

COMMISSIONER'S MEETING MINUTES, APRIL 20, 2017

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Treasurer Pamela Millin, Rowan Rose, Sheriff Robert L. Wolfgang and Saxon Daugherty from the Derrick.

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.

Approval of April 20, 2017 minutes: Commissioner Huffman made a motion to approve the minutes. Commissioner Wimer seconded the motion, with a correction. The motion carried unanimously.

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 bills \$76,410.77
- General Fund payroll \$52,387.99
- Transportation bills \$9,922.11
- Transportation payroll \$14,196.73
- Children & Youth bills \$17,334.27
- Children & Youth payroll \$11,569.84

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

1. The Tax Claim Director is requesting approval to make the following distribution from the Tax Claim Bureau Account:

Forest County	\$32,184.17	March 2017 Distribution
Forest Area School	\$55,832.08	March 2017 Distribution
Various Municipalities	\$4,197.17	March 2017 Distribution
Forest County	\$12,817.15	2016 Upset & Judicial Sale
Forest Area School	\$13,026.00	2016 Upset & Judicial Sale
Various Municipalities	\$1,596.95	2016 Upset & Judicial Sale
Forest County Sheriff	\$421.33	2016 Judicial Sale Service

2. The Sheriff's Office is requesting approval to purchase a toilet for the holding cells at a cost of \$1216.06.
3. Pete Wadlow, Maintenance Supervisor is requesting approval to purchase materials necessary to repair the 4X8 trailer.
4. Steven Barnett is requesting approval to purchase ammunition for qualifications and firearms training in the amount of approximately \$500.00 to be paid for with administrative funds.
5. The Sheriff's Office is requesting approval to order ink and photo paper at an approximate cost of \$105.00.
6. The District Attorney's Office is requesting approval to purchase a printer cartridge at a cost of approximately \$195.99.

7. Jean Ann Hitchcock is requesting approval to put \$2000.00 of postage on the mail machine.

Old Business: The new security/fire system is just about completed.

New Business:

1. Bids for the Justice Building Bathroom Project were opened.

Lesko Construction	Bid 1	\$9,500.00
	Bid 2	\$7,750.00

Schmader Development Company, LLC	Bid 1	\$14,289.66
	Bid 2	\$13,289.66

Commissioner Wimer made a motion that after reviewing the information, the bid be awarded to the lowest, responsible, qualified bidder. Commissioner Huffman seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account payable to Shoup's Hardware in the amount of \$40.96 for supplies for the Assessment Office project. Commissioner Wimer seconded the motion. The motion carried unanimously.

3. Commissioner Huffman made a motion for the County Treasurer to drawdown \$8,691.10 from CDBG Account #C0-000-62633 CDBG 2015 for reimbursement of 1st quarter 2017 expenses. 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 911 Fund:

General Fund	\$3,648.48	Mobilcom Maint. Contract reimbursement
Ray Saxton	\$135.00	Plowing Tower Road
Venango County, 911	\$10,699.49	1 st Quarter 2017 Emergency Dispatch
Clarion County Emergency Mgmt	\$7,994.08	1 st Quarter 2017 Emergency Dispatch
Windstream	\$195.35	Account #021613493
Windstream	\$184.13	Account #021613494
Verizon	\$874.00	Account #814198-220898470Y
M. Curtis Kiefer	\$89.35	Mileage for February and March
Forest County CYS	\$156.90	Insurance reimbursement 1/1/17-3/31/17

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 Title III Account for expenses at the Fire-Wise Education Center:

Central Penn Gas	\$385.66	Account #0097461-8
Penelec	\$216.31	Account #100083350106

Commissioner Wimer seconded the motion. The motion carried unanimously.

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

Central Penn Gas	\$185.28	Account #0828782-3
Armstrong	\$64.95	Account #0487032-01
Penelec	\$75.02	Account #100111996839

Commissioner Huffman seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the County Treasurer to transfer \$6,707.41 from the General Fund to the 911 Fund to reimburse for an error made on the April 6, 2017 transfer. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion for the County Treasurer to make the following distribution from the 2017 SRS Funding received on April 10, 2017:

Forest County General Fund	\$6,480.00	Administration Fee
Barnett Township	\$4,225.41	
Green Township	\$2,681.39	
Harmony Township	\$1,200.47	
Hickory Township	\$17,068.15	
Howe Township	\$67,790.14	
Jenks Township	\$59,140.81	
Kingsley Township	\$33,640.37	
Tionesta Township	\$2,198.59	
Forest Area School District	\$200,106.23	

 Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Liquid Fuel Account payable to Allegheny Valley Landscape in the amount of \$145.00 for plowing Courthouse Drive. Commissioner Wimer seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion for the County Treasurer to transfer \$382.85 from the Veteran's Transportation Account to the Forest County Transportation Account for the Veterans co-pays the month of March. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. Commissioner Huffman made a motion to Proclaim April 23rd through April 30th as Conservation District Week 2017 in order to commemorate the great work accomplished by the Commonwealth of Pennsylvania's 66 Conservation Districts. Commissioner Wimer seconded the motion. The motion carried unanimously.

12. Commissioner Wimer made a motion to approve the 2017 Forest Service Master Agreement and Operating Plan between the Forest County Sheriff's Office and the Allegheny National Forest. The new agreement is effective April 1, 2017 through September 30, 2017 with an operating budget of \$5,000.00. Commissioner Huffman seconded the motion. The motion carried unanimously.

13. Commissioner Wimer made a motion to approve the Sheriff's request to purchase a 2017 Ford Sedan Police Interceptor AWD Vehicle at a cost of \$30,838.00 that includes the installation of lights, sirens, radio and graphics. The Sheriff is intending to make a \$10,000.00 down payment from the Sheriff's Patrol Account and requests the balance to be paid from the Operating Reserve Fund to be repaid over a five year term from the Sheriff's Patrol Account. Commissioner Huffman seconded the motion. The motion carried unanimously.

14. Commissioner Huffman made a motion to approve the Proclamation Decrying House Bill 218 in order to call upon the General Assembly and the Administration of the Commonwealth of Pennsylvania to meet their full responsibility to counties in their FY 2017-2018 budget. Commissioner Wimer seconded the motion. The motion carried unanimously.

15. Commissioner Huffman made a motion to Proclaim May 2017 as Mental Health Awareness Month in Forest County in order to recommit our community to increased awareness and understanding of mental health and the need for appropriate and accessible services for all people with mental health conditions. Commissioner Wimer seconded the motion. The motion carried unanimously.

16. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Emergency Food and Shelter Account:

Second Harvest Food Bank	\$2,640.00	2 nd payment of Phase 33 Funds
General Fund	\$110.00	Administration fees

Commissioner Wimer seconded the motion. The motion carried unanimously.

News to Note:

1. Commissioner Huffman mentioned that a summer-time back pack program was discussed at the recent Criminal Justice Advisory Board (CJAB) meeting. The funding source is the problem.

2. Commissioner Wimer noted that at the same CJAB meeting, the Executive Director of Warren-Forest Human Services gave high praise to the Forest County Probation Department for their high quality of work and the programs they implement.

3. There was much discussion regarding both the Federal and State budgets and how they may affect Counties. The following are potential cuts and what it means to our County budget:

Adult Probation Services	\$31,000.00
Juvenile Probation Services	\$44,000.00
Sr. Judge Reimbursement	\$500.00
County Court Reimbursement	\$14,750.00
Human Services Development Fund (Provides citizens with utility and rental assistance, transportation services and D&A counseling along with Children & Youth services)	\$50,000.00
Homeless Assistance	\$4,632.00
Community and Economic Development Block Grant	\$218,000.00
Appalachian Regional Commission Grant	\$118,000.00
Secure Rural Schools Funding	\$99,000.00

Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:35 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk