

COMMISSIONER'S BOARD MEETING MINUTES, FEBRUARY 7, 2019

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

- 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 January 17, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the January 17, 2019 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

III. Approval of the following bills: Commissioner Huffman made a motion to approve paying the bills as listed below. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$45,061.51 and \$46,234.35
General Fund Bills	\$89,673.39
Transportation Payroll	\$11,481.37 and \$13,281.80
Transportation Bills	\$177.51 and \$14,671.29
Children & Youth Payroll	\$12,093.65 and \$12,255.13
Children & Youth Bills	\$12,922.00

- IV. Department Requests: Commissioner Wimer made a motion to approve the department requests as submitted. Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 1. Misty Ditz, Tax Claim Director is requesting approval to order the following supplies:

3000 Avery labels	\$67.00
Regular envelopes	\$62.00
Window envelopes	\$57.67
 - 2. Misty Ditz, Tax Claim Director is requesting approval to attend the 2019 Tax Claim Bureau Conference in State College on April 12, 2019. Lodging at \$105, mileage and meal reimbursement is requested.
 - 3. Jean Ann Hitchcock, Director of Elections is requesting approval to attend the Western PA Election Conference in Greensburg, PA on March 22, 2019. Registration is \$30.00 per person and lodging is \$109 for one night.
 - 4. Jean Ann Hitchcock is requesting approval to purchase central supplies in the amount of \$153.92.
 - 5. Donna Zofcin, Conservation & Planning Director is requesting approval to purchase Avery labels at a cost of \$28.47.
 - 6. The Sheriff's Office is requesting approval for a deputy sheriff and probation officer to perform extradition services that will require the use of county credit cards for meals, fuel and two nights' lodging. The hotel cost will be \$272.94, mileage is approximately 1508 miles and meals at \$52.00 per day per officer, plus the prisoner. Venango County has agreed to pay 50% of these costs as they have 3 arrest warrants issued for the defendant.
 - 7. The Sheriff's Office is requesting approval to order 2 dozen donuts (\$18.00) for training to be held on March 28th.
 - 8. Misty Ditz, Tax Claim Director is requesting approval to make the January 2019 Distribution from the Tax Claim Bureau Account:

Forest County	\$8,447.19
Forest Area School	\$26,675.18
Various Municipalities	\$1,567.27

9. The Register, Recorder, Prothonotary & Clerk of Courts is requesting approval to order 200 marriage license applications.
10. The Tax Claim Director is requesting approval to make the following disbursements from the Tax Claim Bureau Account:

Forest County	\$1,047.37	2018 Judicial Sale
Forest County	\$10,034.15	2018 Upset Sale
Forest Area School	\$14,617.55	
Various Municipalities	\$1,378.92	
11. The District Attorney is requesting approval to purchase 2016 Microsoft Office Professional for installation on the Administrative Assistant's office computer at a cost of \$369.00 to be reimbursed by the RASA/VOJO Grant.
12. The District Attorney is requesting approval to attend the 2019 Mid-Winter Meeting in Pittsburgh, February 12-15, 2019, registration fee of \$515.00 is requested.
13. The maintenance department is requesting approval to order a push cart for cleaning supplies at a cost of \$45.00.

V. Old Business: The Annex Building is moving along well. Roofing is done, sheeting and building wrap are on and windows are in.

VI. New Business:

1. 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:

Tionesta Business Park	\$865.29	February rent
Forest County Extension	\$2,745.13	February personnel expenses
Penelec	\$192.36	Utilities
Tionesta Business Park	\$98.81	Water/Sewer policy

 Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Tionesta Borough	\$98.81	Water/sewer
Penelec	\$91.84	Utilities
Revise, LLC	\$2,691.00	Tourism website maintenance
Evelyn Porta	\$42.00	Cleaning the month of January

 Commissioner Huffman 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 911 Account:

Hyer Electric	\$350.00	Tower site generator services
Jeff Clark Electrical	\$1000.00	Back-up generator connection for 911 CAD System

 Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to transfer \$944.16 from the Sheriff's Patrol Account to the General Fund to reimburse for patrols and mileage for the month of January. Commissioner Huffman seconded the motion. The motion carried unanimously.
5. 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 \$23,189.98 payable to Thomas Construction, Inc., 310 Diamond Road, Grove City, PA 16127 for Estimate #10 for final work completed on the Elm Street Bridge Project for the period to December 10, 2018. This amount represents \$22,030.54 from the Federal and State

governments plus the 5% County match of \$1,159.44. Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Act 13-Impact Fee Account in the amount of \$45,990.00 payable to Dynasty Construction Unlimited, Inc., 4 South Center Street, Corry, PA 16407 for Pay Application #3 for work completed through January 31, 2019 on the Annex Building. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make a check out of the 911 Account payable to MCM Consulting Group, Inc., 681 Maurus Street, Saint Marys, PA 15857 in the amount of \$2,200.00 for GIS services for the month of January. Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the County Treasurer to make a check out of the 911 Account payable to Ray H. Saxton in the amount of \$315.00 for plowing Tower Lane on German Hill the month of January (7 plows). Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to table the proposal from PayGov.us for the provision of electronic payment capabilities for Forest County at no cost to the County. This proposal is a flat \$1.00 for any transaction under \$40.00 and 2.5% for any transaction of \$40.01. PayGov will provide online, in person, over the phone and mobile app services. Magtek Card readers will be provided for point of sale. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Vegetation Management Services Proposal and Agreement received from Ehrlich, 73 South White Street, Brookville, PA 15825-2467 at a cost of \$241.00 for the German Hill Tower and \$282.00 for the Marienville Tower. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the purchase of a probation car from Tri Star Motors at a cost of \$39,326.00 and the estimate from Team Force, Inc. at a cost of \$1,695.00 for a partition and vinyl rear cargo equipment. When the car is ready to be picked up a check shall be issued from the Operating Reserve Fund at which time the Probation Supervision Fees Account shall make a large down payment with the balance plus interest to be repaid in installments from the Probation Supervision Fees Account. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to approve the Purchase of Services Agreement between Forest County/Children & Youth Services and Cornell Abraxas Group, Inc., 2840 Liberty Avenue Suite 300 Pittsburgh, PA 15222 effective July 1, 2018 through June 30, 2019 for the provision of child welfare services for children and youth. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve the Purchase of Services Agreement between Forest County/Children & Youth Services and George Junior Republic, PO box 1058, 233 George Junior Road, Grove City, PA 16127 effective July 1, 2018 through June 30, 2019 for the provision of child welfare services for children and youth. Commissioner Wimer seconded the motion. The motion carried unanimously.

VII. Public Comment: There was no public comment.

VIII. Adjournment: Commissioner Huffman made a motion to close the meeting. Commissioner Wimer seconded the motion. The meeting adjourned at 10:40 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk