

**Clarion County Board of Commissioners**  
**Meeting Minutes**  
**August 12, 2025**

**Those attending:** Mindy Frampton – Chief Clerk; Randy Bartley (Press); Ron Wilshire (Press); Shelly Parkes – Commissioners; Brandy Jackson – Central Accounting; Sarah Schettler – Human Resources; Marci Hall – MHDDEI; Ethan Shearer – GIS; Teresa Holdren - CYS

**Call to Order:** Commissioner Brosius called the meeting to order at 10:04 AM

**Roll Call:** Commissioner Brosius - Present; Commissioner Tharan – Present; Commissioner White – Present

**Approval of the Agenda:** On a motion made by Commissioner Tharan and seconded by Commissioner White to approve the agenda; the motion passed without opposition.

**Approval of the Minutes dated:** July 22, 2025. On a motion made by Commissioner Tharan and seconded by Commissioner White to approve the minutes from the 7/22/2025 meeting as presented; the motion passed without opposition.

**Correspondence**

- Treasurer's Report

**Announcements**

- Work Session on Tuesday, August 26, 2025, at 9:30 a.m. in the Admin Building conference room.
- Salary / Retirement / Commissioners' Board meeting on Tuesday, August 26, 2025, at 10:00 a.m. in the Admin Building conference room.

**Public Comments:** (Comments pertaining to agenda items only. One spokesperson per subject; three-minute limit per person.)

**Old Business: None**

**New Business:**

1. Project NO. 032-2024A – Renovations for the County of Clarion Courthouse – Opening of Sealed Bids.

<b>Project Name: Interior Renovations for the County of Clarion Courthouse – Scope #1</b>	
<b>PROJECT NO. 032-2024A</b>	
CBF Contracting, Inc.	\$1,286,000.00
Fred L. Burns, Inc.	\$1,569,200.00

<b>Project Name: Exterior Renovations for the County of Clarion Courthouse – Scope #2</b>	
<b>PROJECT NO. 032-2024A</b>	
Fred L. Burns, Inc.	\$492,350.00
Terra Works, Inc.	\$617,116.00

On a motion made by Commissioner Tharan and seconded by Commissioner White to accept the bid from CBF Contracting, Inc. for Scope #1 and the bid from Fred L. Burns, Inc. for Scope #2 contingent upon architectural and solicitor review and approval; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

2. Resolution No. 12 of 2025 - Resolution Relating to Section 147(F) of the Internal Revenue Code Of 1986, as Amended, Approving Issuance by The Allegheny County Hospital Development Authority of its Notes in an Aggregate Principal Amount Not to Exceed \$55,000,000 For West Penn Allegheny Foundation, LLC and West Penn Allegheny Health System, Inc.

On a motion made by Commissioner Tharan and seconded by Commissioner White to approve the resolution; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

3. Letter of Support for Clarion County Economic Development Corporations grant application to the Main Street Matters program though the Pennsylvania Department of Community and Economic Development.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Letter of Support; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

4. Letter of Support for Clarion Free Library's grant application to the Phillips Charitable Trust for funding for their Roof Replacement Project.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Letter of Support; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

5. CCAP Insurance Programs – Volunteer Special Risk Accident Coverage renewal. Term: 10/1/2025 – 10/1/2026. Cost: \$ 400.00.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the renewal; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

6. Children and Youth Services. Contract renewals for Fiscal Year 2025 - 2026:

- a. Adelphoi Village to provide community residential, residential, and foster care services. Term: 7/1/2025 - 6/30/2026. Cost: \$81.14 - \$1,193.02/day. County Match: 40%.
- b. Children's Aid Society of Clearfield County to provide foster care services. Term: 7/1/2025 - 6/30/2026. Cost: \$96.49 - \$107.96/day. County Match: 20%.
- c. Cornell Abraxas Group, LLC to provide residential and RTF. Term: 7/1/2025 - 6/30/2026. Cost: \$436.51 - \$800.00/day. County Match: 40%.
- d. Justice Works YouthCare to provide truancy remediation services and supervised visitations, IL Services. Term: 7/1/2025 - 6/30/2026. Cost: \$1,365,500.00. County Match: 5% - 20%.
- e. Keystone Adolescent Center, Inc. to provide foster care program and community residential services for dependent and delinquent youth. Term: 7/1/2025 - 6/30/2026. Cost: \$199.05 - \$1,108.07/day. County Match: 20%.
- f. KidsPeace National Centers, Inc. to provide residential – foster care services. Term: 7/1/2025 – 6/30/2026. Cost: \$120.49 - \$802.23. County Match: 40%.
- g. LifeSpan Family Services of PA to provide specialized foster care services – kinship home studies. Term: 7/1/2025 - 6/30/2026. Cost: \$79.50 - \$180.00/day. County Match: 20%.
- h. Pathways Adolescent Center to provide community residential and independent living Placement. Term: 7/1/2025- 6/30/2026. Cost: \$315.00 - \$615.00/day. County Match: 10% - 20%.
- i. Pentz Run Youth Services to provide community residential services for dependent and delinquent youth. Term: 7/1/2025 - 6/30/2026. Cost: \$86.79 - \$289.55/day. County Match: 10% - 20%.

On a motion made by Commissioner Tharan and seconded by Commissioner White to approve the contract renewals; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

7. Clarion County Library System Board of Directors appointment:

- a. Mrs. Theresa Edder. Term: 3-years.

Commissioner White made a motion to approve the appointment; Commissioner Tharan seconded the motion; the motion carried.

