

## COMMISSIONER'S MEETING MINUTES, FEBRUARY 1, 2018

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Commissioner Basil D. Huffman and Norman J. Wimer. Also present were Sheriff Robert L. Wolfgang and Acting Treasurer Stacey L. Barnes.

**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.

**Approval of January 18, 2018 minutes:** Commissioner Huffman made a motion to approve the minutes of the January 10, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

**Approval of the following bills:** Commissioner Wimer made a motion to approve paying all the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

- General Fund bills                   \$34,211.12
- General Fund payroll               \$44,160.52
- Transportation bills                 \$1,762.14
- Transportation payroll             \$11,816.55
- Children & Youth bills             \$1,818.80
- Children & Youth payroll         \$11,788.31

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

1. The Tax Assessment Office is requesting approval to order 2 boxes of plain envelopes at a cost of \$65.00.
2. The District Attorney is requesting approval to purchase a new microwave oven for the office at a cost not to exceed \$75.00.
3. Auditor, Louise Fedora is requesting approval to purchase a large screen monitor. Computer Guru provided the following quote:  
Acer 24" Widescreen               \$149.99
4. The Tax Claim Director is requesting approval to attend the Spring Conference on April 12, 2018 in State College. Registration of \$20.00 and mileage is all that is being requested for expenses.
5. The Sheriff is requesting approval to attend the Mid-Winter conference on March 2 and 3, 2018 in State College. Registration fee is \$50.00.
6. The Sheriff's office is requesting approval for five deputies to attend mandatory training in Cranberry Township scheduled for February 22-23, 2018. They will need 2 rooms for 2 nights at \$93.00 per night, and advances for meals are being requested. There is no cost for the training.
7. The Probation Department is requesting approval to purchase incentive items and drug testing supplies at a cost of \$4,777.00 to be reimbursed through RDC funding. A combination of DUI Administrative Fees plus some General Fund monies will be used to purchase items, which will all be reimbursed from the RDC Grant.

8. Jean Ann is requesting approval to order 20 cases of paper at an estimated cost of \$600.00.

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

**New Business:**

1. Commissioner Huffman made a motion to approve the lowest responsible bid, that being from The Other Half, for the installation of waterproof laminate flooring for the Courthouse entrance, hallway, three restroom areas and the area in front of the counter in the Commissioner's office. The cost of the tile will be \$4,325.40 and will be purchased at Tionesta Builders Supply. Commissioner Wimer seconded the motion. The motion carried unanimously.

B. Z. Carpets	\$6808.00
The Other Half	\$5075.00
Tionesta Builders	\$7577.36

2. Commissioner Wimer made a motion for the Acting Treasurer to transfer \$1,518.69 from the Sheriff's Patrol Account to the General Fund to reimburse for January patrols and mileage. Commissioner Huffman seconded the motion. The motion carried unanimously.

3. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Title III Account for utilities and services at the Firewise Education Center:

\$199.63	Penelec	Utilities
\$2745.13	Forest County Extension	February personnel expenses
\$865.29	Tionesta Business Park	February rent
\$133.47	Tionesta Business Park	Water/Sewer November and December

Commissioner Wimer seconded the motion. The motion carried unanimously.

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

\$112.19	Penelec	Utilities
\$96.49	Tionesta Borough	Water/Sewer
\$30.00	Evelyn Porta	January Janitorial Services

Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Account:

\$82.26	M. Curtis Kiefer	Addressing mileage November and December 2017
\$65.81	M. Curtis Kiefer	Addressing mileage January 2018
\$315.00	Ray H. Saxton	Plowing Tower Road in January (7 times)

Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to approve the purchase of a refurbished computer and monitor from Computer Guru for Barnett Township tax collection at a cost of \$260.00. The County had previously paid for the other township computers, but Barnett Township deferred at the time. This will be paid from Operating Reserve Account. Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion to distribute the payment for State Aid received for the libraries in Forest County in the amount of \$25,393.45 as follows:

Sarah Stewart Memorial Library	\$13,712.46
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Marienville Area Library

\$11,680.99

Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion to approve the contract between Forest County (Probation) and CenClear Child Services, Inc. for the provision of community based mental health and substance use disorder services. This agreement shall be effective January 1, 2018 through December 31, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion to approve the Individual Agreement between Forest County Children & Youth Services and Donna Hunsbarger for the provision of janitorial services at the offices of Children & Youth Services. The hourly rate for this contract is \$10.50 per hour and effective January 1, 2018 through June 30, 2018. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Pathways Adolescent Center and Forest County Children & Youth Services for the provision of child welfare services for children and youth effective July 1, 2017-June 30, 2018. The facility is located at 370 Seneca Street, Oil City, PA 16301. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between George Junior Republic in Pennsylvania and Forest County Children & Youth Services for the provision of child welfare services for children and youth effective July 1, 2017-June 30, 2018. The facility is located at 233 George Junior Road, Grove City, PA 16127. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to formally acknowledge that Stacey L. Barnes has been officially sworn in as Acting Treasurer by President Judge Maureen Skerda on Monday, January 29, 2018 due to the resignation of Pamela F. Millin. Acting Treasurer Barnes shall have the responsibility for being the fiscal manager of the County's funds. Also sworn in was Stacy Custer as Deputy Treasurer, who shall act in the absence of the Treasurer when needed. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the project scope of work to include a 26'X22' wood framed addition to the existing garage. The new addition will be insulated and have a hipped roof to match the existing garage. New insulated overhead doors will be installed on the existing garage and the existing wood trims, soffit and fascia will be wrapped with new aluminum. An existing furnace will be installed with new ductwork along with new LED lighting and emergency lighting. Architectural services for this project are quoted at a cost of \$4,150.00 from Amos Rudolph. This project will be funded in part with PCorp and PComp Risk Control Grants, with the remainder being paid from the Act 13-Impact Fee Account. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve enforcement of Section 25 of the Local Tax Collection Law, whereby, the tax collector shall on or before the 15<sup>th</sup> day of each month remit to the County Treasurer all taxes collected for the taxing district during the previous month. Late filing fees will be assessed for any report that is late at a rate of \$20.00 for each day for the first six days and \$10.00 per day thereafter. The maximum payable for a single report shall not exceed \$250.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

14. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13-Legacy Account payable to Letterle & Associates in the amount of \$3,442.88 for the Tionesta Gulf Station site characterization project. This amount shall be applied to our 25% match to the ISRP Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to approve the Sub-Recipient Agreement between Forest County and Kingsley Township for the Ross Run Road Bridge Project in the amount of \$40,600.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to suspend the meeting and go into the Annual Review meeting of Salary Board. Commissioner Wimer seconded the motion and the meeting was suspended at 10:25 a.m.
17. Commissioner Huffman made a motion to reopen the Regular Board meeting at 10:40 a.m. Commissioner Wimer seconded the motion and the meeting re-opened.
18. Commissioner Huffman made a motion to approve moving Stacy Custer from administrative assistant on the Forest County classification plan and pay-scale to Deputy Treasurer in conjunction with her appointment effective, January 29, 2018, at a rate of \$13.30 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

**Adjournment:** Commissioner Huffman made a motion to adjourn the meeting. Commissioner Wimer seconded the motion. The meeting adjourned at 10:45 a.m.

Respectfully submitted,  
Lynette Greathouse, Chief Clerk

