

COMMISSIONER'S MEETING MINUTES, NOVEMBER 1, 2018

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

- 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: There was no public comment.
- III. Approval of the October 18, 2018 minutes: Commissioner Wimer made a motion to approve the minutes of the October 18, 2018 meeting. Commissioner Huffman 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	\$46,740.66
General Fund Bills	\$94,227.53
Transportation Payroll	\$14,218.01
Transportation Bills	\$37,207.26
Children & Youth Payroll	\$12,057.45
Children & Youth Bills	\$1,819.01

- V. Department Requests: Commissioner Huffman made a motion to approve the department requests below with the stipulation that departments are only ordering the calendars that are really necessary. Commissioner Wimer seconded the motion. The motion carried unanimously.
 - 1. Jean Ann Hitchcock is requesting approval to order calendars for various departments at a total cost of \$486.66.
 - 2. Jean Ann Hitchcock is requesting approval to purchase the 2019 Check Mark payroll software and 30 hours of support in the amount of \$311.00.
- VI. Old Business: There was no old business.

- VII. New Business:
 - 1. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Title III Account:

Tionesta Business Park	\$865.29	November Rent
Penn State Extension	\$2,745.13	Personnel Expenses
Penelec	\$199.24	Utilities

 Commissioner Huffman 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 Visitor Center Account:

Armstrong	\$69.95	Utilities
Penelec	\$80.62	Utilities
Evelyn Porta	\$42.00	Cleaning

 Commissioner Wimer 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 911 Account:

Mobilcom	\$2818.00	Tower outage auto-reporting
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General Fund	\$4902.76	3 rd quarter office expense reimbursement
Curt Kiefer	\$ 160.23	Mileage from 8/21 – 10/24/2018

Commissioner Wimer seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the County Treasurer to transfer \$3,180.61 from the Sheriff's Patrol Account to the General Fund for October patrol wage and mileage reimbursement. Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 44-Liquid Fuel Account in the amount of \$95,242.36 payable to Thomas Construction, Inc., 310 Diamond Road, Grove City, PA 16127 for estimate #7 for work completed on the Elm Street Bridge Project for the period to September 30, 2018. This amount represents \$90,480.24 from the federal and state governments plus the 5% county match of \$4,762.12. Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Act 13-Legacy Account:

Letterle & Associates	\$277.53	Tionesta Gulf Station Characterization Project (match)
Commonwealth of PA	\$9,000.00	Black Fly Suppression Program

Commissioner Wimer seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion to appoint Leonard Hetrick, PO Box 383, Marienville, PA 16239 to fill the public director appointment on the Conservation District Board for a four year term beginning January 1, 2019 through December 31, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to appoint Robert Wagner, 233 John Deer Lane, Tionesta, PA 16353 to fill the farmer director appointment on the Conservation District Board for a four year term beginning January 1, 2019 through December 31, 2022. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to appoint Basil Huffman, 331 Ferry Lane, West Hickory, PA 16370 to fill the County Commissioner Director appointment on the Conservation District Board for a one year term beginning January 1, 2019 through December 31, 2019. Commissioner Snyder seconded the motion. Commissioner Huffman abstained. The motion carried.
10. Commissioner Huffman made a motion to approve the following plans as required for submission of the CDBG Grant Application:
 - a.) Forest County Section 504 Plan – Guidelines for ensuring access for individuals with disabilities to programs or activities receiving federal funds.
 - b.) Forest County Residential Anti-Displacement & Relocation Plan – Procedures for provision of replacement housing for low to moderate income residents if their housing is to be demolished or converted for another use.
 - c.) Forest County Citizen Participation Plan – Provides guidelines for outreach to, and feedback from, the public concerning CDBG programming within the county.
 - d.) Forest County Section 3 Plan – Provides guidelines for creating employment opportunities for low income persons or businesses owned by low income persons for applicable CDBG funded projects.
 - e.) Forest County MBE/WBE Plan – Provides guidelines for creating contracting opportunities for minority owned business enterprises and women owned business enterprises for applicable CDBG funded projects.Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to approve Resolution #12 of 2018, Resolution to Approve the Community Block Grant Application for FFY 2018. Forest County's FFY 2018 entitlement is \$209,663.00. Commissioner Huffman seconded the motion. The motion carried unanimously.

12. Commissioner Huffman made a motion to approve the only bid submitted for winter maintenance services at the Forest County Courthouse, Visitor Center and Elm Street Bridge as follows:
Allegheny Valley Landscape:
Courthouse Drive \$50.00 per plow/\$28.00 per application anti-skid
Sheriff's Lot \$30.00 per plow/\$25.00 per application anti-skid
Visitor Center \$41.00 per plow/\$30.00 per application anti-skid
Elm Street Bridge \$29.00 per plow
Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the following contracts for janitorial services:
Evelyn Porta Visitor Center at \$10.50 per hour (1 hour per week)
Cheryl Millin Cooperative Extension Offices at \$10.50 per hour (2 hours per week)
Roberta Schultz Forest County Courthouse at \$10.50 per hour (15-20 hours per week)
Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion to approve the contract for plowing services for Tower Road between Forest County and Ray H. Saxton, 321 Grange Hall Road, Tionesta, PA 16353. Snow plowing Tower Road, German Hill, Tionesta, PA at \$45.00 per snow-plow, to be paid from 911 Funds.
Commissioner Wimer seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to approve the only bid submitted for winter maintenance services at the Forest County Transportation Building and Marienville District Court Office parking areas:
Zimmerman Lumber:
District Court \$45.00 per plow parking lot/\$25.00 salt application parking lot
\$15.00 shoveling sidewalk/\$5.00 salt sidewalk
Transportation \$45.00 per plow
Commissioner Wimer seconded the motion. The motion carried unanimously.

VIII. Public Comment: There was no public comment.

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

Respectfully submitted by,
Lynette Greathouse, Chief Clerk