

COMMISSIONER'S MEETING MINUTES, OCTOBER 19, 2017

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

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 October 5, 2017 minutes: Commissioner Huffman made a motion to approve the minutes of the October 5, 2017 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

Approval of the following bills: Commissioner Wimer made a motion to approve paying all of the bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

- General Fund bills \$33,691.30
- General Fund payroll \$47,873.99
- Transportation bills \$5,028.33
- Transportation payroll \$13,068.94
- Children & Youth bills \$11,100.64
- Children & Youth payroll \$10,455.72

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

1. The Tax Claim Director is requesting approval to make the September Distribution:

Forest County	\$25,847.65
Forest Area School	\$28,773.69
Various Municipalities	\$4,703.73
2. The Probation Department is requesting approval for lodging for Ken Alsop for a previously approved YLS Master Trainer Certification in State College at a cost of \$99.00 per night for two nights.
3. The following advance meal requests have been made by the Probation Department:

Steve Barnett	\$126.00	3 day DUI Conference (State College)
Ken Alsop	\$156.00	3 day Juvenile Conference (Harrisburg)
Steve Barnett	\$156.00	3 day Juvenile Conference (Harrisburg)
4. The District Attorney's Office is requesting permission for Jennifer Nuttall to attend a one day training regarding extradition procedures in Harrisburg on November 2, 2017. Registration is \$50.00, mileage and meal reimbursement will be requested upon return. No lodging is necessary.

Old Business:

1. New health trust rates are in with a 7.5% increase to health insurance, 12.2% increase to the RX portion, 6.6% reduction in dental insurance and no change to vision insurance.
2. The revised PMRS Plan Document was received but again needs some changes. We are making progress and are hopeful that it will be in place by the end of the year.

New Business:

1. Commissioner Huffman made a motion to accept the only for the 2009 Ford Bus made by Steven Barnett in the amount of \$801.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the 911 Fund:

Verizon	\$874.00	Account #814198220898470Y
Windstream	\$52.46	Account #021428743
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493
Forest County CYS	\$156.90	3 rd quarter 2017 Insurance benefits for C. Kiefer
General Fund	\$4325.30	3 rd quarter 2017 wages/office expenses
County of Venango, 911	\$10,699.49	3 rd quarter 2017 9-1-1 dispatching services

Commissioner Wimer seconded the motion. The motion carried unanimously.

3. Commissioner Wimer made a motion for the County Treasurer to void 911 Fund check number 1521, in the amount of \$16,467.80 and rewrite a check from the 911 Fund in the amount of \$8,453.72 payable to Clarion County Emergency Management for the 4th quarter 2017 dispatch services. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

UGI Utilities	\$33.40	Account #411007533655
Armstrong	\$64.95	Account #0487032-01
General Fund	\$26.99	Electric Pencil Sharpener

Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer 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:

UGI Utilities	\$37.70	Account #411007972556
Jennifer Wadlow	\$99.75	Cleaning September and October

Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to transfer \$13,658.00 from the General Fund to the HSDF Account, representing the 2nd quarter 2017-2018 HAP (\$1158.00) and HSDF (\$12,500.00) advances received. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the County Treasurer to transfer \$6963.67 from the Sheriff's Patrol Account to the General Fund for September patrols and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion for the County Treasurer to transfer \$302.25 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.

9. Commissioner Huffman made a motion for the County Treasurer to drawdown \$18,864.62 payable to CCS Renovations, Inc. from the CDBG 2013 Contract #CO-000-57606 to pay for renovations at the MACA Building Improvements. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Operating Reserve Funds in the amount of \$13,478.72 payable to C.J. Snyder Construction for a 50% down payment on the Jail roof project. Commissioner Huffman seconded the motion. Commissioner Snyder abstained.
11. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food and Shelter Account in the amount of \$149.00 payable to Second Harvest Food Bank for the July and August payments received on 10/12/17 and 10/19/17. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Act 44-Liquid Fuels Account in the amount of \$27,367.74 payable to The Eads Group, Inc. for professional engineering services associated with the 2013-2018 Forest County Local NBIS Bridge Inspection Program. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to adopt Resolution #7 of 2017, Fair Housing Resolution, in order to inform residents of Forest County that discrimination in the sale, rental, leasing or financing of housing or land because of race, color, sex, national origin, religion, familial status or disability is prohibited by Title VIII of the Civil Rights Act of 1968. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion to adopt the Forest County Section 3 Action Plan requiring the County, its contractors and sub-contractors to direct employment or other economic opportunities to low and very low income persons or to clearly demonstrate a good faith effort to comply. Commissioner Wimer seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to adopt the Forest County Residential Anti-Displacement and Relocation Plan obligating the County to replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with Community Development Block Grant Funds. Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to adopt the Forest County Minority & Women's Business Enterprise Plan in order to promote the opportunity for full participation by minority and women's business enterprises in all housing and community development programs receiving funds through the Community Development Block Grant program. Commissioner Wimer seconded the motion. The motion carried unanimously.
17. Commissioner Wimer made a motion to adopt the Forest County 2017 Citizen Participation Plan in order to provide for and encourage citizens to participate in the Community Development Block Grant program. Citizens are encouraged to participate in all phases of the CDBG program and will be provided full access to program information. However, the Forest County Commissioners have final authority over development and implementation of CDBG programs. Commissioner Huffman seconded the motion. The motion carried unanimously.

18. Commissioner Huffman made a motion to adopt the Forest County Section 504 Plan providing that no qualified person with handicaps shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Commissioner Wimer seconded the motion. The motion carried unanimously.
19. Commissioner Huffman made a motion to approve the Memorandum of Understanding between the County of Forest and the County of Warren for the provision of 9-1-1 and Emergency Dispatch Services. The agreement shall be effective January 1, 2018 for a period of five years at a rate of \$9500.00 per quarter for the first year with a 2% increase annually. Commissioner Wimer seconded the motion. The motion carried unanimously.
20. Commissioner Huffman made a motion to adopt Resolution #7 of 2017, Modification of CDBG 2014 Contract #C000061791 in order to delete the Courthouse ramp project in the amount of \$25,000.00 as this project was disallowed by DCED. Commissioner Wimer seconded the motion. The motion carried unanimously.
21. Commissioner Wimer made a motion to adopt Resolution #8 of 2017, Revision of CDBG 2014 Contract #C000061791 in order to do the following:
 - Increase the Jug Handle Bridge Project from \$32,880.00 to \$61,780.00
 - Decrease the Ross Run Bridge Project from \$49,500.00 to \$40,600.00
 - Delete the Courthouse Ramp Project from \$25,000.00 to \$0Commissioner Huffman seconded the motion. The motion carried unanimously.
22. Commissioner Wimer made a motion to adopt Resolution #9 of 2017, Signatory Authority directing and authorizing Donald Hall, Jr., Board member of the Forest County Industrial & Commercial Authority to the sign the Right of Entry Agreement. Commissioner Huffman seconded the motion. The motion carried unanimously.
23. Commissioner Huffman made a motion for the County Treasurer to transfer the following from the Title III Account to reimburse the General Fund for expenses incurred related to Fire-wise Community Education:

Emergency Management Coordinator	\$5,000.00 for consultation and integration with the County Fire Plan
Cooperative Extension Secretary	\$15,054.46 for coordination of participation in the Fire-Wise Education Center
Government Building Rental	\$13,025.76 for annual rent

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 10:40 a.m.

Respectfully submitted,
Lynette Greathouse, Chief Clerk