8. Coroner. Agreement with the Pennsylvania Department of Health to participate in the Pennsylvania Violent Death Reporting System (PAVDRS). Clarion County Coroner's Office shall provide case level data to the Department of Health, and in return the County gets \$10,000.00 in grant funding.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Agreement; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

9. Elections. HAVA (Help America Vote Act) Provisional Ballot Affidavit Redesign Envelope Grant. Grant Allotment: \$500.00.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Grant; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

10. Elections. DCED Election Integrity Grant Program. Term: 7/1/2025 – 6/30/2026. Grant Allocation: \$121,308.55.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Grant Program; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

11. GIS. Request from Pennsylvania One Call System, Inc. to have the data fee waived for Parcel Data. The total fee requested to be waived is \$2,350.00.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Request; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

12. Human Services. Clarion County Human Services Plan 2025 – 2026.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Plan; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

13. Personnel Items.

- a. Corrections. New Hire of Tamalyn Campbell to fill vacant part-time Correctional Officer I position. Union. Starting rate \$16.25 per hour. Effective 08/01/2025.
- b. Corrections. New Hire of Charles Carter to fill vacant part-time Correctional Officer I position. Union. Starting rate \$16.25 per hour. Effective 08/08/2025.
- c. Courts. Rehire of David Sprankle to fill vacant part-time Bailiff position. NE/NU 5. Starting rate \$20.16 per hour. Effective 08/18/2025.
- d. Courts. New Hire of Hoang My Linh (Linh Le) to fill vacant full-time Law Clerk position. NE/NU 8. Starting rate \$25.00 per hour. Effective 08/25/2025.
- e. CYS. New Hire of Skylar Voss to fill vacant full-time Caseworker I position. Union. Starting rate \$18.00 per hour. Effective 08/11/2025.
- f. CYS. End of Probationary Period for Kelly Minich as full-time Clerk Typist II. Union. No rate adjustment. Effective 08/24/2025.
- g. Domestics. New Hire of Stacy Edinger to fill full-time Receptionist Caseworker position. NE/NU 1. Starting rate \$15.00 per hour. Effective 08/25/2025.
- h. Sheriff. New Hire of Gabrielle Connor to fill part-time Clerk Typist II position. Union. Starting rate \$13.92 per hour. Effective 08/12/2025.
- i. Separations of Employment:
  - i. Corrections. Arianna Greenawalt. Effective 08/06/2025.
  - ii. CYS. Stephen Rutherford. Effective 08/08/2025.
  - iii. Maintenance. Cary McKissick. Effective 08/05/2025.
  - iv. Sheriff. Coyha Brown. Effective 08/08/2025.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Personnel Items; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

14. Budget Transfers.

- a. Auditors. \$200.00 from Auditors Travel to Auditors Training.
- b. Human Services Building. \$158.43 from Human Services Maintenance – Buildings to Human Services Utilities – Fuel.
- c. Maintenance. \$206.46 from Maintenance Materials and Supplies to Maintenance Travel.
- d. Indigent Defense. \$850.00 from Indigent Defense Travel & Training to Indigent Defense Supplies.

- e. Human Services Building. \$14.75 from Human Services Maintenance – Buildings to Human Services Utilities – Fuel.
- f. Central Accounting. \$111.22 from Central Accounting Maintenance – Computers to Central Accounting Materials and Supplies.
- g. Auditors. \$316.00 from Auditors Travel to Auditors Materials and Supplies.
- h. District Attorney. \$31.89 from District Attorney Maintenance Building to District Attorney Maintenance Equipment.
- i. Treasurer. \$1.29 from Treasurer Professional Services to Treasurer Materials and Supplies.
- j. District Attorney. \$75.00 from District Attorney Materials & Supplies to District Attorney Dues.
- k. MIS. \$3.97 from MIS Materials & Supplies to MIS Gasoline.

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Budget Transfers; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

**15. Approval of the Central Accounting Report:**

a. Farmers General Fund	\$1,217,098.43
b. PLGIT Capital Improvement	\$11,394.71
c. PNC Checking	\$141,323.91
d. Subtotal	\$1,369,817.05
e. Transfers	\$405,208.25
<b>f. Total General Fund</b>	<b>\$964,608.80</b>
<b>g. Other Funds</b>	
h. CDBG Farmers	\$412.75
i. CYS & MHDEI	\$861,819.33
j. Domestics Incentive	\$9,000.00
k. Drug Task Force	\$120.93
l. Farmers Payroll	\$88,850.97
m. License Fee	\$2,462.40
n. Liquid Fuels	\$14,926.80
o. MDJ C 17	\$686.35
p. Prison Commissary	\$1,355.01
q. Transportation Fund	\$112,877.80
r. Veterans Picnic	\$750.00
<b>s. Total Other Expenses</b>	<b>\$1,093,262.34</b>

On a motion made by Commissioner White and seconded by Commissioner Tharan to approve the Central Accounting Report; the motion passed without opposition.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner White-yes

**Board Discussion Items: None**

**Other Business: None**

**Department Head Questions or Comments:**

**Public Comments:** (Comments pertaining to agenda items only. One spokesperson per subject; three-minute limit per person.)

**Adjournment:** On a motion made by Commissioner Tharan and seconded by Commissioner White to adjourn the meeting at 10:24 AM; the motion passed without opposition.

**Clarion County Board of Commissioners**

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Wayne R. Brosius, Chairman

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Theodore W. Tharan

**ATTEST:**

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Braxton A. White

Mindy L. Frampton, Chief Clerk