

## COMMISSIONER'S MEETING MINUTES, DECEMBER 7, 2017

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Present for the meeting were Commissioners Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Pamela Millin, CDBG Coordinator Rowan Rose and Sheriff Robert L. Wolfgang. Commissioner Norman J. Wimer 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 16, 2017 minutes:** Commissioner Huffman made a motion to approve the November 16, 2017 minutes. Commissioner Snyder seconded the motion. The motion carried unanimously.

**Approval of the following bills:** Commissioner Huffman made a motion to approve the following bills.

- General Fund bills                      \$105,854.21
- General Fund payroll                      \$45,317.13
- Transportation bills                      \$5,893.04
- Transportation payroll                      \$11,873.45
- Children & Youth bills                      \$5,648.40
- Children & Youth payroll                      \$11,193.62

Commissioner Snyder seconded the motion. The motion carried unanimously.

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

1. The Forest County Tax Claim Director is requesting approval to disburse the following from the Tax Claim Account for unclaimed overages from 2012, 2013, 2014 Upset Sales:

Forest County	\$9,191.73
Forest Area School	\$20,821.42
Various Municipalities	1,827.24

2. The Sheriff's Office is requesting approval to purchase the following:

950 XL/951 Printer Ink	\$91.79
Epson Workforce 30 Combo ink pack	

3. Commissioner Wimer is requesting approval to order 25 Cornplanter Maps at a cost of \$85.00 for the Visitor Center paid for out of the Visitor's Center Account.

4. Donna Zofcin is requesting approval to purchase file folders, laser jet toner and brown envelopes at a cost of \$108.27 to be paid for with the Conservation District & Planning General Account.
5. Steven Barnett is requesting approval to attend the Adult Chief's meeting at State College on December 7-8, 2017. Lodging is requested in the amount of \$110.67. Meal reimbursement will be turned in upon return.

**Old Business:** There was no old business.

**New Business:**

1. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Penelec	\$75.02	Account #100111996839
General Fund	\$45.31	Postage and Thermostat
Tionesta Borough	\$96.49	Account 2161-0
Evelyn Porta	\$30.00	November Janitorial Services

Commissioner Snyder 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 Title III Account for expenses at the Fire-Wise Education Center:

Penelec	\$166.29	Account #100083350106
Tionesta Business Park	\$133.47	Borough Invoice 9/19-11/20
General Fund	\$31.99	WetJet

Commissioner Snyder 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 9-1-1 Fund:

M. Curtis Kiefer	\$363.40	April – October mileage
Windstream	\$52.46	Account #021428743

Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account payable to Revize, LLC in the amount of \$1563.00 for Phase 9 Website Hosting January 1, 2018-December 31, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the County Treasurer to transfer \$789.00 from the Act 13 Impact Fee Account to the General Fund to reimburse for the dumpster rental and disposal fee for the shingles and materials removed from the Maintenance garage roof. Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to transfer \$2,443.60 from the Sheriff's Patrol Account to reimburse the General Fund for November patrols and mileage (\$2296.40) and speed timer postage and evidence envelopes (\$50.00) and \$97.20 for a reimbursement from Galls received on 10/11/17. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$99.90 payable to Second Harvest Food Bank for the September payment received on November 17, 2017. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the County Treasurer to transfer \$429.03 from the Liquid Fuels Account to the General Fund to reimburse 75% of the purchase of a salt spreader for Courthouse Drive. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Liquid Fuel Account for the County Aid available to municipalities for the purchase of winter material for road maintenance as provided for in Resolution #6 of 2017:

Barnett Township	\$1500.00
Green Township	\$1500.00
Harmony Township	\$1500.00
Hickory Township	\$1500.00
Howe Township	\$1500.00
Jenks Township	\$1500.00
Kingsley Township	\$1500.00
Tionesta Township	\$1500.00
Tionesta Borough	\$1500.00

Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion for the County Treasurer to transfer \$365.60 from the Veteran's Transportation Account to the Transportation Account for November veterans' trips. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to adopt Ordinance #2 of 2017 establishing a Uniform Parcel Identifier System by providing for a depository agency of the County's tax maps, including additions, deletions, and revisions of such maps and by providing for the assignment by such agency of uniform parcel identifiers for each parcel, on the map to facilitate conveyancing and establish a modern land records system. This ordinance also establishes a fee of \$20.00 for each uniform parcel identifier fixed. This ordinance shall become effective January 1, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.

12. Commissioner Huffman made a motion to approve the Sub-Recipient Agreement between Forest County and the Borough of Tionesta in order for the County to appropriate funds from the County's 2016 Community Development Block Grant for the Elm Street Waterline Improvements Phase I in the total amount of \$129,313.00. The agreement stipulates responsibilities of both parties. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion for the County Treasurer to drawdown \$39,180.38 from CDBG 2013 Contract #C0-000-57606 payable to the Forest County Operating Reserve Account to reimburse for the advance paid to CCS Renovations for the MACA building improvements (\$23,891.63) and the MACA Center removal of architectural barriers (\$15,288.75) project on 6/8/17. Commissioner seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion for the County Treasurer to drawdown \$111,486.00 from CDBG 2015 Contract #C0-000-62633 payable to Terra Works for the Jenks Township Storm Sewer Upgrade. Commissioner Snyder seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to approve the Individual Agreement between Forest County and Jennifer Wadlow for the provision of janitorial services at the Forest County Cooperative Extension Offices at a rate of \$10.50 per hour for two hours per week. Commissioner seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to adopt Resolution #11 of 2017 Approving the 2017 Community and Development Block Grant Application in the amount of \$206,222.00. Commissioner Snyder seconded the motion. The motion carried unanimously.

**Public Comment:**

1. Sheriff Wolfgang stated that the Sheriff's Office took a drug dog into both East Forest and West Forest schools and parking lots with negative findings at all locations.
2. The Sheriff's Office Special Projects Account has received \$10,200.00 to date for this year's Shop With-A-Cop Program. The Sheriff's Office along, with many other uniformed officers, are scheduled to take 65 students from East and West Forest shopping on December 17, 2017.

**Adjournment:** Commissioner Huffman made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:15 am.

Respectfully submitted,  
Lynette Greathouse, Chief Clerk

