

COMMISSIONER'S BOARD MEETING MINUTES, JANUARY 17, 2019

Present for the meeting were Commissioners Robert J. Snyder, Jr. and Norman J. Wimer. Also present was Sheriff Robert L. Wolfgang, Treasurer Stacey Barnes and Economic & Development Coordinator Rowan Rose. Commissioner Basil Huffman was at a meeting for CCAP in Reading, PA.

- I. Call to Order: Commissioner Snyder called the meeting to order at 10:00 a.m. after leading the group in the Pledge of Allegiance and a moment of silence.
- II. Approval of the January 3, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the January 3, 2019 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- III. Approval of the following bills: Commissioner Wimer made a motion to approve paying the following bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

General Fund Payroll	\$43,069.12
General Fund Bills	\$22,248.31
Transportation Payroll	\$11,892.97
Transportation Bills	\$12,072.41
Children & Youth Payroll	\$11,870.57
Children & Youth Bills	\$23,356.63

- IV. Department Requests: Commissioner Wimer made a motion to approve all department requests as presented. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 1. The Tax Claim Director is requesting approval to make the following distribution from the Tax Claim Bureau Account:

Robert G. Barlett	\$844.33	2018 Tax Sale Overage
Jon Erbacher	\$952.63	2018 Tax Sale Overage
Lisa R. Hanlon	\$16,415.13	2018 Tax Sale Overage
 - 2. The Sheriff is requesting approval for Cheri Switzer to attend training in State College on February 28 and March 1, 2019. The training will provide up to date information on processing sheriff sales. Meal reimbursement and mileage is being requested.
 - 3. The Sheriff's Office is requesting approval to purchase Teslin cards for personal identification cards and license to carry permits at a cost of \$290.00.
 - 4. The Probation Department is requesting approval to pay the County Chief Adult Probation and Parole Officers Association of Pennsylvania Annual Dues in the amount of \$595.00 to be reimbursed with Administration Fees.
 - 5. The Sheriff's Office is requesting approval for 4 nights' lodging at a cost of \$492.76 for Deputy Stack while he attends Alcohol Breath Analysis Instrument Operator Training at the Allegheny County Police Academy.
 - 6. Pete Wadlow, Maintenance worker has been asked to build a handrail leading to the basement in the Sheriff's building. He estimates an approximate cost of \$40.00.
 - 7. The Assessment Office is requesting approval to purchase an adjustable stool for in the records room at no more than \$50.00.
 - 8. The Sheriff is requesting approval to attend the Mid-Winter Conference in February. \$75.00 for the registration and \$109.00 for lodging is requested.

V. Old Business:

1. As the new building project progresses, there will be some inconveniences to the staff in the Criminal Justice Building and we ask for everyone's patience.

VI. New Business:

1. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account to pay the following:
Evelyn Porta \$52.50 December janitorial services
UGI Central \$91.13 Account #411007533655
Armstrong \$69.95 Account #0487032-01
Commissioner Snyder seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Account:
Forest County CYS \$168.06 4th quarter 2018 Insurance benefit for C. Kiefer
MCM Consulting, Inc. \$1,333.75 GIS consulting November and December 2018
Windstream \$185.89 Account #021613494
Windstream \$197.11 Account #021613493
Windstream \$192.76 Account #021808867
Verizon \$1,378.00 Account #450778786000196
Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Title III Account for expenses at the Fire Wise Education Center:
UGI Central \$208.27 Account #411007972556
Cheryl Millin \$118.12 November 23-January 12 Cleaning Services
Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Emergency Food and Shelter Account payable to Second Harvest Food Bank in the amount of \$181.51 reflecting the year end price adjustment received on January 7, 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to transfer \$13,658.00 from the General Fund to the Human Services Development Fund Account representing the 3rd quarter FY 18-19 HAP (\$1158.00) and HSDF (\$12,500.00) payment received January 7, 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Veteran's Transportation Account:
Transportation Account \$300.80 December Veteran's fares
Veteran Client \$68.25 July-November fares
Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the ARC Account for Elm Street Waterline Phase I Pay Applications #1 and #2:
Tionesta Borough \$18,538.61 ARCTW17-01
Tionesta Borough \$22,572.07 ARCTW17-02
Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the County Treasurer to make a check out of CDBG 2016 Grant Funds in the amount of \$55,721.63 payable to Tionesta Borough for the Elm Street Waterline Project Phase 1, Pay Application #2. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Wimer made a motion for the County Treasurer to transfer funds in the amount of \$11,347.11 from the CDBG 2017 Grant Funds to the Forest County General Fund for reimbursement of fourth quarter 2018 administrative expenses for the CDBG program. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Sheriff's Patrol Account in the amount of \$451.00 payable to S& D Calibration Service for speed timer calibrations and car speedometer calibrations. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to approve the quotes submitted by Devnet for the printing, shipping and envelopes of the 2019 County and School Tax Bills.

County-	15,000 bills, 21,000 envelopes and shipping	\$2,826.00
School-	13,000 bills and shipping	\$1,294.00

 Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to approve the quote at a cost of \$5,381.68 from MVS Security Services to install fire alarm equipment in the Forest County Annex Building, 530 Elm Street, Tionesta, PA 16353. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the Provider Service Contract between Western PA Cares for Kids, 3262 Route 322, Brookville, PA 15825 and Forest County Children & Youth Services for the provision of and participation in a multidisciplinary investigative team approach and response to child abuse and sexual assault cases involving Forest County children. The contract shall be effective January 1, 2019 through December 31, 2019 at a cost not to exceed \$4000.00. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between Forest County Children & Youth Services and Family Care for Children & Youth, Inc., 25 Bedford Boulevard, Milton, PA 17847 for the provision of child welfare services effective July 1, 2018 through June 30, 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.
15. Commissioner Wimer made a motion to approve the quote from Jeff Clark Electrical to run electrical boxes from the server room to a generator for the CAD system at a cost of \$850.00. This will be paid from 911 funds.

VII. Public Comment: No public comment

VIII. Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk