

MEETING OF THE MERCER COUNTY BOARD OF COMMISSIONERS

September 4, 2025

Members Present: Commissioner McGonigle-by phone, Commissioner Finley,
Commissioner Coleman

Prayer: Steve Amsler, Bethany Presbyterian Church, Mercer

Pledge of Allegiance: Was held.

Others Present: Peter Acker, Nicki Biles, Aliyah Hunt, Dave Moyer, Tony Settle, Stephen Sherman, Angela Sorg, Amber White, Dee Dee Zickar, Joanie Micsky, Bob White, Laura Paxton, Margaret Oakes, Jeannie Croyle, Melissa Klaric, Caleb Stright, Bill McConnell, Roni Shilling

General Discussion Items: None

Public Comment on Agenda Items: Treasurer Amber White inquired about Resolution 2025-377, as to which fund account in the County wide Radio Project Funds the costs would be paid from. She was advised by the Commissioners that the cost would be paid from the ARPA fund.

2025-362 RESOLUTION to approve 08/28/2025 Commissioners' Meeting MINUTES:

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

PROCLAMATION

2025-363 RESOLUTION to approve a PROCLAMATION to recognize JACKSON CORBETT for receiving an Eagle Scout Award, the highest honor conferred in Scouting.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

PROCLAMATION

2025-364 RESOLUTION to approve a PROCLAMATION to recognize ZANE MAURO for receiving an Eagle Scout Award, the highest honor conferred in Scouting.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

PROCLAMATION

2025-365 RESOLUTION to approve a PROCLAMATION to recognize JOSEPH and KRISTINE ALTENOR for being honored by the Buhl Club for their dedication in serving the community.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

PROCLAMATION

2025-366 RESOLUTION to approve a PROCLAMATION to recognize EMILY PALMER for receiving the 2025 General Hugh Mercer Award from the Mercer Area Chamber of Commerce.

Moved: Mr. McGonigle
Vote: Yes-Mr. McGonigle

Seconded: Mr. Finley
Yes-Mr. Finley Yes-Dr. Coleman

PROCLAMATION

2025-367 RESOLUTION to approve a PROCLAMATION to congratulate SIGNS OF AN ART ATTACK for receiving the distinguished award of Business of the Year 2025 from the Mercer Area Chamber of Commerce.

Moved: Mr. McGonigle
Vote: Yes-Mr. McGonigle

Seconded: Mr. Finley
Yes-Mr. Finley Yes-Dr. Coleman

PROCLAMATION

2025-368 RESOLUTION to approve a PROCLAMATION to congratulate the MERCER AREA LIBRARY for receiving the distinguished award of Non-Profit Business of the Year 2025 from the Mercer Area Chamber of Commerce.

Moved: Mr. McGonigle
Vote: Yes-Mr. McGonigle

Seconded: Mr. Finley
Yes-Mr. Finley Yes-Dr. Coleman

REFUNDS

2025-369 RESOLUTION to approve the following REFUNDS listed effective 09/04/2025.

NAME/ADDRESS	DISTRICT	R.E.	REFUND	REASON
Sharpsville Investments, LLC 1512 Abby Rose Ct Pittsburgh, PA 15237	Sharpsville Boro	X	\$620.89	Property Cards Combined
Webber, Dennis P & Kathy L 10 Meadow Ln Greenville, PA 16125	West Salem Twp	X	\$206.94	Correct Building Assessment 2024
Webber, Dennis P & Kathy L 10 Meadow Ln Greenville, PA 16125	West Salem Twp	X	\$408.75	Correct Building Assessment 2024

Moved: Mr. McGonigle
Vote: Yes-Mr. McGonigle

Seconded: Mr. Finley
Yes-Mr. Finley Yes-Dr. Coleman

HUMAN RESOURCES

2025-370 RESOLUTION to approve the following HUMAN RESOURCES actions:

