

COMMISSIONER'S MEETING MINUTES, FEBRUARY 15, 2018

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

Public Comment: Commissioner Wimer commented that thoughts and prayers go out to all the victims in Parkland, Florida after the mass shooting on February 14, 2018.

Approval of February 1, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the February 1, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

Approval of the following bills: Commissioner Wimer made a motion to pay all bills as listed. Commissioner Huffman seconded the motion. The motion carried unanimously.

- General Fund bills \$58,038.65
- General Fund payroll \$47,088.76
- Transportation bills \$12,769.01
- Transportation payroll \$12,088.82
- Children & Youth bills \$9,913.73
- Children & Youth payroll \$11,788.31

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

1. The Tax Claim Director is requesting approval to make the January 2018 Distribution:
 \$8,315.50 Forest County
 \$25,128.65 Forest Area School District
 \$1,005.93 Various Municipalities

2. The Tax Claim Director is requesting approval to make the following distribution of overages from the 2017 Tax Sale:
 \$2,661.31 Michael Gavatorta
 \$2,661.30 Thomas Gavatorta
 \$3,196.44 Kenneth A. Piela
 \$3,196.48 Edward J. Piela

3. Chief Assessor, Curtis Kiefer is requesting approval to attend the 2018 Uniform Standards of Appraisal Practice Course on March 23, 2018 for a cost of \$185.00 that includes the course and materials.

4. The Probation Department is requesting approval to pay the annual community service insurance premium in the amount of \$75.90 from Community Service Fees.

5. The Probation Department is requesting approval to pay the following from DUI Administrative Fees:

\$300.00	Annual DUI Dues
\$595.00	Annual CCAPPOAP Dues
\$200.00	Annual PCCJPO Dues
\$860.00	15 Copies Westlaw from the PA DUI Assoc and annual membership (\$35)
\$137.49	Request from the Sheriff's Office to purchase a convex mirror for security

6. The District Attorney is requesting approval to purchase the following:

\$9.99	CD/DVD sleeves
\$75.58	1000 security envelopes
\$62.98	1000 sheets business paper
\$29.99	30 pack 4.78 GB DVD RW
\$75.98	5 pack 8 GB flash drive
\$28.53	12 pack bubble mailers

7. The Forest County Sheriff's Office is requesting approval to purchase the following:

\$60.00	Electric stapler
	HP02 Black ink
	Epson Workforce Combo pack ink

Old Business:

1. The flooring project in the Courthouse will begin on Monday, February 19, 2018.

New Business:

1. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Act 13- Impact Fee Account payable to the Liquid Fuel Account in the amount of \$2465.44 to reimburse for the front end loader attachment on the tractor that was purchased in 2017. The attachment was approved as an allowable expense from Liquid Fuels as it was going to be used for snow removal on Courthouse Drive. It became clear during the winter of 2017-2018 that the equipment could not adequately perform the work; therefore, we are reimbursing the Liquid Fuel Account for that purchase. Commissioner Wimer seconded the motion. The motion carried unanimously.

2. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Operating Reserve Account in the amount of \$4325.40 payable to Tionesta Builders Supply for the tile to be laid in the Courthouse. This will be reimbursed by the remainder of the 2017-2018 PCorp Grant. 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 911 Funds:

\$1,260.40	Verizon	Account #814198-220898470Y
\$184.13	Windstream	Account #322-010-0383
\$195.35	Windstream	Account #322-010-0382
\$52.46	Windstream	Account #825-010-0628
\$8,233.90	Clarion Co Emergency Mgmt 1 st qtr. 2018 Dispatch Services	

Commissioner Wimer seconded the motion. The motion carried unanimously.

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

\$64.95	Armstrong	Account #0487032-01
\$222.73	Central Penn Gas	Account #411007533655
\$123.00	Allegheny Valley Landscape January snow removal	

Commissioner Huffman seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Title III Account for expenses at the Fire-Wise Education Center:

\$418.18	UGI Central Penn Gas, Inc.	Utilities
\$26.25	Jennifer Wadlow	January cleaning

Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$1157.60 from the Veteran's Transportation Account to the Forest County Transportation Account for Veterans' January co-pays and rides. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Liquid Fuels Account payable to Allegheny Valley Landscape in the amount of \$87.00 for snow removal on the Elm Street Bridge during the month of January 2018. Commissioner Huffman seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion to approve the Agreement for Purchase of Services between Warren County and Forest County, whereby, Warren County agrees to provide housing and detention of Forest County inmates at a cost of \$55.00 per day plus additional costs and expenses such as medical treatment, medications, etc. This rate represents no increase from last year. Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to approve the US Department of Homeland Security Expedited Equipment Purchases in the amount of \$19,272.00 to be reimbursed by PEMA. Itemized list of purchase and cost will be attached to the minutes. Commissioner Wimer seconded the motion. The motion carried unanimously.

10. Commissioner Huffman made a motion to Proclaim March 2018 as National Gambling Awareness Month in Forest County. In order to spread the message that there is help for problem gamblers through local resources and treatment. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to adopt Resolution #1 of 2018, amending the total costs to be incurred for the Elm Street Bridge Project. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Perseus House located at 1511 Peach Street, Erie, PA 16501 for the provision of child welfare services for children and youth. This agreement shall be effective July 1, 2017 through June 30, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Hermitage House located at PO Box 748, Edinboro, PA 16412 for the provision of child welfare services for children and youth. This agreement shall be effective July 1, 2017 through June 30, 2018. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion for the Acting Treasurer to close Account #XXXXXX0127, Forest County Escrow Account. This account has had no activity since 2003. The balance of \$361.01 shall be transferred to the General Fund. Commissioner Wimer seconded the motion. The motion carried unanimously.
15. Commissioner Wimer made a motion for the Acting Treasurer to close Account #XXXXXX2546, Forest County Housing Rehabilitation Account. This account has had no activity since 2005. The balance of \$9089.77 shall be transferred to the Operating Reserve Fund. Commissioner Huffman seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County and Cheryl Millin for the provision of cleaning services at the Forest County Extension Offices at 668 Elm Street, Tionesta, PA 16353 at a rate of \$10.50 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.
17. Commissioner Snyder made a motion to approve the attached list of County Accounts with the account name changes and signatory changes for each one listed except for the accounts with non-row officers listed as signatories until we receive guidance from CCAP and our County Solicitor. Commissioner Huffman seconded the motion. The motion carried unanimously.

Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:50 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk