

COMMISSIONER'S MEETING MINUTES, NOVEMBER 16, 2017

Present for the meeting were Commissioners Robert J. Snyder, Jr. and Norman J. Wimer. Also present was Treasurer Pamela Millin, Sheriff Robert Wolfgang and the new Veteran's Affairs Director, Eric Cepek. Commissioner Basil Huffman was absent.

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 November 2, 2017 minutes: Commissioner Wimer made a motion to approve the minutes. Commissioner Snyder seconded the motion. The motion carried unanimously.

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 bills \$158,927.33
- General Fund payroll \$ 54,781.71
- Transportation bills \$ 9,662.69
- Transportation payroll \$ 11,934.56
- Children & Youth bills \$ 16,828.90
- Children & Youth payroll \$ 12,314.10

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

1. The Sheriff's Office is requesting approval to order 200 traffic citations at a cost of \$17.50 and 200 non-traffic citations at a cost of \$19.00 to be paid from the Patrol Account.
2. The Sheriff's Office is requesting approval to purchase PLCB Poster Contest prizes in the amount of \$75.00 from the Patrol Account.
3. The Probation Department is requesting approval to purchase a fire extinguisher for the storage building at the 4-H Grounds at the request of an insurance inspector. Will be paid for with Community Service Funds.
4. The Probation Department is requesting approval to purchase the following with ACT 198 Funds:

Gift cards for the PLCB Poster Contest	\$350.00	
Christmas treat bags	\$500.00	
Tionesta Sports Association Program	\$25.00	Softball clinic with Leah Amico (three time USA Olympic Medalist) for girls ages 8-18
5. The Probation Department is requesting approval to order the following:

2 2 pack HP 85A toner	\$259.98
2 2 pack HP 78A toner	\$301.98
2 2 pack HP 36A toner	\$301.98
Certificate Covers	\$15.99

6. The Probation Department is requesting approval to order the following from Galls to be paid for with DUI Administrative Funds:
 - 2 probation badges
 - 3 wallets
 - 3 pair boots
7. Jean Ann Hitchcock is requesting approval to purchase \$2000.00 of postage for the postage machine.
8. The Tax Claim Director is requesting approval to make the October distribution from the Tax Claim Account to the following:

Forest County	\$10,900.42
Forest Area School	\$16,406.51
Various Municipalities	\$2,993.69
9. Jean Ann Hitchcock is requesting approval to purchase 2018 calendars.
10. The Treasurer is requesting approval to purchase 3 three inch, three ring binders and a box of clear front covers at a cost of \$60.86.

Old Business:

1. The roof on the garage has been replaced by a Community Service worker. Only the cost of materials and a dumpster was needed. Thank you to CPO Barnett for overseeing that project got done.
2. The roof repair on the Criminal Justice Building has been started.

New Business:

1. Commissioner Wimer made a motion to approve the Service Provider Agreement between Betty Allio and Forest County for the provision of janitorial services in the Courthouse at \$12.00 per hour effective January 1, 2018 through December 31, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion to approve the Service Provider Agreement between Ray Saxton and Forest County for the provision of snow removal services on Tower Road at a cost of \$45.00 per plow for the 2017-2018 winter season. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion to approve the Service Provider Agreement between Terry Dreihaup and Forest County for the provision of overall maintenance of Agency IT equipment and minor installations of hardware and software at a rate of \$60.00 per hour for the first hour then 40.00 per hour after the first effective January 1, 2018 through December 31, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion to approve the Service Provider Agreement between Evelyn Porta and Forest County for the provision of Janitorial Services at the Visitor Center effective January 1, 2018 through December 31, 2018 at a rate of \$7.50 per hour. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion to approve the Service Provider Agreement between Daniel Zimmerman and Forest County for the provision of snow removal services at the District Court Office

in Marienville and the Transportation Department parking lot and drive at a rate of \$45.00 per plow and \$25.00 per application of anti-skid as well as \$10.00 per sidewalk for shoveling effective January 1, 2018 – December 31, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Wimer made a motion to advertise Proposed Ordinance #2 of 2017 - Establishing a Uniform Parcel Identifier System in Forest County to become effective January 1, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the County Treasurer to transfer \$796.95 from the Veteran's Transportation Fund to the Forest County Transportation Account for October veterans' copays. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account in the amount of \$1760.98 payable to Tionesta Builders Supply for materials to replace the roof on the maintenance garage. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve the quote from Mobilcom for the installation of a Newmar Site Power Monitor in order to monitor tower conditions at a cost of \$1459.00 to be paid for with 9-1-1 Funds. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Sheriff's Patrol Account:

Guth Laboratories	\$88.57	Datamaster Solution
S&D Calibration Services	\$15.10	Speed Timer Certification

Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion for the County Treasurer to transfer \$8000.00 from the Act 13-Legacy Fund to the General Fund to reimburse for the Black Fly Suppression payment made for 2017. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

UGI Utilities, Inc.	\$70.06	Utilities
Armstrong	\$64.95	Account #0487032-01
Evelyn Porta	\$500.00	Annual bonus

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

UGI Utilities, Inc.	\$113.65	Utilities
Jennifer Wadlow	\$105.00	Cleaning 10/16/17-11/12/17

Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 9-1-1 Fund:

Windstream	\$52.46	Account #021428743
Windstream	\$184.13	Account #021613494

Windstream \$195.35 Account #021613493
Verizon \$874.00 Account #814198220898470Y
Commissioner Snyder seconded the motion. The motion carried unanimously.

15. Commissioner Wimer made a motion to advertise the Proposed Budget for 2018 at \$2,912,174.85. The proposed budget incorporates a 1.4 mil increase. The debt service obligation has been paid in full, therefore the debt service tax (.8 mils) has been retired. This is the first tax increase Forest County has seen in ten years. Commissioner Snyder seconded the motion. The motion carried unanimously.
16. Commissioner Wimer made a motion to approve the 2018 Holiday Schedule as follows with **13 instead of 12 paid holidays** per year. Commissioner Snyder seconded the motion. The motion carried unanimously.

2018 FOREST COUNTY HOLIDAY SCHEDULE
Forest County Offices will be closed on the following dates:

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Day
Monday, February 19	President's Day
Friday, March 30	Good Friday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12	Veteran's Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Thanksgiving Holiday
Monday, December 24	Christmas Eve
Tuesday, December 25	Christmas

1. Commissioner Wimer made a motion to approve the Master Agency Agreement between AMS (Alcohol Monitoring Systems, Inc) and Forest County (Probation) for the provision of alcohol monitoring for probation and regional drug court clients. Commissioner Snyder seconded the motion. The motion carried unanimously.
Prices follow:

Equipment Type	Quantity	Rental Equipment Fee, per Unit, per Day	Service Fee per Unit, per Day	Daily Service Fee per Unit (includes Rental Equipment Fee)	Shelf Fee
CAM Kit Landline Base Station	1+	\$2.35	\$4.05	\$6.40	\$2.17
CAM Bracelet	1+	\$1.85	\$4.05	\$5.90	\$2.17
GPS Bracelet	1+	\$0.97	\$2.83	\$3.80	\$1.03
House Arrest Kit Landline Base Station	1+	\$0.87	\$1.30	\$2.35	\$0.87
CAM/House Arrest Wireless Base Station Standalone	1+	\$0.60	\$0.90	\$1.50	\$0.94
Remote Breath Equipment	1+	\$2.85	\$2.50	\$5.35	\$2.45
Note 1: A Shelf Fee is only charged if there is an amount in the Rental Equipment Fee column in the table above and there is a Shelf Allowance percentage listed below.					

ADDITIONAL SERVICES

Training: AMS will provide Agency personnel with training in the use of the Products. Any such training will be at no charge to Agency.

Ethernet Communication: \$0.50 per Equipment unit, per day

Calibration Kits: If applicable, AMS will provide 1 calibration unit for each order with a quantity of 25 Remote Breath Equipment units.

SHELF ALLOWANCE; LOSS/DAMAGE ALLOWANCE; EQUIPMENT REPLACEMENT FOR LOST OR DAMAGED:

Shelf Allowance: 20%

Loss and Damage Allowance: 5%

Loss and Damage: The replacement fee for Rental Equipment lost or damaged beyond repair will be the purchase price, per unit, listed above or as follows:

CAM Kit Landline Base Station: \$1,206

CAM/House Arrest Landline Base Station: \$450

GPS Bracelet: \$729

House Arrest Kit Landline Base Station: 796.50

Remote Breath: \$1,190.70

CAM/House Arrest Wireless Base Station: \$585

For Parts it will be the current replacement cost from the manufacturer. GPS refurbishment fee will be \$365.20 for those units that can be repaired.

Public Comment: There was no public comment.

Adjournment: Commissioner Wimer made a motion to adjourn the meeting at 10:30 a.m. Commissioner Snyder seconded the motion. The motion carried unanimously.

Respectfully submitted, Lynette Greathouse, Chief Clerk