

## COMMISSIONER'S MEETING MINUTES, NOVEMBER 2, 2017

---

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

**Call to Order:** Commissioner Snyder called the meeting to order after leading the group in the Pledge of Allegiance and a moment of silence at 10:00 a.m.

**Public Comment:** There was no public comment.

**Approval of October 19, 2017 minutes:** Commissioner Huffman made a motion to approve the minutes of the October 19, 2017. 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 Huffman seconded the motion. The motion carried unanimously.

- General Fund bills                      \$64,954.75
- General Fund payroll                    \$46,332.80
- Transportation bills                      \$2,264.96
- Transportation payroll                    \$12,702.17
- Children & Youth bills                    \$14,579.49
- Children & Youth payroll                \$10,410.51

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

1. The Sheriff's Office is requesting approval to purchase solution for the BAC Datamaster at a cost of \$88.57 to be paid from the Patrol Account.
2. The Forest County Conservation District & Planning Department is requesting approval to purchase 100 Plain Rectangular Hole Minute Book Sheets at a cost of \$56.00.
3. The District Court Office is requesting 2 boxes of window envelopes and deposit slips for both offices at an approximate cost of \$350.00.
4. Rowan Rose is requesting approval to purchase a programmable thermostat in order to more effectively manage the heating expense at the Visitor Center.

**Old Business:** The revised plan documents from the Pennsylvania Municipal Retirement System have arrived and are very close to being what the IRS requires while maintaining the benefit Forest County has always provided.

**New Business:**

1. Commissioner Wimer made a motion for the County Treasurer to make the following check out of the Title III Account:  
Penelec                      \$234.72                      Account #100083350106  
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:  
Penelec                      \$85.43                      Account #100111996839  
Farm Fresh Foods        \$141.09                      Restroom supplies  
Evelyn Porta                \$37.50                      October cleaning  
Commissioner Wimer seconded the motion. The motion carried unanimously.
  
3. Commissioner Huffman made a motion for the County Treasurer to transfer \$2646.35 from the Sheriff's Patrol Account to the General Fund to reimburse for October patrols. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
4. Commissioner Wimer made a motion for the County Treasurer to drawdown \$10,207.05 from CDBG 2016 funds, Contract #C0-000-66488 for the balance of 2<sup>nd</sup> quarter 2017 administrative expenses and 3<sup>rd</sup> quarter 2017 administrative expenses. Commissioner Huffman seconded the motion. The motion carried unanimously.
  
5. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Emergency Food and Shelter Account:  
Second Harvest Food Bank        \$2640.00        Final payment of Phase 34  
Forest County General Fund        \$110.00        Administration fee  
Commissioner Wimer seconded the motion. The motion carried unanimously.
  
6. Commissioner Huffman made a motion to approve the only bid received for the following items:  
Van #40 2012 Dodge Vision        Steven Barnett        \$351.00  
  
Four Tires                              Steven Barnett        \$25.00  
Commissioner Wimer seconded the motion. The motion carried unanimously.
  
7. Commissioner Wimer made a motion to approve the purchase of a King Kutter XB Mini Spreader from Northern Tool & Equipment to spread anti-skid materials on Courthouse Drive and the Sheriff's Parking Lot at a cost of \$479.99. 75% of the purchase to be paid from Liquid Fuels and 25% from the General Fund. Commissioner Huffman seconded the motion. The motion carried unanimously.
  
8. Commissioner Wimer made a motion to approve the Mobilcom proposal for \$5760.00 whereby Mobilcom will decommission the microwave systems at the Army Corps tower and the ECC tower. Removing all equipment and transporting to a location provided by

the customer for storage. Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to approve the Mobilcom proposal for \$881.00 whereby Mobilcom will install one Motorola SLR8000 VHF repeater at the Army Corp tower site. This transceiver will provide a communications link between Warren County, Tionesta Fire and West Hickory Fire. Commissioner Wimer seconded the motion. The motion carried unanimously.

10. Commissioner Huffman made a motion to approve Quote #: 2017-20 from Ramco Communications, Inc. to enable connectivity for multiple assets from Forest County to Warren County 9-1-1. Ramco Communications will provide and install the following:

3	Motorola DDN7933A – radio i-button for MCC5500	\$1800.00 each
		\$5400.00
2	Rad Data IPmux – 4 wire, E&M, IP mux	\$2000.00 each
		\$4000.00

Installation, programming and provisioning at Warren Co. 9-1-1     \$2000.00  
Total     \$11,400.00

Commissioner Wimer seconded the motion. The motion carried unanimously.

11. Commissioner Huffman made a motion to approve hiring Eric Cepek as the Forest County Veteran’s Affairs Director. This is a part time position with an annual wage of \$8000.00 to be paid on a bi-weekly basis with the employee working approximately 12-15 hours per week effective January 2, 2018. Additionally, Mr. Cepek will begin his training and certification process immediately as a part-time as needed basis through the end of the year at \$9.69 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.

12. Commissioner Wimer made a motion to approve Sandy Obenrader as the part time, as-needed administrative assistant in the Treasurer’s Office effective November 1, 2017 at the approved rate on the salary schedule of \$9.69 per hour. Commissioner Huffman seconded the motion. The motion carried unanimously.

13. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Allegheny Valley Landscape and Forest County Children & Youth Services for snow removal services during the 2017-2018 season at the following rates: \$55.00 per plow, \$29.00 shovel snow, \$44.00 to anti-skid the lot, \$20.00 to salt the sidewalks, ice melter/salt upon request only \$95.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

14. Commissioner Wimer made a motion to approve the quotes submitted by Allegheny Valley Landscaping to the Forest County Commissioners for snow removal services during the 2017-2018 season as follows:

Elm Street Bridge	Plow	\$29.00
-------------------	------	---------

Visitor Center	Plow	\$41.00
Visitor Center	Anti-Skid	\$30.00
Courthouse	Plow	\$63.00
Courthouse	Anti-Skid	\$43.00

Commissioner Huffman seconded the motion. The motion carried unanimously.

**Adjournment:** Commissioner Wimer made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse