

COMMISSIONER'S MEETING MINUTES, JANUARY 4, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Treasurer Pamela Millin and Sheriff Robert Wolfgang.

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 December 21, 2017 minutes: Commissioner Wimer made a motion to approve the minutes of the December 21, 2017 meeting. Commissioner Huffman 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 bills \$54,586.57
- General Fund payroll \$44,473.30
- Transportation bills \$17,952.67
- Transportation payroll \$12,067.24
- Children & Youth bills \$8,037.51
- Children & Youth payroll \$11,633.22

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

1. The Probation Department is requesting approval to order Probation General Account checks and an endorsement stamp at a cost of \$155.27.
2. The Probation Department is requesting approval to order 300 PBT mouth pieces at a cost of \$72.00 to be paid for with DUI Administrative Funds.
3. The Conservation District Director is requesting approval to attend the PACD/SCC Joint Annual Conference in State College on January 17-18, 2018. All travel and expenses will be paid for from the Conservation District General Account.
4. The Treasurer's Office is requesting approval to purchase two boxes of page protectors at a cost of \$38.38.

Old Business: The jail roof and soffit repair will be finished up on January 4, 2018 except for some minor painting and yard clean up that will be done as soon as the weather breaks.

New Business:

1. Commissioner Huffman made a motion for the County Treasurer to transfer \$3690.67 from the Sheriff's Patrol Account to the General Fund to reimburse for December patrols and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

Evelyn Porta	\$37.50	December janitorial services
General Fund	\$92.51	Electric bill that was due January 4, 2018

 Commissioner Huffman seconded the motion. The motion carried unanimously.

3. 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:

Penelec	\$179.76	Electric bill
Forest Co. Extension	\$2745.13	Personnel Expenses for January
Tionesta Business Park	\$865.29	January rent
Jennifer Wadlow	\$105.00	Janitorial services 12/2/17-1/3/17

 Commissioner Wimer seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the County Treasurer to transfer the following out of the Veteran's Transportation Account:

Forest County Transportation	\$1056.00	Annual Veteran's Hunt
Forest County Transportation	\$287.75	Veteran's Co-pays

 Commissioner Huffman seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion to approve the Cooperative Agreement between the County of Forest and Tionesta Borough for the provision of patrol services from January 1, 2018-December 31, 2018 at a rate of \$29.00 per hour. Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Wimer made a motion for the County Treasurer to write a check out of the 9-1-1 Account in the amount of \$90.00 payable to Ray H. Saxton for plowing Tower Road on December 14 and 16, 2017. Commissioner Huffman seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserve Account payable to C. J. Snyder Construction for the balance due, \$13,478.72, on the Jail building roof and soffit repair, less \$478.72. When the weather clears, the contractor will come back to finish up any painting and cleaning up the yard area that needs to be done. Commissioner Wimer seconded the motion. Commissioner Snyder abstained.

8. Commissioner Huffman made a motion for the County Treasurer to transfer \$3200.00 into the County CDBG from the Act 13-Impact Fee Account for repayment of funds used to pay for an environmental review done on a project that was never completed in Hickory Township. The County shall not request additional funds until this \$3200.00 is used for an approved low/moderate income activity within six months. Commissioner Wimer seconded the motion. The motion carried unanimously.

Public Comment:

1. It was noted that this was Treasurer Millin's last meeting day to attend as she will be retiring officially on January 26, 2018.

2. Commissioner Wimer noted that the PCorp Grant reset at the start of this year and the PComp Grant will renew on June 1, 2018. Each grant is now up to \$20,000.00. Building an accessible, climate controlled storage area is being considered as use for this next round of Risk Control Grant funds.

3. It was discussed that the Jail building needs some repointing done on the joints of the brick building and both buildings should be checked for their sealant properties.

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

Respectfully submitted,
Lynette Greathouse, Chief Clerk