

COMMISSIONER'S MEETING MINUTES, MARCH 1, 2018

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

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 February 15, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the February 15 meeting. Commissioner Snyder seconded the motion. The motion carried.

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 bills \$17,480.17
- General Fund payroll \$49,451.33
- Transportation bills \$1,482.75
- Transportation payroll \$12,187.09
- Children & Youth bills \$8,872.19
- Children & Youth payroll \$11,779.71

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

1. The Tax Claim Bureau is requesting approval to disburse the following from the Tax Claim Bureau Account:

Forest County	\$10,260.86	2017 Upset Sale
Forest County	\$353.57	2017 Judicial Sale
Forest Area School	\$10,529.92	2017 Upset Sale
Forest Area School	\$518.13	2017 Judicial Sale
Various Municipalities	\$1,034.73	2017 Upset Sale
Various Municipalities	\$72.21	2017 Judicial Sale
Forest County	\$30,136.88	February Distribution
Forest Area School	\$75,317.44	February Distribution
Various Municipalities	\$4,394.36	February Distribution

2. Coroner Norman Wimer is requesting approval to attend the Annual Spring Law Enforcement Seminar in Johnstown, PA on April 13, 2018. He is also requesting that Chief Deputy Mast and Deputy Cody Magill may also attend. Registration is \$50.00 per person and lodging at a rate of \$93.00 per night per person is requested.

3. The Assessment Office is requesting a swingline optima stapler and staples at a cost of \$33.98.
4. EMA Coordinator, Pete Wadlow is requesting approval to receive the cell phone stipend.
5. The District Attorney's Office is requesting approval to purchase a high yield, multi pack of black ink at the best cost Jean Ann can find.
6. The Chief Clerk is requesting approval to order 1000 letterhead from the Forest Press at a cost of \$114.00.
7. The Tax Claim Bureau is requesting approval to disburse \$10,906.94 from the 2017 Tax Sale to the Estate of Arthur L. McDeavitt, Sr. from the Tax Claim Bureau Account.
8. The Veteran's Affairs Director is requesting approval to purchase the following:

PIV Card Reader from Computer Guru	
Epson Workforce Document Scanner	\$84.79
9. Donna Zofcin is requesting approval to attend the G318 Hazard Mitigation Planning Workshop class in Lewistown on March 20-21, 2018. This class will review our county plan and discuss expectations and requirements for updating our plan.

Old Business: The flooring in the Courthouse downstairs hallway and restrooms has been completed and received many compliments on how nice it looks.

New Business:

1. Commissioner Huffman made a motion to accept the bid in the amount of \$326.00 from Steven Barnett for the 2013 Dodge Caravan with 174,721 miles on it. Commissioner Snyder seconded the motion. The motion carried.
2. 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:

Tionesta Business Park	\$865.29	March Rent
Forest County Extension	\$2,745.13	March Personnel Expenses
Penelec	\$187.04	Utilities

 Commissioner Snyder seconded the motion. The motion carried.
3. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Visitor Center Account:

Penelec	\$99.05	Utilities
Evelyn Porta	\$30.00	Cleaning 2/4-2/25

 Commissioner Snyder seconded the motion. The motion carried.

4. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$150,000.00 from the Operating Reserve Account to the General Fund in order to cover expenses in anticipation of tax revenues. Commissioner Snyder seconded the motion. The motion carried.
5. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$2795.25 from the Sheriff's Patrol Account to the General Fund for February patrols and mileage. Commissioner Snyder seconded the motion. The motion carried.
6. Commissioner Huffman made a motion to approve the draft cost allocation plan completed by Maximus for the year 2016 related to the Domestic Relations Office in Forest County. Commissioner Snyder seconded the motion. The motion carried.
7. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Operating Reserve Account in the amount of \$578.72 payable to C. J. Snyder Construction for the balance due on the Jail roof project. Commissioner Snyder seconded the motion. The motion carried.
8. Commissioner Huffman made a motion to approve the changes to the list of signatories on the County checking accounts as presented and reviewed by the Treasurer and Commissioners. Commissioner Snyder seconded the motion. The motion carried.

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