

COMMISSIONER'S MEETING MINUTES, JANUARY 18, 2018

Present for the meeting was Commissioner Robert J. Snyder, Jr. and by telephone Commissioner Norman J. Wimer. Also present was Deputy Treasurer Stacey Barnes and Sheriff Robert Wolfgang. Commissioner Basil Huffman was attending a meeting in Gettysburg.

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 January 4, 2018 minutes: Commissioner Wimer made a motion to approve the minutes of the January 4, 2018 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.

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 bills \$47,069.34
- General Fund payroll \$50,876.21
- Transportation bills \$15,711.49
- Transportation payroll \$11,887.02
- Children & Youth bills \$18,137.19
- Children & Youth payroll \$11,850.76

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

1. Rowan Rose, CDBG Coordinator is requesting approval to order a color printer for the maps, flyers and various items she must print for the CDBG applications and related activities. The cost is estimated at \$319.99. Also requested are pop-up sticky notes and multi pack HP952 ink cartridges at a cost of \$103.00.
2. The Tax Assessment Office is requesting approval to have checks in the amount of \$5733.00 written to various post offices on February 1, 2018 for mailing the 2018 tax bills.
3. Rowan Rose, CDBG Coordinator is requesting approval to attend the annual CD&H Conference in State College on March 26 & 27, 2018. The expenses will be reimbursed by CDBG administrative funds.

Conference registration	\$110.00
Lodging	\$204.00
Mileage	\$125.35
4. The Probation Department is requesting approval to order a new office chair for Chief PO Barnett at a cost of \$59.00 to be paid for with DUI Administrative Funds.
5. The Probation Department is requesting approval to order two clearing traps for firearm safety. One is for Sheriff's entrance and one for the Probation entrance at the Criminal Justice Building. The cost is \$1244.25 to be paid for with DUI Administrative Fees.

6. Jean Ann Hitchcock, Election Director is requesting approval to attend the Spring Western PA Election Personnel Association meeting in Clarion, PA on March 23, 2018 along with Lynette Greathouse, Chief Clerk. Registration is \$25.00 per person and mileage reimbursement will be requested.
7. The Tax Claim Director is requesting approval to make the December distribution from the Tax Claim Bureau Account:

Forest County	\$15,241.14
Forest Area School District	\$31,247.93
Various Municipalities	\$3,141.85

Old Business: There was no old business discussed.

New Business:

1. Commissioner Wimer made a motion to accept, with regrets, the resignation of Pamela Millin, Treasurer, effective, January 26, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously. Commissioner Wimer noted that Pam has had a spectacular career as Forest County Treasurer.
2. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Fund:

\$156.90	Forest County CYS	3 rd qtr. 2017 insurance reimbursement for C. Kiefer
\$195.35	Windstream	Account #021613493
\$184.13	Windstream	Account #021613494
\$52.46	Windstream	Account #021428743
\$10,699.48	County of Venango, 911	4 th qtr. 2017 emergency dispatch services
\$220.00	Allegheny Valley Landscape	Hauling gravel to Tower Road on German Hill
\$1000.00	Verizon	Acct #814198220870Y

 Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion to approve the E-Agreement option for the selection process of our bridge inspection engineer for the period of 2019-2025. This option allows PennDot to take over the entire process. With this option the federal government will pay 80% of the bills up front and our 20% portion will be deducted from our Liquid Fuels Allocation, eliminating the need for billing and reimbursements. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

\$123.00	Allegheny Valley Landscape	Snow plowing the month of December
\$64.95	Armstrong	Account #0487032.01
\$265.65	UGI Central Penn Gas	Account #411007533655

 Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Liquid Fuels Account payable to Allegheny Valley Landscape in the amount of \$58.00 for snow plowing the Elm Street Bridge in the month of December. Commissioner Snyder seconded the motion. The motion carried unanimously.

6. 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 \$277.70 for an adjustment received on January 8, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Title III Account payable to UGI Central Penn Gas, Inc. in the amount of \$550.10 for December's utility bill at the Fire-Wise Education Center. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the County Treasurer to transfer \$54,029.41 from the General Fund to the ARC Account for a disbursement received into the General Fund on 1-16-18. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion for the County Treasurer to make a check out of the ARC Account payable to Jenks Township in the amount of \$54,029.41 for the Hemlock and Maple Street Storm-water/Sewer project. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Commissioner's Certificate to remove Assessment 4170, Control #16-12538 from the tax roll for tax years 2013-2017 due to trailer removal. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to approve the purchase and installation of a new LED tower lighting system for the ACOE tower site in Tionesta. The estimate for this equipment and installation is \$11,556.00 from Mobilcom. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to approve the agreement between Forest County Children & Youth Services and Western PA Cares for Kids, a Child Advocacy Center located at 3262 Route 322, Brookville, PA for the provision of forensic interview services and response to child abuse and sexual assault cases. Effective January 1, 2018 through December 31, 2018 at a rate not to exceed \$4000.00. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the Municipal Police Cooperative Agreement for the Warren/Forest County DUI Task Force. This agreement will significantly aide the DUI Task Force in maximizing the use of available police manpower to conduct DUI enforcement events across Warren County. Commissioner Snyder seconded the motion. The motion carried unanimously.

Public Comment:

1. There was discussion regarding the doors of the Courthouse. The Sheriff requested that the doors not be locked/unlocked with the allen wrench tool so that they may be locked down electronically from his office in the event of an emergency. It was agreed that this would be the protocol from now on.

2. It was noted that the meeting with the Attorney General and key stakeholders regarding the Opioid Epidemic across the Commonwealth was informative and educational.

Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:35 a.m.