

COMMISSIONER'S MEETING MINUTES, MAY 3, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Acting Treasurer Stacey Barnes, Sheriff Robert Wolfgang and Jim Meyer from the Derrick News.

Call to Order: Commissioner Snyder called the meeting to order after leading the group in the Pledge of Allegiance and a moment of silence.

Public Comment: There was no public comment.

Approval of April 19, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the April 19, 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	\$50,675.96
General Fund Bills	\$75,390.46
Transportation Payroll	\$13,856.94
Transportation Bills	\$7,798.11
Children & Youth Payroll	\$11,779.71
Children & Youth Bills	\$5,926.60

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

1. The Sheriff's Office is requesting approval to purchase the following items:

Storage Totes	\$100.00
Traffic Citations	\$19.90
Non-Traffic Citations	\$19.90
2. Steven Barnett is requesting approval for lodging in the amount of \$89.00 per night for two nights at Penn State on 5/16-5/18 for the DUI Coordinator's Conference.
3. Eric Cepek, Veteran's Affairs Director is requesting approval to attend the annual PA State Association of County Directors of Veteran's Affairs in State College June 18-22. Lodging is \$111.73 per night and mileage will be requested upon return.
4. The Chief Clerk, Director of Elections and Treasurer's Office staff are requesting approval to purchase desk risers that will convert regular workstation to a standing desk at a cost of approximately \$145.00 each and gel mats at a cost of \$40.00 each.
5. The Tax Claim Director is requesting approval to make the April distribution as follows:

Forest County	\$23,867.67
Forest Area School	\$58,339.86
Various Municipalities	\$2,816.60
6. The Acting Treasurer is requesting approval to order a tri-pack of colored ink from Vision Business products and one pack of gold certificate seals.

Old Business: There was no old business.

New Business:

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

General Fund	\$148.59	Supplies from Farm Fresh and 1 st qtr. 2018 postage
Evelyn Porta	\$30.00	April janitorial services
Penelec	\$80.36	Account #100111996839

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:

Starr Image Products	\$159.89	Ink and paper for GIS/mapping
Mobilcom	\$11,556.00	New LED Tower light system on German Hill Tower

Commissioner Wimer seconded the motion. The motion carried unanimously.

3. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$2180.36 out of the Sheriff's Patrol Account to the General Fund to reimburse for April patrols and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.

4. Commissioner Wimer 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:

Penelec	\$175.31	Account #100083350106
Tionesta Business Park	\$865.29	May rent
Forest Co. Extension	\$2,745.13	May personnel expenses

Commissioner Huffman seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion to approve the purchase of various office/conference room items from the IDA at a cost of \$340.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion to approve the Contract for Patrol Services between the U.S. Army Corps of Engineers and Forest County for patrol services of the Forest County Sheriff's Office in the amount of \$36,026.36 per year. This contract is effective for three years, May 2018 through December, 2020. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion to approve Resolution #2 of 2018, Amendment #3, updating total construction costs of the Elm Street Bridge Rehabilitation Project. Current total construction costs are \$1,046,869.00 and preliminary engineering costs are \$100,000.00. Eighty percent shall be federal funds, 15% state funds and the remaining 5% will be paid for from Act 44 Liquid Fuels Bridge Only Funds for the County share. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. No quotes were received for the Commissioner's Office remodel project. Letters will be sent to some local contractors extending the deadline for the project to be completed and see if any of them will bid on the project.

Public Comment: Commissioner Wimer commented that a department head meeting was held prior to this board meeting and the Commissioners felt it went well. There was some feedback received that prompted a discussion relative to running criminal background checks on all new hires. Current policy is that employees for certain departments are required by the nature of their work to have both child abuse and criminal background checks done. A change will be made to have the criminal background checks done on all new hires regardless of what department they might work in.

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

Respectfully submitted,
Lynette Greathouse, Chief Clerk