

COMMISSIONER'S BOARD MEETING MINUTES, APRIL 4, 2019

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Present for the meeting were Commissioners Robert J. Snyder, Jr. and Basil D. Huffman. Also present was Treasurer Stacey Barnes, Chief Probation Officer, Steven Barnett, and Auditor, Carolyn Mealy. Commissioner Norman J. Wimer 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. Public Comment: There was no public comment.
- III. Approval of the March 21, 2019 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the March 21, 2019 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- IV. Approval of the following bills: Commissioner Huffman made a motion to approve paying the following bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

V.

General Fund Payroll	\$57,855.30
General Fund Bills	\$107,651.46
Transportation Payroll	\$13,400.44
Transportation Bills	\$13,353.16
Children & Youth Payroll	\$12,138.86
Children & Youth Bills	\$18,592.86

- VI. Department Requests: Commissioner Huffman made a motion to approve all department requests including the late request from the Sheriff's department and the updated quote from the Probation department for the weed eaters, blower, and hard hats. Commissioner Snyder seconded the motion. The motion carried unanimously.
  - 1. The District Court Office is requesting approval to purchase envelopes and deposit slips for both offices at a cost of approximately \$300.00.
  - 2. The Sheriff's Office is requesting approval to order ammunition for qualifications at a cost of \$604.94.
  - 3. The Probation Department is requesting approval for \$1250.00 to be paid from ACT 198 Funds for the DUI Simulator Presentation for the Forest Area Schools on May 13, 2019 and \$35.95 for transportation of 9 students to the annual SADD Conference in Warren on April 17, 2019.
  - 4. The Probation Department is requesting approval to order 15 Westlaw books at a cost of \$750.00 for various offices and Judge's chambers in Forest County to be paid from DUI Tuition Account.
  - 5. The Probation Department is requesting approval to purchase \$100.00 in prizes for the annual Starfish Carnival at the West Forest Elementary School to be paid from ACT 198 Funds.
  - 6. Steven Barnett, Chief Probation Officer is requesting approval to attend the Annual CJAB Conference at State College, April 9 and 10, at a rate of \$149.00 per night for two nights.
  - 7. Coroner Wimer is requesting approval to order a badge holder at an approximate cost of \$40.00.
  - 8. The Probation Department is requesting to purchase a floor mat for Ken's office to replace the current one that is old & disintegrating at a cost of \$32.99.

9. The District Attorney's office is requesting to purchase CD/DVD sleeves, envelopes, & memory sticks approximate cost is \$55.00.
10. The Probation Department is requesting to restock ammunition for Firearms course & requalification at an approximate cost of \$300.00 to be paid with DUI Administrative Fees.
11. Misty Ditz, Tax Claim Director is requesting approval to make the March 2019 Distribution from the Tax Claim Bureau Account:
 

Forest County	\$26,387.79
Forest Area School	\$53,108.57
Various Municipalities	\$3,721.36
12. The Probation Department is requesting to purchase 50 PA Alcohol Highway Safety School Journals, and 10 PA Underage Alcohol & Other Drug Education Journals from the PA DUI Association at a total cost of \$250.00.
13. The Probation Department is requesting to purchase 2 weed eaters and a leaf blower for community service at an approximate cost of \$550.00 to be paid from Community Service Funds.
14. The Sheriff's Department is requesting to purchase 1 Badge and 2 Wallet Badges from Gall's at a cost of \$134.06. To be reimbursed by Deputy Hawk.
15. The Sheriff's Department brought in a late request to purchase 2 ATV batteries from Battery Warehouse in the amount of 115.10

Steve Barnett shared that he had a quote for 2 Stihl weed eaters, 1 blower, and 2 hard hats with eye protection from True Value in Titusville in the amount of \$559.75. He stated that he would like to buy locally, but the equipment was of low grade quality. This comes with a 2 year guarantee and he would also like to purchase the fuel needed from them as well because it is already at the correct mix. The choke will automatically shut off, in which case will make it easier to keep the equipment in good working order. They will do any repairs at the Titusville store location. He also shared that he negotiated the DUI simulator Presentation down to \$1000.00. The funds from which the Probation Department is receiving for various things are being used around the community.

VII. Old Business:

VIII. New Business:

1. Commissioner made a motion to proclaim April as Child Abuse Protection Month in Forest County and to urge all citizens to better educate themselves in order to better understand, recognize and respond to this grievous problem. Commissioner Snyder 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 Visitor Center Account:
 

General Fund	\$252.36	LED light bulbs
Evelyn Porta	\$52.50	Cleaning Services

 Commissioner Snyder 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 Title III Account:
 

Tionesta Business Park	\$865.29	April rent
Forest County Extension	\$2,745.13	April personnel expenses
Tionesta Business Park	\$100.78	Water/sewer bill

 Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the 9-1-1 Account:
 

General Fund	\$5,339.32	1 <sup>st</sup> quarter 2019 expenses
Clarion Co. Emergency Mgmt	\$16,961.84	1 <sup>st</sup> and 2 <sup>nd</sup> quarter dispatch services
Warren Co. Emergency Mgmt	\$19,380.00	1 <sup>st</sup> and 2 <sup>nd</sup> quarter dispatch services

 Commissioner Snyder seconded the motion. The motion carried unanimously.
  
5. Commissioner Huffman made a motion to open bids for the 2008 Chevy Van (maintenance van) and accept the highest bid. Commissioner Snyder seconded the motion. The motion carried unanimously. There were 3 bids submitted:
 

Carolyn Mealy	\$551.00
Steven Barnett	\$376.00
Bill Carbaugh	\$ 40.00
  
6. Commissioner Huffman made a motion to approve Ordinance #1 of 2019, Reaffirming and ratifying the County of Forest's participation in the Pennsylvania Counties Risk Pool and the Execution of the Intergovernmental Agreement pursuant to the Pennsylvania Intergovernmental Cooperation Law, as amended. Commissioner Snyder seconded the motion. The motion carried unanimously.
  
7. Commissioner Huffman made a motion for the County Treasurer to transfer \$1504.90 from the Sheriff's Patrol Account to the General Fund to reimburse for March patrol wages and mileage. Commissioner Snyder seconded the motion. The motion carried unanimously.

IX. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:40 a.m.

X. Salary Board: Commissioner Snyder called the meeting to order at 10:50 a.m. Commissioner Huffman made a motion to create a Forest County position for a part-time Public Defender with an annual salary of \$50,000.00. Treasurer, Stacey Barnes seconded the motion the motion carried unanimously.

Commissioner Huffman made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:55 a.m.

Respectfully submitted, Jean Ann Hitchcock