

COMMISSIONER'S BOARD MEETING MINUTES, DECEMBER 6, 2018

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

- 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. Approval of the November 29, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the November 29, 2018 meeting. Commissioner Snyder seconded the motion. The motion carried.
- III. Approval of the following bills: Commissioner Huffman made a motion to approve paying the following bills. Commissioner Snyder seconded the motion. The motion carried.

General Fund Payroll	
General Fund Bills	\$40,309.02
Transportation Payroll	
Transportation Bills	\$14,409.44
Children & Youth Payroll	
Children & Youth Bills	\$16,761.95

- IV. Department Requests: Commissioner Huffman made a motion to approve all department requests. Commissioner Snyder seconded the motion. The motion carried.
 - 1. The Treasurer would like to purchase a new color printer from Computer Guru at an estimated cost of \$359.99.
 - 2. The Probation Department is requesting approval to order 4 HP85A ink cartridges at a cost of \$130.00.
 - 3. The Probation Department is requesting approval to order incentive items needed for treatment court to be paid for with RDC Grant funds in the amount of \$150.00 (books, keychains and medallions).
 - 4. The Tax Claim Director is requesting approval to make the November Distribution to the following:
 - Forest County \$6,949.17
 - Forest Area School \$9,832.29
 - Various Municipalities \$1,580.17
 - 5. Steve Barnett, CPO is requesting approval to attend the quarterly meeting of the Adult Probation & Parole Association in State College on Friday, December 7th. Request is for \$100.00 for one night of lodging, meal and mileage reimbursement upon return.
- V. Old Business: No old business.
- VI. New Business:
 - 1. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Liquid Fuel Account for municipal county aid:
 - Tionesta Borough \$1,500.00 Winter Material
 - Hickory Township \$1,500.00 Anti-SkidCommissioner Snyder seconded the motion. The motion carried.
 - 2. Commissioner Huffman made a motion for the County Treasurer to transfer \$679.77 from the Sheriff's Patrol Account to the General Fund for November patrols and mileage. Commissioner Snyder seconded the motion. The motion carried.

3. Commissioner Huffman made a motion for the County Treasurer to make the following check out of the Title III Account:
Tionesta Business Park \$98.81 Water/sewer utilities
Commissioner Snyder seconded the motion. The motion carried.
4. Commissioner Huffman made a motion for the County Treasurer to transfer \$886.33 from CDBG 2016 Contract #C0-000-66488 to the General Fund for third quarter 2018 program administration expenses. Commissioner Snyder seconded the motion. The motion carried.
5. Commissioner Huffman made a motion for the County Treasurer to transfer \$7,804.59 from CDBG 2017 Contract #C0-000-692224 to the General Fund for third quarter 2018 program administration expenses. Commissioner Snyder seconded the motion. The motion carried.
6. Commissioner Huffman made a motion for the County Treasurer to transfer \$452.25 from the Veteran's Transportation Account to the Forest County Transportation Account to pay the November co-pays and fares for veterans. Commissioner Snyder seconded the motion. The motion carried.
7. Commissioner Huffman made a motion to approve the Hazardous Mitigation Grant Agreement between the Pennsylvania Emergency Management Agency and the County of Forest in order to provide funding assistance to the County for planning and implementation of mitigation projects prior to a disaster event. Commissioner Snyder seconded the motion. The motion carried.
8. Commissioner Huffman made a motion to delegate signatory authority for CDBG Invoices from the Department of Community and Economic Development whereas, the Chairman of the Board of Commissioners shall be the authorized signer and the other two Commissioner Board members shall provide the certification of elected officials. Commissioner Snyder seconded the motion. The motion carried.
9. Commissioner Huffman made a motion to approve a 2% increase for all employees effective December 30, 2018. Commissioner Snyder seconded the motion. The motion carried.
10. Commissioner Huffman made a motion for the County Treasurer to transfer \$10,405.92 from the Act 44 Liquid Fuel Account to the Act 89 Bridge Account representing the funds received from the Commonwealth of Pennsylvania on December 6, 2018. Commissioner Snyder seconded the motion. The motion carried.
11. 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 \$58,489.58 payable to Thomas Construction, Inc., 310 Diamond Road, Grove City, PA 16127 for estimate #9 for work completed on the Elm Street Bridge Project for the period ending October 31, 2018. This amount represents \$55,565.10 from the federal and state governments plus the 5% county match of \$2,924.48. Commissioner Snyder seconded the motion. The motion carried.
12. Commissioner Huffman made a motion to hire Kevin Daly as a full time deputy sheriff at \$14.65 an hour effective December 17, 2018 with the 90 day wait period for benefits waived so that benefits will begin February 1, 2019. Commissioner Snyder seconded the motion. The motion carried.

VII. Public Comment: No public comment.

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

Respectfully submitted, Lynette Greathouse, Chief Clerk