

COMMISSIONER'S BOARD MEETING MINUTES, APRIL 18, 2019

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

- 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. Public Comment: There was no public comment.
- III. Approval of the April 4, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the April 4, 2019 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.
- IV. Approval of the following bills: Commissioner Huffman made a motion to approve paying the bills. Commissioner Wimer seconded the motion. The motion carried unanimously.

General Fund Payroll	\$54,862.07
General Fund Bills	\$33,741.93
Transportation Payroll	\$13,903.31
Transportation Bills	\$12,282.90
Children & Youth Payroll	\$12,246.51
Children & Youth Bills	\$7,440.17

- V. Department Requests: Commissioner Wimer made a motion to approve all department requests. Commissioner Huffman seconded the motion. The motion carried unanimously.
  - 1. Lynette Greathouse, Chief Clerk requests approval to attend the County Administrator's Conference at State College on May 29 and 30. Registration is \$245.00 and lodging is \$134.00 per night for two nights.
  - 2. Stacey Barnes is requesting approval to order new stamps for Return Address, License Fee Account, General Fund and Forest County Deposit Only at a cost of \$165.80 and toner cartridges at a cost of \$266.20.
  - 3. Rowan Rose, CDBG Coordinator is requesting approval for a check in the amount of \$40.00 for herself and Robin Corapi, CDBG Assistant to attend the Forest County Business Alliance Legislative Meeting/Dinner on May 9<sup>th</sup> at St. Anthony's Church.
  - 4. The Sheriff's Office is requesting approval to purchase a box of 6 mil gloves at a cost of \$93.94.
  - 5. The Sheriff's Office is requesting approval to have a used \$1400.00 ignition module put into the Dodge Charger.
  - 6. The Extension Office is requesting the ability to park moving trailers and trucks directly across the ramp to the Annex Building on May 23<sup>rd</sup> when they will be moving into their new offices.
  - 7. District Judge Miller is requesting approval to order one box of 500 checks at a cost of \$75.00.
  - 8. Steven Barnett, Chief Probation Officer is requesting approval to attend the DUI Coordinators Conference in State College on May 2-3, 2019. Meals and mileage to be turned in upon return.
  - 9. Lynette Greathouse, Chief Clerk is requesting approval to purchase a new office chair at a cost of \$100.
  - 10. The maintenance department is requesting four new smoker's receptacles to be ordered at a cost of approximately \$240.00.

VI. Old Business:

1. Commissioner Wimer made a motion to accept the withdrawal of the bid on the 2008 Dodge Caravan from Carolyn J. Mealy and to accept the next highest bid from Steven Barnett at \$376.00. Commissioner Huffman seconded the motion. The motion carried unanimously.

VII. New Business:

1. Commissioner Wimer made a motion to adopt a new policy to require all bids submitted for the purchase of various retired items in the County to include a check or money order for the full amount of the bid. All funds for non-awarded bids shall be returned to the unsuccessful bidder/s. Commissioner Huffman seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the County Treasurer to transfer the following from the General Fund to the Forest County Human Services Development Fund:

\$12,500.00            4<sup>th</sup> quarter FY 18-19 HSDF Advance payment received 4/8/19

\$1,161.00            4<sup>th</sup> quarter FY 18-19 HAP Advance payment received 4/3/19

Commissioner Wimer 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 Fund:

Forest County CYS            \$180.87                            3<sup>rd</sup> quarter FY 18-19 Insurance benefits for C. Kiefer

Mobilcom                        \$14,272.00                        Annual Maintenance Contract

Mobilcom                        \$2,695.00                        Equipment Maintenance 5/1/18-3/31/19

Ray H. Saxton                 \$90.00                                March snow removal on Tower Road

Windstream                     \$185.89                                Account #021613494

Windstream                     \$197.11                                Account #021613493

Windstream                     \$52.96                                Account #021428743

Windstream                     \$192.76                                Account #021808867

MCI                                 \$20.85                                Account #8149443828

Commissioner Wimer 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 Sheriff's Patrol Account:

Riverhill Battery Warehouse    \$115.10                            2 ATV batteries

PA Sheriff's Association         \$100.00                            Conference book advertisement

Commissioner Huffman seconded the motion. The motion carried unanimously.

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

UGI Central                        \$81.76                                Utilities

Armstrong                         \$69.95                                Account #0487032-01

Allegheny Valley Landscape    \$82.00                                March snow removal

Forest Co. General Fund         \$83.99                                Reimbursement for Snyder Brothers gas bill

Forest Co. General Fund         \$120.00                                Reimbursement for Computer Guru services

Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to make the following check out of the Title III Account:

UGI Central                        \$158.12                                Utilities

Forest Co. General Fund         \$226.58                                Reimbursement for Snyder Brothers gas bill

Cheryl Millin                     \$91.88                                Janitorial services for the months of March and April

Computer Guru                    \$1,491.45                                Cable, terminals, boxes, etc. for new offices

Tionesta Builders Supply         \$185.97                                Sink for Conference Room for new building

Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Liquid Fuels Fund in the amount of \$145.00 payable to Allegheny Valley Landscaping for snow removal services at Courthouse Drive in March. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the County Treasurer to transfer \$8,691.54 from CDBG 2017 Contract #C0-000-69224 to the General Fund for 1<sup>st</sup> quarter 2019 administration expenses. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion for County Treasurer to transfer \$4,149.00 from CDBG Contract #C0-000-69233 ARC 2018 to Tionesta Borough for the ARC Elm Street Water Line Phase 1 project. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to adopt Resolution #2 of 2019, Proposed Modification to Forest County's FY 2016 CDBG Program whereby the Kingsley Township Blight Activity will be decreased by \$40,000.00 and the T-345 Branch Ridge Road Bridge Activity shall be increased \$40,000.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. 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 \$2,272.73 payable to Computer Guru for the installation of Network Cable, 13 wall boxes, labor, 24 port patch panel, 24 port GB switch, 2 wall racks, cable, conduit, battery backup and 13 wall plates in the Annex Building. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Memorandum of Understanding between the Marienville Area Library and the County of Forest for the sole purpose of collaborating to make an application for the 2019 Keystone Library Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to adopt Resolution #3 of 2019, Resolution of Approval of Keystone Library Grant, whereby the Marienville Area Library and the County of Forest will come together to collaborate in order to make the application for the 2018 Keystone Library Grant to help fund the construction of a new library in Marienville. Commissioner Wimer seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion to approve the following change orders on the Annex Building project:

#1- Furnish and install garage/storage area furnace and duct work	\$3,362.58
#2- Furnish and install 200 AMP Generax switch, J Blocks, PVC, nuts, bushings	\$1,656.27
#3- Outdoor lighting -80 Watt wall packs, tork photo eye and J Blocks	\$660.53
#4- Wiring for conference room, security & network systems, separate garage circuit installation, basement garage furnace wire installation	\$1,873.87

 Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Title III Account in the amount of \$80,331.00 payable to Dynasty Construction Unlimited, Inc. for the 5<sup>th</sup> payment application submitted representing work completed March 1, 2019 through March 31, 2019 on the garage/storage building project, hereinafter named the Forest County Annex Building with the address 530 Elm Street, Tionesta, PA 16353 which will house Penn State Extension Offices (Fire-Wise Education), conference room, the Veteran's Affairs Office and Public Defender's Office. Commissioner Wimer seconded the motion. The motion carried unanimously.

16. Commissioner Huffman made a motion for the County Treasurer to transfer \$499.65 from the Veteran's Transportation Account to the Transportation Account for the March veterans' trips. Commissioner Wimer seconded the motion. The motion carried unanimously.
  17. Commissioner Wimer made a motion to approve the Proposed Sixth Amendment to the Tower Occupancy Agreement by and between the County of Forest (Landlord) and New Cingular Wireless PCS, LLC (AT&T), (Tenant), whereas the parties entered into the original agreement on October 2, 1997, now by this sixth amendment the landlord agrees to increase the size of the Premises leased to Tenant in order for the tenant to install a generator upgrade. Commissioner Huffman seconded the motion. The motion carried unanimously.
  18. Commissioner Huffman made a motion to approve Resolution #4 of 2019, opposing the changes to the Medical Assistance Transportation Program. Commissioner Wimer seconded the motion with a request to submit the Resolution to Representative Rapp, Representative Oberlander and Senator Hutchinson. The motion carried unanimously.
  19. Commissioner Huffman made a motion to proclaim April as Raise Census Awareness Month, in order to promote and educate the community about the importance of the 2020 Census. Commissioner Wimer seconded the motion. The motion carried unanimously.
  20. Commissioner Wimer made a motion to approve the Care Coordination Agreement between Forest County Probation and CenClear Child Services, Inc. for the collaboration of the agencies in regard to the provision of Mental Health and Drug and Alcohol Services. Commissioner Huffman seconded the motion. The motion carried unanimously.
  21. Commissioner Wimer made a motion to approve the agreement for services between the County of Forest and MCM Consulting, Inc. for the provision of GIS update services for a fee of \$55.00 per hour at an estimated 100 hours, to be billed to the 9-1-1 Fund. Commissioner Huffman seconded the motion. The motion carried.
- VIII. Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:40 a.m.

Respectfully submitted by Lynette Greathouse, Chief Clerk