Strategic Management Planning Project with a five year financial plan. The agreement will establish financial stability and future prosperity of County government by performing the following measures:

- A Compensation and Organizational Structure Analysis
- An Economic Development Ecosystem Review
- A Succession Plan, and,
- A Facility Capital Volatility and Improvement Plan

Costs to be split between DCED and the County.

DISCUSSION: Commissioner Coleman advised DCED is paying 75% of the costs and the County will pay the remaining 25%.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**COMMISSIONERS**

RESOLUTION	VENDOR	AMOUNT	DATE RANGE
# 2025-080	Marett Carpet One 374 Potter Run Road P.O. Box 87 Volant, PA 16156	as scheduled	Effective 02/20/2025

Resolution to add a Schedule of Payments List to the agreement between Mercer County and Marett Carpet One for the Public Safety Building Carpet and Tile Project.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**BRIDGE**

RESOLUTION	VENDOR	AMOUNT	DATE RANGE
# 2025-081	Penn Power Company and Mercer County	N/A	Effective 02/20/2025

Resolution to approve Issue Notice to proceed for electric utility relocation related to the bridge replacement project on East Gilmore Road in Wolf Creek Township.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**BRIDGE**

RESOLUTION	VENDOR	AMOUNT	DATE RANGE
# 2025-082	PA Department of Environmental Protection	N/A	Effective 02/20/2025

Resolution to approve submission of Joint Application for Pennsylvania Chapter 105 Water Obstruction and Encroachment Permit to the Pennsylvania Department of Environmental Protection. This is related to the bridge replacement project on Old Mercer Road in East Lackawannock Township.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**CONSERVATION DISTRICT**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-083	McJunkin Roll Offs, Inc. 2064 Perry Highway Fredonia, PA 16124-2430	\$475.00	Effective 02/20/2025

Resolution to approve the rental of a 10-yard dumpster to dispose of mosquito habitat reduction waste for a period of one (1) month. Cost to be reimbursed by the 2025 DEP Mosquito Disease Control Grant at no cost to the County.

DISCUSSION: Commissioner Coleman advised three quotes were received for the rental of the dumpster, and McJunkin Roll Offs was the lowest quote.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**RECORDER OF DEEDS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-084	Intuit, Inc. 2800 E. Commerce Ctr Place Tucson, AZ 85706	Current monthly rate of \$18.55	Effective 02/20/2025

Resolution to approve purchase of Quickbooks Online Simple Start program to be used by the office staff for reconciliation of checks. Current rate is Intuit, Inc.'s introductory rate. After three months, the rate will be \$35.00 per month. Monthly cost to be paid from office budget.

DISCUSSION: Recorder DeeDee Zickar advised the current Quickbooks version her office staff uses is out of date and the information cannot be saved for more than one day.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**RECORDER OF DEEDS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-085	Easi File 2500 East Miraloma Way Anaheim, CA 92806	\$6,856.61	Effective 02/20/2025

Resolution to approve the purchase of two (2) Easi File cabinets for the storage of original land development and subdivision plans. The current cabinets are at full capacity. Costs will be paid from the Recorder's Office Records Improvement Fund.

DISCUSSION: Recorder DeeDee Zickar advised the cabinets in her office are full, and with the activity from the solar companies, there will be more documents with each plan resulting in more storage space for the documents.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**RECORDER OF DEEDS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-086	e-ImageData 340 Grant Street Hartford, WI 53027	\$6,772.44	Effective 02/20/2025

Resolution to approve the purchase of a ScanPro 2500 Standard 650 Scanner. Purchase of the machine includes non-expiring software, free updates, and unlimited phone support with remote set-up and training. The ScanPro Unit will be for public use to make copies of documents from the Recorder's Office. Costs will be paid from the Recorder's Office Records Improvement Fund.

DISCUSSION: Recorder DeeDee Zickar advised the current machines in her office are older and slower. The new scanner will be used by the public and researchers to make copies from microfilm.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**RECORDER OF DEEDS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-087	Spectra Associates, Inc. P.O. Box 333 Delmar, NY 12054	\$17,690.00	Effective 02/20/2025

Resolution to approve the purchase of eight hundred (800) 6mil Perma Archival Envelopes. The envelopes will be used to replace archival envelopes currently being used to store previously recorded original subdivisions and land development plans. The current envelopes are made from petroleum based materials and are compromising the stored plans. Costs will be paid from the Recorder's Office Records Improvement Fund.

DISCUSSION: Recorder DeeDee Zickar advised the current envelopes are breaking down and leaving residue on the film and plans. The new envelopes are made from user friendly materials.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**RECORDER OF DEEDS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-088	IdentiSys, Inc. 7630 Commerce Way Eden Prairie, MN 55344	\$5,775.24	Effective 02/20/2025

Resolution to approve the purchase of hardware and software updates for the Veteran's ID Card System. The current hardware and software are no longer supported. Cost to be paid from the Recorder's Office Records Improvement Fund.

DISCUSSION: Recorder DeeDee Zickar advised this is a matter of upgrading the current hardware and software to be able to continue providing the ID cards to Veterans.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**DISPOSITION OF ASSETS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-089	N/A	\$25.00	Effective 02/20/2025

Resolution to accept a bid for one (1) Yamaha YPG-535 Digital Keyboard. Item sold in "as is", "where is" condition with no implied warranties or guaranties. County reserves the right to accept or reject any and all bids.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

### **DISPOSITION OF ASSETS**

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-090	N/A	N/A	Effective 02/20/2025

Resolution to approve one (1) box of approximately fifty various computer cables for disposal. No bids were received.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

**Old Business:** None

**New Business:** Commissioner Finley advised he is amending the agenda to add the following Resolution to the meeting:

### **PUBLIC SAFETY**

RESOLUTION	VENDOR	AMOUNT	DATE RANGE
# 2025-091	Tower Services Unlimited 6580 Red Top Road Harrisburg, PA 17111	\$9,760.00	Effective 02/20/2025

Resolution to approve Tower Services Unlimited to provide professional surveying of the four (4) new communication towers as a part of the Mercer County Radio Project. Surveying is required to make a final determination of the layout due to the existing towers and surrounding structures at the tower sites located at Grove City, McComb Road, Jefferson Township, and Masury, OH. The cost for each location is \$2,440.00.

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Vote:** Absent-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

### **Commissioner's Reports:**

- Commissioner Finley reminded everyone to drive carefully and be aware of the weather conditions during this cold event the County is experiencing.
- Commissioner Coleman asked that everyone that received the Mercer County Comprehensive Plan Survey to complete the survey. She asked Building and Grounds Manager Brian Gruber about the status of the County statue. Mr. Gruber advised the statue is scheduled to be set in place next week.

### **Elected Official/Department Head Reports:**

- Treasurer Amber White said that dog licenses are still being purchased and that the licenses are available for purchase at any time. Her office is now preparing for fishing licenses as the trout season will be opening soon.
- Sheriff Callahan provided information that Tyler Technologies is performing reassessments on the eastern side of the County.



- Tax Claim/Assessment Director Cathy Herriott confirmed that Tyler Technologies is currently in the northeast section of the County. She informed everyone that the data mailers for the West Middlesex area will be mailed out next week. It is important that the property owners review their mailer. The data mailers can be returned to Tyler Technologies by mail or in person. The data mailers provide information on the properties and not on the tax to be paid.
- Voters Registration and Elections Director Thad Hall said petitions for potential election candidates can be picked up and filed between now and March 11<sup>th</sup>.

**Public Comment:**

- Eric Schweiss commented on the wages that poll workers earn while working during election day(s) and on the safety of the workers. He informed the Commissioners he is also a poll worker.
- Rebecca Humes commented on a letter she received from the Elections Office regarding questions about updating addresses. Voter Registration and Elections Director provided answers to her questions and said that Mercer County follows designated Federal Laws and rules.
- Laura Paxton asked questions about registered voters in Pennsylvania that vote in another state. Voter Registration and Elections Director Thad Hall answered her questions and provided information on how voter history records are data matched in and outside of Pennsylvania.

**Questions of the Media:** None

**Motion to Adjourn**

**Moved:** Mr. Finley

**Seconded:** Dr. Coleman

**Attest:**

\_\_\_\_\_  
**Chief Clerk**

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**Mercer County Board of Commissioners**