

COMMISSIONER'S BOARD MEETING MINUTES, MARCH 7, 2019

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present was Sheriff Robert L. Wolfgang, Treasurer Stacey Barnes and Steve Gawlas, member of the public.

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 February 21, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the February 21, 2019 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$48,269.34
General Fund Bills	\$57,472.44
Transportation Payroll	\$13,809.94
Transportation Bills	\$3,967.77
Children & Youth Payroll	\$12,093.65
Children & Youth Bills	\$13,896.86

IV. Department Requests: Commissioner Huffman made a motion to approve department requests numbered one through four. Commissioner Wimer seconded the motion. The motion carried unanimously.

1. Tax Claim Director, Misty Ditz is requesting approval to disburse \$1824.07 from the Tax Claim Account payable to the lien holder, FNB Properties, Inc. for the overage of the 2018 tax sale.

2. The Register, Recorder, Prothro & Clerk of Courts, Dawn Millin is requesting approval to purchase a Will Book at a cost of \$160.00.

3. The Tax Claim Director is requesting approval to make the February Distribution from the Tax Claim Bureau Account:

Forest County	\$33,942.02
Forest Area School	\$74,882.76
Various Municipalities	\$5,412.92

4. The Veteran's Affairs Director, Eric Cepek is requesting approval to order gravesite flags and standards at a cost of approximately \$787.44.

Commissioner Huffman made a motion to approve department request number five. Commissioner Snyder seconded the motion. The motion carried. Commissioner Wimer abstained.

5. Norm Wimer, Coroner is requesting approval for Cody Magill to attend the Coroner training in Johnstown with a registration cost of \$50.00. Approval is also requested for Coroner Wimer and Chief Deputy Mast to attend this training should their schedules permit.

V. Old Business:

1. The Annex building is in the drywall stage. Electrical, fire, security and IT wiring and systems have all been installed.

VI. New Business:

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

Evelyn Porta	\$42.00	February Janitorial Services
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General Fund \$69.99 replacement faucet for Visitor Center
Commissioner Huffman seconded the motion. The motion carried unanimously.

2. 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 building:
Tionesta Business Park \$865.29 March rent
Forest Co. Extension \$2,745.13 March personnel expenses
Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Liquid Fuel Account in the amount of \$495.00 payable to Kingsley Township for plowing the Kelletville Bridge November 15 and 29, 2018 and the month of January 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the CDBG 2016 Contract #C0-000-69224 payable to Tionesta Borough for the Elm Street Waterline Phase I in the amount of \$10,242.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion to approve the Agreement between Deerfield Centers for Addiction and Forest County Adult Probation for care and treatment appropriate to the needs of clients in the respective programs, effective February 1, 2019-February 1, 2021. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion to approve the Agreement for Part Time Use of Forensic Pathologist for the year 2019 with a retainer fee of \$3,500.00 and \$1100.00 per autopsy. Commissioner Snyder seconded the motion. The motion carried. Commissioner Wimer abstained.
7. Commissioner Wimer made a motion to approve the Pennsylvania Tier II System Access and Data Sharing Agreement between the Department of Labor and Industry and the Forest County Local Emergency Planning Committee in order to allow the electronic exchange of information, data and reports related to emergency management and hazardous material emergency planning and response. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. 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 \$61,724.00 payable to Dynasty Construction Unlimited, Inc. for the 4th payment application submitted representing work done February 2, 2019-March 2, 2019 on the garage/storage building project. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to hire Robin Corapi at 20 hours per week as an administrative assistant to the Economic Development Coordinator at \$10.51 per hour beginning March 11, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.

VII. Public Comment: Mr. Gawlas had no comments or question. He stated that he was just there to observe a public meeting of the Board to see how the County conducts its business.

VIII. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk