

COMMISSIONER'S MEETING MINUTES, OCTOBER 5, 2017

Present for the meeting were Commissioners Robert J. Snyder, Jr. and Norman J. Wimer. Also present was Sheriff Robert Wolfgang and Chief Probation Officer Steven Barnett.

Call to Order: Commissioner Snyder called the meeting to order after leading those in attendance in the Pledge of Allegiance and a moment of silence.

Public Comment: Commissioner Wimer noted that the people affected by the Las Vegas shooting spree were in all of our thoughts and prayers.

Approval of September 21, 2017 minutes: Commissioner Snyder made a motion to approve the minutes of the September 21, 2017 meeting. Commissioner Wimer 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 \$85,269.20
- General Fund payroll \$47,334.80
- Transportation bills \$14,543.64
- Transportation payroll \$11,626.39
- Children & Youth bills \$20,301.94
- Children & Youth payroll \$11,554.77

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

1. The Sheriff's Office is requesting replacement of 2 keys for the office gun locker at a cost of \$27.50.
2. The Probation Department is requesting approval to pay an invoice to Pharmchem, Inc. in the amount of \$1126.70 with Administrative Funds and to be reimbursed with RDC funding.
3. The Probation Department is requesting approval of transport of a Treatment Court Client from Maple Manor Rehabilitation Facility to the Courthouse for Treatment Court. Overnight lodging in the Bradford area is requested for Steven Barnett and Kenneth Alsop.
4. The Tax Claim Director is requesting approval to make the August Distribution:

Forest County	\$30,875.47
Forest Area School	\$29,781.49
Various Municipalities	\$3,660.36
5. Mark Rhoads is requesting an advance for meals while attending a three day drug court training in State College in the amount of \$120.00. Receipts will be submitted upon return.
6. The Probation Department is requesting approval to purchase the following items with Administrative Fees reimbursable by RDC Funding:

Book Cover for phase promotion	\$16.00
Dash Gloves (2 cases)	\$99.80
Alcohol Prep Pads	\$32.98

Pharm Chem Test Patches \$256.00

7. The Payroll Clerk is requesting approval to order the 2018 edition of Checkmark Pro at a cost of \$311.00.
8. Curt Kiefer, 911 Coordinator is requesting approval to purchase a digital recorder at a cost of \$40.00 to be paid for with 911 Funds.

Old Business:

1. Flu Shot Clinic will be held in the Courtroom on October 10, 2017 beginning at 1:00 p.m.

New Business:

1. Commissioner Wimer made a motion to accept the bid from Douglas Daum on the repository property located at 416 Elm Street, Tionesta, PA, in the amount of \$1500.00. The property is Map #19-06-118-00. Commissioner Snyder 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:

Tionesta Borough	\$96.49	Water/Sewer
Evelyn Porta	\$30.00	Cleaning the month of September
General Fund	\$4.94	3 rd quarter 2017 postage

Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Title III Account to pay expenses at the Fire-Wise Education Center:

General Fund	\$3.59	Supplies
Tionesta Business Park	\$133.47	Water/Sewage 7/17-9/19

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 911 Account:

Clarion County Emergency Mgmt.	\$16,467.80	3 rd and 4 th quarters 2017 Dispatch Service
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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 Emergency Food & Shelter Account payable to Second Harvest Food Bank in the amount of \$2,750.00 representing the first payment of Phase 34 grant funds. Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion to approve the contract between Computer Guru and Forest County Children and Youth Services for the provision of overall maintenance of IT equipment and minor installations of hardware and software at a rate of \$60.00 per hour for the first hour/\$40.00 per hour thereafter effective July 1, 2017 through June 30, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion to approve the contract between Child Accounting and Profile System Application Service, Avanco and Forest County Children & Youth Services effective October 1, 2017 through June 30, 2018 at a cost of \$7206.36. Commissioner Snyder seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion to approve a training on Courthouse security and confidentiality to be presented by Sheriff Wolfgang. Mark Rhoads will also present a brief review of J-Net privacy and policy to J-Net users. The training will be at a date and time to be determined. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to accept the resignation of Sandy Obenrader as the Forest Economic Development-IDA/IDC Administrative Assistant effective October 31, 2017. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve Resolution #6 of 2017 for Liquid Fuel Funds Grant Applications. Each municipality within Forest County may apply for \$1500 to be spent on winter road maintenance materials. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to appoint Greg Geyer as a replacement for Leonard Hetrick on the Tax Appeal Board effective immediately through December 31, 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.

Public Comment:

Adjournment: Commissioner Wimer made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:16 a.m.

Respectfully submitted,
Lynette Greathouse, Chief Clerk