

## COMMISSIONER'S MEETING MINUTES, MARCH 15, 2018

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

**Call to Order:** Commissioner Robert J. Snyder, Jr. 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 Snyder welcomed Mr. James Meyer from the Derrick.

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

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

- General Fund bills                      \$112,383.28
- General Fund payroll                      \$46,639.72
- Transportation bills                      \$11,971.21
- Transportation payroll                      \$12,937.00
- Children & Youth bills                      \$12,905.30
- Children & Youth payroll                      \$12,003.61

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

1. Lynette Greathouse and Stacey Barnes are requesting approval to attend the CCAP workshop on Financial Management on April 19, 2018 in Harrisburg. One night of lodging is requested at a rate of \$113.00 plus tax and registration is \$100 per person.
2. Steven Barnett is requesting approval to attend the CJAB Conference in State College on March 3-4, 2018. Two nights of lodging at a rate of \$119.00 per night is requested.
3. Steven Barnett is requesting approval to attend the PADRAI Usergroup meeting followed by the Juvenile Chief's Meeting March 13-16, 2018 in State College. Lodging at a rate of \$89.00 per night for two nights is requested.
4. Steven Barnett is requesting approval to attend the Adult Chiefs Only and Chiefs Association Meetings in State College on March 22-23, 2018. Lodging at a rate of \$99.00 per night for two nights is requested.

5. The Sheriff's Office is requesting approval to purchases three rolls of barrier tape at \$44.70.
6. The Auditors are requesting approval to purchase a black ink cartridge for the laser jet printer at a cost of \$56.00.
7. Chief Assessor, Curt Kiefer is requesting approval to attend the Assessor's Association Spring Classes/Conference in Valley Forge, April 25-27, 2018. Registration (including meals) is \$495.00 and lodging at 3 nights will be \$491.70. Mileage will be turned in upon return.
8. District Judge Miller is requesting approval to order new checks and deposit slips for the new IOLTA Account the State has mandated they have set up.
9. Jean Ann Hitchcock is requesting approval to purchase \$586.00 in central supplies.
10. The Planning & Conservation and Assessment Offices are requesting approval to have Infocon Access placed on a computer in their offices at a cost of \$44.00 per month. This cost can be paid for from the UPI fees and would be of great benefit to the offices. (Newly instituted UPI fees have generated \$1816.65 in revenue to date this year.)

**Old Business:**

1. Architect is working on drawings for the addition to be built onto the maintenance garage for records storage.

**New Business:**

1. Commissioner Wimer made a motion for the Acting Treasurer to make the following disbursements from the Veteran's Transportation Account:

Transportation Account	\$470.45	February veteran's trips
Veteran	\$43.15	February medical trip copays

Commissioner Snyder seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Sheriff's Patrol Account payable to S&D Calibration Services, Inc. in the amount of \$78.00 for speed timer calibrations to be done in 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. 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 \$184.00 for plowing Courthouse Drive and the Elm Street Bridge in February. Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Title III Account payable to UGI Central Penn Gas, Inc. in the amount of \$341.13 for utilities at the Fire-Wise Education Center. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the Acting Treasurer to make the following checks out of the Visitor Center Account:

Allegheny Valley Landscape	\$164.00	plowing the V. C. parking lot in February
UGI Central Penn Gas	\$194.74	utilities

Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the Acting Treasurer to make the following checks out of the 911 Account:

Ray H. Saxton	\$225.00	February plowing of Tower Road
Windstream	\$52.46	Account #021428743
Windstream	\$195.35	Account #021613493
Windstream	\$184.13	Account #021613494
Windstream	\$286.56	Account #021808867
Verizon	\$1,126.00	Account #814198220898470Y

Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the Acting Treasurer to make the following check out of the Operating Reserve Account in the amount of \$5075.00 payable to The Other Half for the installation of the flooring in the Courthouse hallway. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion to Proclaim April as PA 8-1-1 Safe Digging Month. This is to encourage all excavators and homeowners of Forest County to dial 8-1-1 at least three days before digging in order to “Know What’s Below” to avoid injury, protect the environment and prevent millions of dollars in damages. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve the provider service contract between Forest County Children & Youth Services and Shippenville Project Point of Light for the provision of child welfare services to include: counseling, polygraphs and assessments. This agreement shall be effective July 1, 2017 through June 30, 2018. The fee shall not exceed \$3500.00. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Agreement for Part Time Use of Forensic Pathologist between the County of Erie and the County of Forest for the year 2018. The cost per autopsy remains at \$950.00, the lowest cost in the Commonwealth.

Commissioner Snyder seconded the motion. The motion carried unanimously.

11. Commissioner Wimer made a motion to proclaim April as Sexual Assault Awareness Month. The 2018 national slogan declares, “Embrace Your Voice” and encourages communities to educate their citizens about sexual violence behavior, use your voice to prevent it, support survivors and speak out against harmful attitudes and actions. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to approve the Forest County Purchasing Policy and the Purchase Requisition Form to be used for all purchases over \$20.00. It is to be noted that requests need to be submitted to the Chief Clerk by the end of business Monday of meeting week. Travel requests should be submitted in letter form to include location, dates and costs of training or conference with an agenda or registration form attached. Commissioner Snyder seconded the motion. The motion carried unanimously.

**Public Comment:**

1. The Sheriff brought up the meeting he attended the evening before at Snyder Memorial Home regarding discussion for an emergency evacuation plan. Several County employees were invited and attended the discussion as well as volunteer fire department personnel and staff of the Home. This meeting was preempted by a situation that occurred approximately six weeks ago and further talks will be ongoing.

**Adjournment:** Commissioner Wimer made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:25 a.m.