

COMMISSIONER'S MEETING MINUTES, NOVEMBER 15, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Sheriff Robert Wolfgang, Treasurer Stacey Barnes and Chief Probation Officer Steven Barnett.

- I. Call to Order: Commissioner Snyder called the meeting to order after leading the group in the Pledge of Allegiance and a moment of silence.
- II. Approval of the November 1, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the November 1, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.
- III. 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	\$46,714.08
General Fund Bills	\$177,454.03
Transportation Payroll	\$13,590.67
Transportation Bills	\$6,823.08
Children & Youth Payroll	\$11,887.36
Children & Youth Bills	\$12,724.36

- IV. Department Requests: Commissioner Huffman made a motion to approve all department requests. Commissioner Wimer seconded the motion. The motion carried unanimously.
 - 1. The Tax Claim Bureau Director is requesting approval to make the October distribution to the following:
 - Forest County \$9,652.84
 - Forest Area School \$13,983.55
 - Various Municipalities \$2,885.96
 - 2. The Tax Claim Bureau Director is requesting approval to make the following disbursement from the 2015 Upset and Judicial Sale Overage:
 - Forest County \$3,322.01
 - Forest Area School \$7,999.52
 - Various Municipalities \$428.17
 - 3. The Planning/Conservation District Department is requesting approval to purchase colored ink at a cost of \$378.41 to be paid for with Planning/Conservation District General Fund.
 - 4. The Treasurer is requesting approval to order the following:
 - Clear sheet protectors \$10.74
 - Clear report covers \$18.37
 - Regular envelopes \$35.11
 - Window envelopes \$35.11
 - 5. The Register, Recorder, Prothonotary and Clerk of Courts is requesting approval to purchase case folders at a cost of \$200.00.
 - 6. The Transportation Department is requesting approval to accept the proposal of \$1,400.00 from Luton's Plumbing and Heating for excavation from the gas meter to the garage, installation of new plastic gas-line and risers, all connections and elimination of the old meter.
 - 7. The Probation Department is requesting approval to purchase items to hand out for Santa visits to the elementary schools at approximately \$500.00 to be paid for with ACT 198 Funds.

V. Old Business: No old business

VI. New Business:

1. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13-Impact Fee Account in the amount of \$11,700.00 payable to Dynasty Construction Unlimited, Inc., 4 South Center Street, Corry, PA 16407 for payment of demolition of the maintenance garage and excavation of the site. 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:

Starr Image Products	\$160.40	Ink and paper for large map printer
Verizon	\$1,176.40	Account #814198220898470Y
Windstream	\$197.11	Account #021613493
Windstream	\$185.89	Account #021613494
Windstream	\$192.76	Account #021808867
Windstream	\$52.96	Account #021428743
MCM Consulting Group	\$2,667.50	GIS consulting services June 1-October 31, 2018

Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$178.14 payable to Second Harvest Food Bank for the April, May and June TEFAP payments received on October 11, 2018. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to transfer \$327.25 from the Veteran's Transportation Account to the Forest County Transportation Account to pay for October veteran's trips. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Title III Account in the amount of \$86.63 payable to UGI Central for utilities at the Fire-wise Education Center. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Visitor Center Account in the amount of \$47.55 payable to UGI Central for utilities at the Visitor Center. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion to approve the Individual Agreement between the County of Forest and Tionesta Business Park for the provision of snow plowing services at 668 Elm Street, Tionesta, PA 16353. The rates are as follows: \$60.00 per plow and \$40.00 per application of anti-skid. This agreement shall be effective November 16, 2018 through April 30, 2019. Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the Contractual Agreement between the County of Forest and Alaskey and Busch, PLLC for the provision of Public Defender services at a rate of \$100.00 per hour effective January 1, 2019 through December 31, 2019. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the Contractual Agreement between the County of Forest and Alaskey and Busch, PLLC for the provision of Solicitor services to the Recorder of Deeds Office at a rate of \$80.00 per hour effective January 1, 2019 through December 31, 2019. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Individual Agreement between the County of Forest and Allegheny Valley Landscaping for the provision of winter maintenance services at the Forest County Children & Youth Offices. The rates are as follows: \$55.00 per plow, \$45.00 per application of

anti-skid, \$95.00 per application of ice-melter/salt. This agreement shall be effective November 15, 2018 through April 30, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. Commissioner Huffman made a motion to accept the resignation of Pete Wadlow as EMA Coordinator for Forest County, effective December 31, 2018 or when a new coordinator has been appointed, whichever comes first. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. 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 \$220,520.71 payable to Thomas Construction, Inc., 310 Diamond Road Grove City, PA 16127 for estimate #8 for work completed on the Elm Street Bridge Project for the period to October 15, 2018. This amount represents \$209,494.66 from the federal and state governments plus the 5% County match of \$11,026.05. Commissioner Wimer seconded the motion. The motion carried unanimously.

VII. Public Comment:

1. Decorating day shall be Wednesday, November 21st and the County will have pizza brought in that day.
2. The Annual Christmas luncheon will be Thursday, December 20th in the Courthouse. The County will provide the ham and each office can sign up to bring a side dish.

VIII. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully submitted by, Lynette Greathouse, Chief Clerk