

## COMMISSIONER'S BOARD MEETING AGENDA MAY 15, 2024

---

### Present for the meeting:

- I. Pledge of Allegiance / Call to Order:
- II. Visitor Recognition / Public Comment:
- III. Approval of Minutes:
  1. Approval of the minutes of the May 8, 2024 Commissioner Board Meeting.
- IV. Department Requests:
  1. Motion to approve ordering the following:

Office Chair	\$188.40	Conservation and Planning
Mower Blades	\$35.59	Maintenance
6 Boxes Envelopes	\$144.90	Recorder/Prothonotary
Coat Rack	\$38.50	Commissioners' Office
HP Ink	\$376.12	Probation Office
CJAB Meeting Supplies	\$100.00	Probation Office
Maintenance Supplies	\$14.00	Visitor Center
Cleaning Supplies	\$97.41	Bldgs & Grounds Cleaning
Cleaning Supplies	\$17.62	Annex Cleaning
  2. Motion for the Tax Claim Director to make the April Distribution from the Tax Claim Bureau Account:

Forest County	\$12,572.16
Forest Area School District	\$31,294.28
Municipalities	\$1,625.17
  3. Motion to approve Jean Ann Hitchcock attending the 2024 Annual Election Conference at the Penn State Hotel and Conference Center, August 12-15, 2024. Registration is \$375.00 and the hotel for 3 nights will be 343.00 plus tax. Meals and mileage will be requested for reimbursement upon return.
  4. Motion to approve Robin Corapi attending the CDBG Program Sub-Grantee Training at the Hilton Garden, Indiana, PA, June 25-27, 2024. Registration is \$50.00 and mileage and meal reimbursement will be requested upon return. Lodging will be \$107.00 per night for three nights.
  5. Motion to approve Sheriff Carbaugh's request for expenses related to the Sheriff's Association Conference in York, PA July 9-13, 2024 at a cost of \$500.00 Registration and \$375.00 for three nights lodging.
- V. Approval to Pay the Following Bills:

General Fund Payroll	
General Fund Bills	\$8,931.45
Transportation Payroll	
Transportation Bills	\$7,222.27
Children & Youth Payroll	
Children & Youth Bills	\$11,355.12
- VI. Old Business:
- VII. New Business:
  1. Motion for the Treasurer to drawdown \$7,200.15 from Contract #C000083199 CDBG 2021 for Administrative Expenses related to 2<sup>nd</sup> quarter 2023 projects.

5/15/2024

2. Motion for the County Treasurer to make the following checks out of the Human Services Development Fund:

Forest County Children & Youth Services	\$788.36	Protective Services
Central Electric Company	\$600.00	Client Utility Assistance
TM Associates	\$447.00	Client Rental Assistance
Forest County Transportation	\$4986.20	Client copays and full fares
3. Motion for the County Treasurer to make a check out of the 911 Fund to pay the following:

Casey Lindemuth	\$1530.00	April GIS Services
Windstream	\$52.20	Account #021428743
4. Motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account in the amount of \$1,499.95 payable to Computer Guru for a video and audio-conferencing system for the Commissioners' Office.
5. Motion for the County Treasurer to make the following check out of the Visitor Center Account:

General Fund	\$30.58	Reimbursement for Visitor Center phone
--------------	---------	--
6. Motion for the County Treasurer to transfer \$286.80 from the Veterans' Transportation Account to the Forest County Transportation Account for April veteran copays and full fares.
7. Motion to advertise Proposed Ordinance #1 of 2024, An Amendment to Ordinance #1 of 1993 to update the Local Hazard Chemical and the Emergency Planning fees that are collected per Section 207 of the Hazardous Material Emergency Planning and Response Act. This proposed ordinance shall be available for public inspection for a period of thirty days beginning May 15, 2024.
8. Motion for the County Treasurer to close the Forest County Emergency Management Education and Training Account and to transfer all funds from that account to the EMA/HazMat Emergency Response Account. The funds in this account may only be used for the specific guidelines under Act 165 regarding emergency response materials and/or emergency response training.
9. Motion to approve the promotion of Rachel Bereksazi from Caseworker 2 to Caseworker 3 at an increase of .85 per hour effective giving her a rate of \$17.82 per hour effective May 13, 2024.
10. Motion to accept the resignation of Melissa Vasconi as a full-time driver for transportation effective May 24, 2024.

VIII. Adjournment:

XI. Salary Board:

1. Cassandra Wagner-