

COMMISSIONER'S MEETING MINUTES, OCTOBER 18, 2018

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Treasurer Stacey Barnes and Planning and Conservation District Director Donna Zofcin.

- 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: Commissioner Snyder noted that the Governor has officially appointed Stacey Barnes as Treasurer to fill the vacancy created by the retirement of Pamela Millin until the November 2019 election.
- III. Approval of the October 4, 2018 minutes: Commissioner Wimer made a motion to approve the minutes. Commissioner Snyder seconded the motion. The motion carried unanimously.
- IV. Approval of the following bills: Commissioner Huffman made a motion to approve paying the following bills. Commissioner Wimer seconded the motion. The motion carried unanimously.

General Fund Payroll	\$47,310.71
General Fund Bills	\$51,060.15
Transportation Payroll	\$13,031.78
Transportation Bills	\$16,046.61
Children & Youth Payroll	\$12,371.77
Children & Youth Bills	\$10,770.40

- V. 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 order the following:

- Color and black ink                      \$64.60
- Sheriff replacement badge              \$50.44

- 2. Jean Ann Hitchcock is requesting approval to order \$2000.00 of postage to be put on the postage machine.
- 3. The Treasurer's Office is requesting approval to order color and black ink at a cost of \$46.58 each.
- 4. The Auditors are requesting approval to order black ink at a cost of \$37.68.
- 5. The Transportation Department is requesting approval to order gravel for the driveway at the Transportation building.
- 6. The Probation Department is requesting approval to order breathalyzers and mouthpieces at approximately \$198.00 to be paid for with Admin Fees or RDC Funds.
- 7. The Probation Department is requesting approval for Steven Barnett and Ken Alsop to attend the Annual Juvenile Justice Conference in Hershey, November 7-9, 2018. Registration is \$300.00 per person, hotel expense is \$134.00 per person, per night for three nights and meal/mileage reimbursement will be requested upon return.

- VI. Old Business:

- 1. The garage project is underway. Please avoid the area of construction for safety purposes.

VII. New Business:

1. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the 911 Account:

Windstream	\$197.11	Account #021613493
Windstream	\$185.89	Account #021613494
Windstream	\$192.75	Account #021808867
Windstream	\$52.96	Account #021428743
Computer Guru	\$100.00	Invoice #4937/Zito Tower Connection
Verizon	\$874.00	Account #814198-220898470Y
Forest County CYS	\$168.06	3 <sup>rd</sup> quarter insurance cost for CYS spouse insurance
General Fund	\$79.17	Copier maintenance agreement

Commissioner Wimer seconded the motion. The motion carried unanimously.
  
2. Commissioner Wimer made a motion for the Acting Treasurer to make the following check out of the Title III Account:

UGI Central	\$30.08	Account #411007972556
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Commissioner Huffman seconded the motion. The motion carried unanimously.
  
3. Commissioner Huffman made a motion for the Acting Treasurer to make the following check out of the Visitor Center Account:

UGI Central	\$30.08	Account #411007533655
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Commissioner Wimer seconded the motion. The motion carried unanimously.
  
4. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Operating Reserve Account in the amount of \$6,866.75 payable to the County of Erie, 140 West Sixth Street, Erie, PA 16501 for autopsy services over the last several years. Commissioner Snyder seconded the motion. Commissioner Wimer abstained. The motion carried.
  
5. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$322.00 from the Veteran's Transportation Account to the Forest County Transportation Account to reimburse for September veteran's trips. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
6. Commissioner Wimer made a motion for the Acting Treasurer to transfer \$13,658.00 from the General Fund to the HSDF Account for the 2<sup>nd</sup> quarter FY 18-19 advance that was received on 10-11-18. Commissioner Huffman seconded the motion. The motion carried unanimously.
  
7. Commissioner Huffman made a motion to approve the Settlement Agreement and Mutual Limited Release between the County of Forest and Avanco International, Inc. as signatories to a certain Child Accounting and Profile System Application Service Provider Agreement dated July 1, 2016-June 30, 2017. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
8. Commissioner Huffman made a motion to approve the Articles of Incorporation for the Douglas E. Carlson Rural Land Trust. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
9. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Act 44-Liquid Fuel Account in the amount of \$122,413.89 payable to Thomas Construction, Inc., 310 Diamond Road Grove City, PA 16127 for estimate #6 for work completed on the Elm Street Bridge Project for the period to September 17, 2018. This amount represents \$116,293.20 from the federal and state governments plus the 5% County match of \$6,120.69.

- VIII. Public Comment: Commissioner Wimer commented that he attended a close out meeting for the Elm Street Bridge and that PenDot is very pleased with the work of the construction company that performed the work on the project and that it should be completed by week's end.

IX. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:15 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk