

COMMISSIONER'S BOARD MEETING MINUTES, JANUARY 3, 2019

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Sheriff Robert L. Wolfgang, Treasurer Stacey Barnes and Community and Economic Development Coordinator Rowan Rose.

- I. 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.
- II. Public Comment: Our thoughts and prayers go out to Don Harp, Transportation Mechanic who fell and broke his arm and received fractures to his face as well as suffered a severe concussion.
- III. Approval of the December 20, 2018 meeting minutes and December 27, 2018 Special meeting minutes: Commissioner Huffman made a motion to approve the minutes of the December 20th and December 27th meetings. Commissioner Wimer seconded the motion. The motion carried unanimously.
- IV. 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	\$42,426.16
General Fund Bills	\$59,585.53
Transportation Payroll	\$14,259.93
Transportation Bills	\$13,667.25
Children & Youth Payroll	\$11,804.76
Children & Youth Bills	\$14,343.25

- V. Department Requests: Commissioner Wimer made a motion to approve the following department requests. Commissioner Huffman seconded the motion. All department requests were unanimously approved.
 - 1. The Sheriff's Office is requesting approval to have Pete Wadlow build shelving/storage to accommodate guns that are confiscated due to PFA Orders. A quote to buy them was over \$3,200.00, Pete agreed they could be built at a fraction of the cost.
 - 2. The Tax Claim Director is requesting approval to make the December Distribution from the Tax Claim Bureau Account:
 - Forest County \$3,291.14
 - Forest Area School \$8,981.02
 - Various Municipalities \$435.51
 - 3. The Treasurer's Office is requesting approval to order two more boxes of heavy gauge sheet protectors at a cost of \$31.41.
 - 4. The Maintenance Department is requesting approval of the following:
 - Lights for the front of the Courthouse and flagpole lighting
 - LED replacement lights for the District Court Office at a cost of \$233.95
 - Patching and painting the Courthouse hallway
 - 5. The Tax Claim Director is requesting approval to purchase 2 boxes of window envelopes at a cost of \$57.67.
- VI. Old Business: The garage/storage facility project is progressing. PCorp and PComp Grants in the amount of \$40,000.00 have been approved and will be used towards the cost of the storage area part of this new building.

VII. New Business:

1. Commissioner Huffman made a motion to approve the 2019 contract between the Borough of Tionesta and the County of Forest for the provision of patrol services in the Borough. Personnel costs under this contract shall be \$20.50 per hour and \$8.50 per hour per vehicle. The total contract shall not exceed \$10,000.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account in the amount of \$19,665.00 payable to Dynasty Construction Unlimited, Inc. for the 3rd payment application submitted representing work done December 1, 2018-December 31, 2018 on the garage/storage building project. Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the County Treasurer to transfer \$429.73 from the Sheriff's Patrol Account to the General Fund to reimburse for December patrol wages and mileage. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to drawdown \$45,764.59 from CDBG 2016 Contract #C0-000-66488 payable to Tionesta Borough for Phase I of the Elm Street Waterline Project. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account for expenses at the Fire-Wise Education Center:

Tionesta Business Park	\$865.29	January rent
Forest County Extension	\$2,745.13	January personnel expenses

Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Account:

2019 NENA Membership	\$142.00	2019 Dues
Windstream	\$105.92	Account #021428743

Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion to approve hiring Randall Parrett as the new Part Time Emergency Management Coordinator, effective 1/3/19 at a rate of \$7500.00 annually and an increase to \$8000.00 annually when all certifications as required by PEMA have been completed. Commissioner Wimer seconded the motion. The motion carried unanimously.

VIII. Adjournment: Commissioner Huffman made a meeting to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk