

## COMMISSIONER'S MEETING MINUTES, MAY 17, 2018

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Sheriff Robert Wolfgang, Acting Treasurer Stacey Barnes and Ronna Tipton and Acting Administrator of Forest-Warren Human Services.

**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.

**Public Comment:** No public comment.

**Approval of May 3, 2018 minutes:** Commissioner Huffman made a motion to approve the minutes of the May 3, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$53,953.25
General Fund Bills	\$29,005.60
Transportation Payroll	\$15,072.32
Transportation Bills	\$7,013.58
Children & Youth Payroll	\$11,779.70
Children & Youth Bills	\$9,938.97

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

1. The Sheriff's Office is requesting approval to order Firearms Qualifications cards at a cost of \$20.00. A money order must be sent in with the order form.
2. Children & Youth staff (7) would each like a standing desk/anti-fatigue mat ordered for them at a combined cost of \$185.00 per person.
3. Jean Ann Hitchcock is requesting approval to order black toner for elections at a cost of \$52.50.
4. The Probation Department is requesting approval to purchase the following:  
4 - 17" tires at a cost of \$600.00, vendor to be determined  
Refrigerator from Home Depot at a cost of less than \$500.00, paid with Admin Fees  
Ammunition at a cost of \$500.00, vendor to be determined, paid with Admin Fees  
Equipment and clothing purchase from Galls at an approximate cost of \$1000.00, paid with Admin Fees  
2 Stihl Weed eaters and 1 Push-mower for Community Service work, paid with Community Service Fund
5. District Judge Daniel Miller is requesting approval to order the following supplies from the Forest Press:  
1000 Window Envelopes      \$71.22      Office 37-4-03  
1000 Regular Envelopes      \$69.35      Office 37-4-03  
500 Window Envelopes      \$39.50      Office 37-4-93  
500 Regular Envelopes      \$37.25      Office 37-4-93
6. Jean Ann Hitchcock is requesting approval to place \$12,000.00 postage on the postage machine.

7. The Sheriff's Office is requesting approval to order the following ink:

HP950XL	\$19.50
HP951X/3 pack	\$64.60

**News to Note:**

Delaware Valley Health Trust has agreed to reimburse the County for all Standing Desk (risers) that are purchased due to the health benefits of these desks as part of the wellness programming DVHT offers to all members.

**New Business:**

1. Commissioner Wimer made a motion for the Acting Treasurer to make the following check out of the Title III Account:

UGI Central Penn Gas	\$160.07	Utilities
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Commissioner Huffman seconded the motion. The motion carried unanimously.

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

Verizon	\$580.00	Account \$814198-220898470Y
Windstream	\$195.35	Account #021613493
Windstream	\$184.13	Account #021613494
Windstream	\$52.46	Account #021428743
Windstream	\$193.91	Account #021808867

Commissioner Wimer seconded the motion. The motion carried unanimously.

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

UCI Central Penn Gas	\$109.69	Utilities
Armstrong	\$64.95	Internet

Commissioner Huffman seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$174.50 from the Veteran's Transportation Account to the Forest County Transportation Account to reimburse for April Veterans' co-pays. Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion to seek quotes for professional carpet cleaning of the Courthouse/Justice Building and choose the company with the lowest, responsible bid. Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion to approve the quote from Carbonite in order to provide off site back up of electronic County records for a three year period at a cost of \$1295.99. This comes as a recommendation of Terry Dreihaup as an additional safeguard against the rampant malware and ransomware problems affecting so many agencies. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion to approve the quote from Allegheny Valley Landscape for cleaning up the Visitor Center area with spraying weeds, mulching, additional 2B and 3A gravel at a cost of \$1975.95 to be paid for from the Visitor Center Account. Commissioner Huffman seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion to approve the Forest-Warren Human Services Block Grant Application and County Human Services Plan. Forest County's portion of this grant is \$54,635.00 and is utilized to offset transportation costs for our adult and aging population, emergency protective services for County residents as well as counseling services. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve the Letter of Agreement between Beacon Light Behavioral Health System and the Forest County Probation Department for the provision of full spectrum behavioral health services effective July 1, 2018 and June 30, 2020. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Act 44 Account payable to Zimmerman Lumber in the amount of \$550.00 for the removal of trees from the Kelletville Bridge deck. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to approve the Site Lease Agreement between Mobilcom and Forest County for the exchange of tower space effective June 1, 2018 for a 60 month term with three automatic renewal terms of 60 months each. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. No bids received for file cabinets.

**Public Comment:** There was no public comment.

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