

COMMISSIONER'S BOARD MEETING MINUTES, MARCH 21, 2019

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

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 March 7, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the March 7, 2019 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.

III. 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 Payroll	\$46,173.14
General Fund Bills	\$75,627.82
Transportation Payroll	\$13,196.89
Transportation Bills	\$5,563.62
Children & Youth Payroll	\$12,085.04
Children & Youth Bills	\$9,727.29

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

1. Chief Probation Officer Steven Barnett is requesting approval to attend the PA Council of Chief Juvenile Probation Officers Chiefs/Providers Committee Meeting on March 14 and 15. Lodging is requested at a cost of \$101.00 per night for one night and meals and mileage to be turned in upon return.
2. The Auditors are requesting approval to attend the Annual Spring Auditor's Meeting in Clarion on May 9, 2019. They request a check for \$30.00 for dues to attend this meeting.
3. The Tax Claim Director is requesting approval to disburse \$17,414.42 from the Tax Claim Bureau Account payable to the Estate of Thomas W Morgan for the 2017 tax upset sale overage.
4. Donna Zofcin, Conservation District and Planning Director is requesting approval to purchase the following:

Minute book sheets	\$37.99
3 Ring binder	\$12.99
5. The Sheriff's Office and Courts are requesting approval to purchase signs (three signs at an approximate cost of \$90.00) prohibiting videotaping and audio recording in the courtroom in accordance with Act 94 of 2018, Title 18 5103.1.
6. The Coroner is requesting approval to order the following body bags:

20 Light grade bags @ \$12.96 each
12 Heavy grade bags @ \$23.47 each

V. Old Business:

1. The Annex building is progressing with drywall finished and walls painted. A change order has been requested to put in a sidewalk from the courthouse to the new building and build stairs from the sidewalk up to the new building.

VI. New Business:

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

Ray Saxton	\$90.00	February snow removal on Tower Road
Windstream	\$192.76	Account #021808867
Windstream	\$185.89	Account #021613494
Windstream	\$197.11	Account #021613493
Windstream	\$52.96	Account #021428743
Verizon	\$739.60	Account #450-778-786-0001-96

Commissioner Snyder seconded the motion. The motion carried unanimously.

2. Commissioner Wimer made a motion for the County Treasurer to transfer \$474.70 from the Veteran's Transportation Account to the Forest County Transportation Account for February 2019 veteran's fares. Commissioner Snyder seconded the motion. The motion carried unanimously.

3. Commissioner Wimer 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:

Cheryl Millin	\$126.00	February Cleaning services
General Fund	\$264.41	February utilities
UGI Central	\$211.49	February utilities
Penelec	\$182.66	Account #100083350106

Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Liquid Fuels Account for snow removal services in the month of February:

Allegheny Valley Landscape	\$409.00	Elm Street Bridge/Courthouse Drive
Kingsley Township	\$90.00	Kelletville Bridge

Commissioner Snyder 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 Visitor Center Account:

Allegheny Valley Landscape	\$364.00	February snow removal and anti-skid services
General Fund	\$94.18	February utilities
UGI Central	\$97.61	February utilities
Armstrong	\$69.95	Account #0487032-01
Penelec	\$77.48	Account #100111996839
Tionesta Borough	\$100.78	Water/Sewer Account #2161-0

Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Wimer made a motion to approve Resolution #1 of 2019, Proposed Revision to Forest County's FFY 2015 and FFY 2016 CDBG Programs, whereby Kingsley Township Blight activity shall be decreased by \$40,000.00 and T-345 Branch Ridge Road Bridge activity shall be increased by \$40,000.00. Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion for the County Treasurer to transfer \$940.77 from the Sheriff's Patrol Account to the General Fund to reimburse for February patrols and mileage. Commissioner Snyder seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion to approve the Letter Agreement Interim Addendum to the Program Management Agreement for the Emergency food Assistance Program (TEFAP). This addendum represents a statement to assure that the County and its designated Lead Agency shall follow all applicable Federal, State, or local requirements related to food safety and/or subject to a food recall. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Wimer made a motion to Proclaim April as Sexual Assault Awareness Month in order to draw attention to the fact that sexual violence is widespread and impacts the Forest County community

with A Safe Place providing sexual assault support services to 24 men, women and children in 2018 and to join advocates and communities across the country in playing an active role to prevent sexual violence. Commissioner Snyder seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion for the County Treasurer to transfer the \$1,735.00 payment received from Department of Justice for reimbursement of bullet proof vests from the Sheriff's Patrol Account to the Probation DUI Account. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to purchase a 2007 Chevrolet Silverado 2500HD Work Truck with a plow at a cost of \$10,995.00 from 4 Your Car Connection in Seneca, PA pending a positive assessment of the vehicle and test drive. This vehicle will be paid for from Operating Reserve Funds and be used as a maintenance vehicle for the County. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion for the Chief Clerk to make a check out of the Human Services Development Fund in the amount of \$6000.00 payable to Second Harvest Food Bank for the purchase of food for the local food banks as approved in the Forest County FY 2018-2019 County Human Services Plan Template. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the Agreement for Purchase of Services between the County of Forest and Warren County for the provision of prisoner housing and detention services for Forest County inmates at \$60.00 per inmate, per day. This represents a \$5.00 per inmate, per day increase over the previous year's agreement. Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Public Comment: Commissioner Wimer commented that individuals representing the Mayburg Community came to the Courthouse looking for documents this week regarding an agreement that was signed in 1964 between Howe and Kingsley Townships, the Mayburg community and the U.S. Forest Service for the ownership and maintenance of the Mayburg Bridge. They were given access to minute books from that time period, the Recorder's Office researched their records and deed books. No agreement was found. However, after a phone call to the Extension Office; a notation in an Annual Report of Russell Smith (Extension Agent at that time) was found that documented the agreement and parties involved. The individuals were given a copy of that report and were invited to look through a box of clippings of Russell Smith's that dated from 1943-2003. It was also noted that the Commissioners have received 15-20 emails and letters from property owners, both campers and permanent requesting that they do anything they can to help save the Mayburg Bridge. The Bridge is in need of major repair and the Forest Service has stated that they will not repair it, but will close it if need be. This will leave the Mayburg Community without access, particularly in the winter months, to emergency services, fuel and utility services or delivery trucks without traveling a lengthy way around.

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

Respectfully submitted, Jean Ann Hitchcock