

COMMISSIONER'S MEETING MINUTES, SEPTEMBER 6, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present was Acting Treasurer Stacey Barnes and Community, Economic Development Coordinator Rowan Rose, Sheriff Wolfgang as well as representatives from the following companies: J.M. Clark Construction, Horizon, Blair Construction and Fred L. Burns.

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: There was no public comment.

Approval of minutes: Commissioner Huffman made a motion to approve the minutes of the August 16, 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	\$48,411.27 and \$46,136.40
General Fund Bills	\$120,277.18
Transportation Payroll	\$12,516.29 and \$12,579.07
Transportation Bills	\$8,652.94
Children & Youth Payroll	\$11,941.18 and \$11,779.70
Children & Youth Bills	\$17,118.93

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

1. The Sheriff's Office is requesting approval to purchase the following:
 - (2) Streamlight batteries \$62.48
 - Polo shirt \$42.00
 - (3) Pepper Spray \$47.97
2. Misty Ditz, Tax Claim Director is requesting approval to disburse \$3,196.48 from the Tax Claim Account to Joan Piela for her 2017 tax sale overage.
3. The Tax Claim Director is requesting approval to make the August 2018 Distribution as follows:
 - Forest County \$35,778.20
 - Forest Area School District \$41,964.54
 - Various Municipalities \$4,112.84
4. Rowan Rose, Economic Development Director is requesting approval to purchase 2 sets of multi-colored and black ink (compatibles okay) at a price to be determined.
5. The Probation Department is requesting approval to purchase a portable wireless printer for Regional Treatment Court at a cost of \$299.99 to be paid for with RDC grant funds.

6. The Probation Department is requesting approval to purchase a money order in the amount of \$55 for the purchase of incentive gift cards from the Dollar General Store to be reimbursed from RDC grant funds.
7. Norman Wimer is requesting approval to order 30 Cornplanter Maps to sell at the Visitor Center.
8. The Transportation Department is requesting approval to purchase a new office computer at a cost of \$849.00.
9. District Magistrate, Daniel Miller is requesting approval to purchase 4 rolls of stamps at a cost of \$200.00 and 2 laser printer cartridges at an approximate cost of \$100.00.

Old Business: There was no old business.

New Business:

1. Commissioner Wimer made a motion to open bids for the Garage Project at the County and to award the contract to the lowest responsible bidder pending architect approval. This project includes the demolition and construction of a new maintenance garage and storage area and upstairs office space and conference room. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Act 44- Liquid Fuels Account in the amount of \$133,798.24 payable to Thomas Construction, Inc., 310 Diamond Road, Grove City, PA 16127 for Estimate #2 for work completed on the Elm Street Bridge Project for the period to July 16, 2018. This amount represents \$127,108.32 received from the federal and state government plus the 5% County match (\$6,689.90). Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Operating Reserve Account in the amount of \$292.04 payable to Mobilcom for the installation of the radio and equipment in the EMA truck. Commissioner Huffman 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:

Penelec	\$312.67	Account #100083350106
Tionesta Bus. Park	\$865.29	September rent
Forest Co. Extension	\$2,745.13	September personnel expenses

 Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the Acting Treasurer to make the following checks out of the Visitor Center Account:

Penelec	\$101.66	Account #100111996839
General Fund	\$89.99	Chair for volunteer
Evelyn Porta	\$42.00	August janitorial services

 Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the 911 Account in the amount of \$510.00 payable to J.C. Ehrlich, PO Box 13848, Reading, PA 19612-3848 for vegetation management services at the tower sites on German Hill and Marienville. Commissioner Huffman seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$6,938.12 from the Sheriff's Patrol Account to the General Fund to reimburse for August patrols and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the CDBG 2013 Account #C0-000-57606 in the amount of \$18,302.38 payable to Kingsley Township for the Jug Handle Bridge Project. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the CDBG 2014 Account #C0-000-61791 in the amount of \$91,591.12 payable to Kingsley Township for the Jug Handle (\$62,827.05) and Ross Run (\$28,764.07) Bridge Projects. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to accept the highest bids for the 2015 Dodge Amerivan (Van #47). Commissioner Wimer seconded the motion. The motion carried unanimously.
One bid received-Steven Barnett \$526.00
11. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between the County of Forest and Kingsley Township for the provision of plowing services on the Kelletville Bridge. This agreement will be effective November 1, 2018-April 30, 2019 at a rate of \$45.00 per plow. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to Proclaim September as Fetal Alcohol Spectrum Disorder Awareness Month in Forest County, in order to raise awareness regarding the range of effects that can occur in a baby whose mother consumes alcohol during pregnancy. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between Forest County and Harborcreek Youth Services located at 5712 Iroquois Avenue, Harborcreek, PA 16412 for the provision of residential services for delinquent or dependent placed youth effective July 1, 2018 through June 30, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion for the Acting Treasurer to transfer the \$8,576.04 in PILT funds from the Transportation Account to the General Fund. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Act 44-Liquid Fuels Account in the amount of \$83,023.10 payable to Thomas Construction, Inc., 310 Diamond Road, Grove City, PA 16127 for Estimate #3 for work completed on the Elm Street Bridge Project for the period to July 31, 2018. This amount represents \$78,871.95 from the federal and state government plus the 5% County match (\$4,151.15). Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to adopt Resolution #10 of 2018 giving signatory authority to the Chairman of the Board of Commissioners in relation to grants administered by the PA Emergency Management Agency. Commissioner Wimer seconded the motion. The motion carried unanimously.

Public Comment: There was no public comment.

Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:30 a.m.

Submitted by, Rowan Rose