NAME/POSITION	EFFECTIVE	LEVEL/STEP/GRADE
<u>NEW HIRES</u>		
CYS		
Melissa Kulp Afternoon Caseworker I	09/08/2025	YCW-00-01 (\$20.65/hr.)
JAIL		
Kate Claycomb Corrections Officer	08/25/2025	JCO-00-01 (\$19.25/hr.)
Lahtifa Barrett Corrections Officer	08/25/2025	JCO-00-01 (\$19.25/hr.)
Barbara Manbeck Corrections Officer	09/02/2025	JCO-00-01 (\$19.25/hr.)
Ardelle Goodman Corrections Officer	09/09/2025	JCO-00-01 (\$19.25/hr.)
Ali Fagnano Corrections Officer	09/09/2025	JCO-00-01 (\$19.25/hr.)
<u>TRANSFERS</u>		
CLERK OF COURTS		
Kinzie Elder First Deputy	09/07/2025	PA05-05-01 (\$24.9559/hr.) Position Reclassification
Melissa Layman Second Deputy	09/07/2025	PA04-04-01 (\$21.8550/hr.) Position Reclassification
Terri Linn Yesko Sr. Procedure Clerk	09/15/2025	TCN06-02-01 (\$20.14/hr.) Transfer from MDJ Farrell
DISTRICT ATTORNEY		
Anthony Settle Investigator/Director of Digital Forensics	09/07/2025	PA08-04-01 (\$33.7357/hr.) Position Reclassification
Brytany DiClaudio Preliminary Hearing Specialist	09/07/2025	PA04-01-01 (\$20.0011/hr.) Salary Board Action 8/28/25

Ericka Frantz Warrant Specialist	09/07/2025	PA04-08-01 (\$26.0615/hr.) Salary Board Action 8/28/25
Jennifer Cunningham Discovery Specialist	09/07/2025	PA03-05-01 (\$20.5913/hr.) Salary Board Action 8/28/25
ELECTIONS		
Thomas Clark Lead Machine Custodian	09/07/2025	ELHR2 (\$16.85/hr.) Salary Board Action 8/28/25
JAIL		
James Scott Chief Deputy Warden	09/07/2025	PA09-09-01 (\$87,120.38/yr.) Position Reclassification
James Baker Deputy Warden of Security	09/07/2025	PA08-08-01 (\$73,005.92/yr.) Position Reclassification
Kenneth Rodgers Lieutenant	09/07/2025	PA07-09-01 (\$33.2321/hr.) Position Reclassification
Jonathan Hollobaugh Lieutenant	09/07/2025	PA07-08-01 (31.5895/hr.) Position Reclassification
Cinquetta Holmes-Ventura Lieutenant	09/07/2025	PA07-09-01 (\$33.2321/hr.) Position Reclassification
Sean Hood Lieutenant	09/07/2025	PA07-08-01 (\$31.5895/hr.) Position Reclassification
Rico Cruz Lieutenant	09/07/2025	PA07-06-01 (\$28.6530/hr.) Position Reclassification
Lester Somerset Lieutenant	09/07/2025	PA07-09-01 (\$33.2321/hr.) Position Reclassification
Kenneth Alsop Lieutenant	09/07/2025	PA07-01-01 (\$24.0115/hr.) Position Reclassification
Kevin Arbuckle Lieutenant	09/07/2025	PA07-08-01 (\$31.5895/hr.) Position Reclassification
Rena Cunningham Fiscal Assistant	09/07/2025	PA05-09-01 (29.8167/hr.) Position Reclassification
Stacey Dudash Asst. Records Coordinator	09/07/2025	PA05-07-01 (27.0434/hr.) Position Reclassification

