

April 3, 2025

**Office of the County of Elk Commissioners
Meeting Minutes**

Elk County, Ridgway, PA

The County of Elk Commissioners met on Thursday, April 3, 2025 at 10:00 AM, County of Elk Courthouse Annex, Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Those present were Commissioners Matthew G. Quesenberry and Gregory J. Gebauer. Also present were Rick Brown, Solicitor; Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; Calvin Moore, IT Director; Matthew Frey, Treasurer; Nancy Baker, CYS Director; Derick Morey, Chief of Probation; Kelly Stroup, Ben Kmetz, and Rachael Streich, Elk County Realtors Board; Ernie Mattiuz, Michele McMinn, and Richard Taylor, Elk County Farm Bureau; Lianne Schneider, CAPSEA; Tim Frontz, Certified Master Arborist; and Marilyn Secco, Press. Excused was Commissioner M. Fritz Lecker.

APPROVAL OF AGENDA

Motion by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.

APPROVAL OF MINUTES— March 20, 2025 Commissioners Meeting

Motion by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.

PRESENTATIONS

1. Sexual Assault Awareness Month Proclamation, request by CAPSEA-Billie Jo Weyant and Lianne Schneider. **Motion by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.**
2. Fair Housing Month Proclamation, request by Elk Cameron Board of Realtors-Kelly Stroup. **Motion by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**
3. Child Abuse Awareness Month Proclamation, request by CYS. **Motion by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**
4. Ernie Mattiuz, with the Elk County Farm Bureau spring legislative update. **Ernie Mattiuz spoke of the new legislation affecting farmers and the changes the Elk County Farm Bureau are working to accomplish.**
5. Tim Frontz, Certified Master Arborist with update on Courthouse trees and shrubs. **Tim Frontz spoke of the current trees he tends on the Courthouse lawn and his future plans.**

RESOLUTIONS - N/A

OLD BUSINESS – N/A

NEW BUSINESS

1. Request by Probation Department, new contract between County of Elk, BTM Software Solutions, LLC, and Corrections Development, Inc. for new case management software “AP Probation”. The contract will begin upon its execution in 2025 and continue to 12/31/25. It will renew for successive 1- year periods beginning 1/1/26. The amount due will be \$10,000 in 2025, which includes data conversion and training. First year software licensing fee of \$6,360 is waived. The amount due in 2026 will be \$11,360 which represents the annual cost of software licensing \$6,360 and \$5,000 for web hosting. The County shall have the right to terminate

contract upon thirty (30) days written notice to the provider. The cost of this monitoring program is funded by Court Supervision Fees collected from Probation clients. **Motion by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**

2. Request by IT Department, renewal contract between County of Elk and Appalachia Technologies, LLC for maintenance from January 16, 2025 through January 15, 2026 at a rate of \$195.00/hour on an as needed basis. This contract will renew automatically each year with a 5% renewal increase. **Motion by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**
3. Request by Assessment, new contract with Vision Government Solutions, Inc. for Assessment software subscription for one year starting after implementation at a rate of \$39,750.00 per year.
4. Request by Assessment, new contract with Vision Government Solutions, Inc. for implementation of CAMA software for a one-time fee of \$188,000.00.

***New Business 3 and 4 were voted on together. Matthew G. Quesenberry stated they were researching this software, but currently do not have enough information to proceed. Matthew G. Quesenberry made a motion to table both items. Gregory J. Gebauer seconded the motion. Patrick Straub gave a brief description of the software and its capabilities. The motion to table passed unanimously.**

5. Request by CYS, Child Accounting and Profile System Application Service Provider from July 1, 2025 through June 30, 2026 with an increase of \$758.69.
 - a. Agreement
 - b. Addendum

Motion by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.

6. Lawn Use Request by CYS, banner on the Courthouse lawn from April 4, 2025 through April 30, 2025 promoting National Child Abuse Awareness Month. **Motion by Gregory J. Gebauer, second by Matthew G. Quesenberry and carried unanimously.**
7. Request from Veteran Affairs, approval of benefits for 6 veteran burials, 1 spouse burial, and 4 veteran headstones. **Motion by Matthew G. Quesenberry, second by Gregory J. Gebauer and carried unanimously.**

CORRESPONDENCE – (The following correspondence, if any, is available in the Commissioner’s office for further review.)

1. The EADS Group (received March 10th) regarding Friends of Twin Lakes ANF’s intent to file apply for a PA DEP BWM-GP-5 General Permit for the installation of a water line within the Twin Lakes Recreational Area crossing Hoffman Run (Jones Twp.). Project name: “Water & Sewer Infrastructure Upgrades”. This project is anticipated to have little or no effect on the environment or Hoffman Run. This notice is provided pursuant to PA Administrative Code Section 1905-A, as amended by Acts 14, 67, 68, and 127 and requires a 30-day public comment period.

GOOD OF THE COUNTY

- We welcome and encourage the public to attend our meetings.
- PAGO, for Elk County Tourism Marketing Grant for \$3,500.00 for the Elk County Fair for TV ads and other advertisement.
- County of Elk is accepting application for the 2025 Summer PA State Work-Study Program. More information is available on our website or at the Commissioner’s office.
- America250PA update: Liberty Bell is currently at the Ridgway Middle/High School.
- Please continue to pray for our military personnel, our families and our children, their teachers, all elected officials and peace in the world.

QUESTIONS FROM THE PRESS - N/A

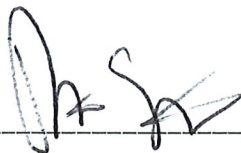
COMMENTS FROM TAXPAYERS-N/A

ADJOURN MEETING

The meeting was adjourned at 11:00 AM on a motion by Gregory J. Gebauer.

Next Meeting:
10:00 A.M. Thursday, April 17, 2025
Thomas G. Wagner Conference Room, Courthouse Annex

Attest: _____

A handwritten signature in black ink, appearing to be "H. S.", is written over a horizontal line.