

COMMISSIONER'S MEETING MINUTES, APRIL 19, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman, and Norman J. Wimer. Also present was Jim Meyer from the Derrick Newspaper.

Call to Order: Commissioner Robert J. Snyder, Jr. called the meeting to order at 10:00 a.m. after leading the group in the Pledge of Allegiance and a moment of silence.

Public Comment: There was no public comment.

Approval of April 5, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the April 5, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

Approval of the following bills: Commissioner Wimer made a motion to pay the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

- General Fund bills \$57,787.01
- General Fund payroll \$52,402.43
- Transportation bills \$ 6,151.58
- Transportation payroll \$13,046.99
- Children & Youth bills \$ 6,691.03
- Children & Youth payroll \$11,895.97

Department Requests: Commissioner Wimer made a motion to approve the following department requests. Commissioner Huffman seconded the motion. The motion carried unanimously.

1. The Sheriff's Office is requesting approval to purchase a commercial shredder at a cost of \$192.49, shredder lubricant at a cost of \$25.00 and 4 taser cartridges at a cost of \$128.00.
2. The Probation Department is requesting approval to order 20 CPR masks at a cost of \$150.00 for the Courthouse and Criminal Justice Buildings and one portable AED unit at a cost of \$1275.00, all to be paid for with DUI Administrative Funds.
3. The Probation Department is requesting approval to order 50 Vistaflow 16 panel test cups for Forest RDC at the cost of \$357.50. This will be purchased with Administrative Funds and reimbursed with 2017 RDC Grant Funds.
4. Steven Barnett is requesting approval of overnight lodging (location to be determined) for DUI Training in Pittsburgh on 4/30/18.

Old Business:

1. Bid request is out for the Commissioner's Office remodel.
2. Drawings of new garage/storage area with offices on second floor will soon be ready.
3. Arrangements need made to return extra shingles and flooring from recent projects to Tionesta Builders.

New Business:

1. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the 911 Account:

Verizon	\$1,126.00	Account #814198-220898470Y
Windstream	\$52.46	Account #021428743
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493
Windstream	\$191.04	Account #021808867
Ray H. Saxton	\$90.00	Plowing Tower Road (March 9 and 16)
General Fund	\$168.06	Kiefer 1 st Qtr 2018 Insurance
GIS Pros Dues	\$200.00	2018 Dues

Commissioner Wimer seconded the motion. The motion carried unanimously.

2. Commissioner Wimer made a motion for the Acting Treasurer to make the following checks out of the Visitor Center Account:

Armstrong	\$72.90	Account #0487032.01 Internet
UGI Central Penn Gas, Inc.	\$207.40	Account #411007533655 Utilities

Commissioner Huffman seconded the motion. The motion carried unanimously.

3. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Title III Account for expenses at the Fire-Wise Education Center:

UGI Central Penn Gas, Inc.	\$351.85	Account #411007972556
Tionesta Business Park	\$135.79	Water and sewage for January and February

Commissioner Wimer seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the ARC Account in the amount of \$15,970.59 payable to Jenks Township for expenses paid for the storm water project. Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion for the Acting Treasurer to transfer \$315.00 from the Liquid Fuels Account to the General Fund for snow plowing Courthouse Drive in March 2018 (5 times). Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks from the Veteran's Transportation Account:

Forest County Transportation	\$463.45	March veteran's co-pays
Veteran	\$39.35	March PWD veteran's trips

Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion to adopt the new Vehicle Policy for all County employees. This policy has been reviewed by the President Judge. Commissioner Huffman seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion to approve the Service Provider Contract between Forest County and Angela McFarland, 1046 Red Brush Road, Tionesta, PA for janitorial services at \$10.50 per hour, in the Courthouse, effective April 16, 2018 upon the retirement of Betty Allio. Commissioner Wimer seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to approve the new 36 month contracts for gas and electric suppliers at the following rates:

Electric	.062890	Fixed
Gas	.3774	Fixed

Commissioner Wimer seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion to approve the \$550.00 estimate from Zimmerman Lumber for the removal of trees that are hanging across the bridge deck in Kelletville. This will be paid from Act 44- Bridge Improvement Funds. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. Commissioner Wimer made a motion to send a letter of request to Tionesta Township for a traffic study to be requested of PENNDOT at Routes 36 and 62 at the west end of the Lt. Col. Michael McLaughlin Bridge in Tionesta for safety concerns. Commissioner Huffman seconded the motion. The motion carried unanimously.

12. Commissioner Huffman made a motion to approve the 2018 application for Regional Drug Court Enhancement Project Grant in the amount of \$36,647.00. These funds will be used for non-traditional hours of probation officers for RDC visits, testing supplies, treatment costs and incentive items based on seven RDC clients. Commissioner Wimer seconded the motion. The motion carried unanimously.

Public Comment: There was no public comment.

Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The motion carried unanimously. The meeting adjourned at 10:15 a.m.

Submitted by Jean Ann Hitchcock