Roger Cooper Asst. Records Coordinator	09/07/2025	PA05-08-01 (\$28.3971/hr.) Position Reclassification
Abigail Wheeler Asst. Records Coordinator	09/07/2025	PA05-00-01 (\$21.6337/hr.) Position Reclassification
MIS		
Ed Fry IT Specialist I	09/07/2025	PA07-07-01 (\$62,577.06/yr.) Salary Board Action 8/28/25
PUBLIC SAFETY/EMA		
Debra Hartley Administrative Assistant	09/07/2025	PA04-09-01 (\$27.3644/hr.) Position Reclassification
RECORDER		
Pamela McCluskey First Deputy	09/07/2025	PA05-06-01 (\$25.9786/hr.) Position Reclassification
Maria Vancise Second Deputy	09/07/2025	PA04-06-01 (\$23.6387/hr.) Position Reclassification
Kasey Jennings Clerical Assistant	09/07/2025	TCC07-02-01 (\$20.12/hr.) Position Reclassification
Courtney Bair Clerical Assistant	09/07/2025	TCC07-03-01 (\$20.69/hr.) Position Reclassification
Sheri Baker Clerical Assistant	09/07/2025	TCC07-00-01 (\$19.07/hr.) Position Reclassification
REGISTER OF WILLS		
Lisa Maniscalco First Deputy	09/07/2025	PA005-09-01 (\$29.8167/hr.) Position Reclassification
Angela Ramsey Second Deputy	09/07/2025	PA04-07-01 (\$24.8203/hr.) Position Reclassification
SOIL CONSERVATION		
Megan Miller AG Resource Conservationist I	08/10/2025	PA04-04-01 (\$21.8550/hr.) Transfer from Temp FT Mosquito BDC Program Coordinator
Ava Bruschi Temp FT Mosquito BDC Program Coordinator	08/10/2025	PA05-00-01 (\$21.6337/hr.) Transfer from Temp Summer Intern Mosquito BDC Program

SEPARATION FROM EMPLOYMENT**CYS**

Mercedes Nearhood	09/19/2025
Caseworker II	

JAIL

Charles Haun	08/27/2025
Corrections Officer	

Moved: Mr. McGonigle**Seconded:** Mr. Finley**Vote:** Yes-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

HUMAN RESOURCES

2025-371 RESOLUTION to approve the following HUMAN RESOURCES actions for positions reporting to the Courts:

NAME/POSITION**EFFECTIVE****LEVEL/STEP/GRADE****TRANSFERS****DISTRICT JUSTICE ARTHUR**

Lana Webster	09/07/2025
Administrative Assistant	

PA04-05-01 (\$22.7297/hr.)
Position Reclassification

DISTRICT JUSTICE DAVIS

Marie Fedorchak	09/07/2025
Administrative Assistant	

PA04-06-01 (\$23.6387/hr.)
Position Reclassification

DISTRICT JUSTICE MARTWINSKI

Lori Dorfi	09/07/2025
Administrative Assistant	

PA04-06-01 (\$23.6387/hr.)
Position Reclassification

DISTRICT JUSTICE ODEM

Tamara Harrison	09/07/2025
Administrative Assistant	

PA04-07-01 (\$24.8203/hr.)
Position Reclassification

DISTRICT JUSTICE STRAUB

Maria Buccini	09/07/2025
Administrative Assistant	

PA04-06-01 (\$23.6387/hr.)
Position Reclassification

DOMESTIC RELATIONS

Kara Stainbrook	09/07/2025
PT Admin Asst/Med & IRS Coordinator	

PA03-07-01 (\$22.6157/hr.)
Salary Board Action 8/28/25

Leann Jenkins	09/07/2025
Initiation Officer	

PA03-07-01 (\$22.6157/hr.)
Salary Board Action 8/28/25

Kelly Heckathorn Initiation Officer	09/07/2025	PA03-07-01 (\$22.6157/hr.) Salary Board Action 8/28/25
Daria Baldwin Senior Procedure Clerk	09/07/2025	TCN06-02-01 (\$20.14/hr.) Position Reclassification
Lisa Shadron Senior Procedure Clerk	09/07/2025	TCN06-03-01 (\$20.72/hr.) Position Reclassification
Molly Dodd Senior Procedure Clerk	09/07/2025	TCN06-03-01 (\$20.72/hr.) Position Reclassification
Katie Woods Assistant Director	09/07/2025	PA08-07-01 (\$69,527.82/yr.) Position Reclassification
MASTERS		
Kimberly Ogg Family Law Masters Secretary	09/07/2025	PA04-09-01 (\$27.3644/hr.) Position Reclassification

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

COMMISSIONERS

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-372	Seubert 225 N. Shore Drive Suite 300 Pittsburgh, PA 15212	N/A	Effective 09/04/2025

Resolution to approve changing the Broker of Record on the County's Highmark non-union health care plan to Seubert.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

COMMISSIONERS

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-373	N/A	N/A	Effective 09/04/2025

Resolution to authorize the transfer of a 206 acre property owned by Mercer County located in East Lackawannock Township at the intersection of U.S. Route 19 and Interstate 80 to the Mercer County Industrial Development Authority.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

BUILDING & GROUNDS

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-374	Filtech, Inc. 622 William Marks Drive Munhall, PA 15120	\$595.00	Effective 09/04/2025

Resolution to approve the purchase of filters for the HVAC Units for the semi-annual filter changes.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

MIS

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-375	Anixter, Inc. 2301 Patriot Blvd. Glenview, IL 60026	\$1,028.61	07/2025 – 07/2026

Resolution to approve the annual fee for Door Controllers, price reflects a cost increase of \$37.25 from the prior year.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

PUBLIC SAFETY

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-376	MobilCom 16343 Conneaut Lake Road P.O. Box 1234 Meadville, PA 16335	\$6,782.00	Effective 09/04/2025

Resolution to approve the purchase of a new two-way radio antenna system for the Sandy Lake Tower Site to replace the defective antenna system, which includes antenna, 7/8" feedline, ground kits, and installation of lighting protection. Cost to be paid from Fund 244.

Moved: Mr. McGonigle	Seconded: Mr. Finley
Vote: Yes-Mr. McGonigle	Yes-Mr. Finley Yes-Dr. Coleman

PUBLIC SAFETY

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-377	Jefferson Township 7407 Lamor Road Mercer, PA 16137	\$5,000.00	Effective 09/04/2025

Resolution to approve payment to Jefferson Township, Mercer County, for the Jefferson Township Tower Permit Fee, required for the Mercer County Department of Safety Radio System. This is part of the ongoing radio project. Cost to be paid from the County Wide Radio Project Funds.

COMMENT: Commissioner Finley noted the County will be using the ARPA Funds that were set aside to pay for this Permit Fee from the County wide Radio Project Funds.

Moved: Mr. McGonigle

Seconded: Mr. Finley

Vote: Yes-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

DISPOSITION OF ASSETS

RESOLUTION	VENDOR/CONTRACT	AMOUNT	DATE RANGE
# 2025-378	N/A	<\$1,000.00	Effective 09/04/2025

Resolution to approve notice of sale. Bids for items are due no later than 09/15/2025 at the office of the Chief Clerk. Items are being 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.

- 8 - Dell Optiplex 7020 towers with ChromeOS Flex installed
- 1 – Weekender Backpack/Tote bag with wheels and handle

Moved: Mr. McGonigle

Seconded: Mr. Finley

Vote: Yes-Mr. McGonigle

Yes-Mr. Finley

Yes-Dr. Coleman

Old Business: None

New Business: None

Commissioner’s Reports: Commissioner Coleman reported September is Hunger Action Month. Something is being done every day this month to draw attention to the needs of our food insecure neighbors. The Courthouse is collecting peanut butter to aid in stopping hunger. The entry screening area is the collection point if anyone would like to make a peanut butter donation. September is also National Recovery Month. The Commissioners thank the Mercer County Behavioral Health Commission and all the groups that support people in recovery in Mercer County. Commissioner Coleman informed everyone that the Jamestown Fair has started, and the parade is on Saturday.

Public Comment: Jeanne Croyle asked if there are costs associated with the transfer of property, Resolution 2025-373 to the Mercer County Industrial Authority. Solicitor McConnell provided information regarding the Action Agreement from 2003 for the property.

Questions of the Media: Caleb Stright of the Record Argus asked if there were any costs associated with the transfer of the property to the Mercer County Industrial Authority. Solicitor McConnell advised there won't be any costs other than deed costs. There is no reality transfer tax since the transfer is between two government entities and both are exempted parties.

Motion to Adjourn

Moved: Mr. McGonigle

Seconded: Mr. Finley

Attest:

Chief Clerk

Mercer County Board of Commissioners