

COMMISSIONER'S BOARD MEETING MINUTES, MAY 16, 2019

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present was Treasurer Stacey L. Barnes.

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 May 2, 2019 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the May 2, 2019 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$58,425.27
General Fund Bills	\$56,196.36
Transportation Payroll	\$13,762.84
Transportation Bills	\$8,741.85
Children & Youth Payroll	\$12,523.93
Children & Youth Bills	\$7,000.00

V. Department Requests: Commissioner Huffman made a motion to approve the following department requests. Commissioner Wimer seconded the motion. The motion approved unanimously.

1. The Tax Claim Bureau is requesting approval to make the April Distribution as follows:

Forest County	\$16,658.90
Forest Area School	\$34,210.88
Various Municipalities	\$2,041.60
2. Jean Ann Hitchcock is requesting approval to order a new office chair at a cost of \$110.00.
3. Cheri Switzer is requesting approval to order a new office chair at a cost of \$110.00.
4. The Probation Department is requesting approval to order ink cartridges at a cost of approximately \$528.00.
5. Steven Barnett, Chief Probation Officer is requesting approval to attend the Center for Juvenile Justice Graduated Response Systems Forum in State College on March 16, 2019. \$30.00 registration is requested and meals and mileage will be turned in upon return.
6. The Veteran's Affairs Director, Eric Cepek is requesting approval to purchase some perennial bushes and flowers for around the veteran's memorial and mulch at a cost of approximately \$200.00.
7. Misty Ditz, Tax Claim Director is requesting approval to purchase hefty baggies for tax sale postings. Jean Ann can order a case of twelve boxes for \$54.81.

VI. Old Business:

1. Some water issues in the lower level of the new building (French drain is higher than floor level) are being addressed by the contractor.
2. The date for the shredding company to come on site to pick up the boxes that can be destroyed has been set for June 3, 2019.

3. Penn State Extension will be moving on June 22, 2019 into the new offices. It is a court day as well, so we are asking everyone to be patient through the process.

VII. New Business:

1. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserve Account payable to MVS Security systems in the amount of \$9,344.48 to pay the balance owed on the fire/security system installed in the Annex building. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account for the following bills for the Annex building:

Computer Guru	\$474.97	2 printers, one monitor, one restored computer
Uline	\$505.26	rolling ladder for storage area

Commissioner Huffman 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:

MCI	\$63.61	Account #814-944-3828
Windstream	\$52.96	Account #021428743
Windstream	\$197.11	Account #021613493
Windstream	\$185.89	Account #021613494
Windstream	\$192.76	Account #021808867
Verizon	\$1811.00	Account #450778786000196
MCM Consulting	\$5,500.00	Invoice #GIS-04-2019 (April 1, 2019-April 30, 2019)
MCM Consulting	\$206.25	Invoice #GIS-03-2019 (February 1, 2019-March 31, 2019)
Starr Image	\$240.11	Invoice #73735 Ink and paper rolls

Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to transfer \$472.20 from the Veteran's Transportation Account to the Forest County Transportation Account for the veterans' trips the month of April 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to transfer \$1,425.88 from the Sheriff's Patrol Account to the General Fund to reimburse for April patrols and mileage. 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 Title III Account:

Diana Allhiser	\$31.50	Cleaning the Fire-Wise Education Center
UGI Central	\$63.00	Account #411007972556

Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

UGI Central	\$57.50	Account #411007533655
Armstrong	\$69.95	Account #0487032-01

Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion to approve the Provider Agreement between Avanco International, Inc. and the County of Forest for the Child Accounting and Profile System Application Service effective July 1, 2019 through June 30, 2020 at a cost of \$9,667.35 per year. Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to approve Resolution #5 of 2019, Recognizing the Staff of Forest County Children & Youth Services. Whereas, the week of June 3-7, 2019 has been proclaimed as Child Welfare Professionals Appreciation Week, the Board of Commissioners would like to recognize the dedication and efforts of our Children & Youth employees in working to protect the children and families of Forest County, as well as provide services often in the most difficult and emotional circumstances. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. 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 \$255.00 payable to Bureau Veritas for the required permit fee for Change Order #5 of the Annex Building Project, building a sidewalk and stairs to the new building from the Courthouse. Commissioner Huffman seconded the motion. The motion carried.

VIII. Adjournment: Commissioner Wimer made a motion to close the meeting. Commissioner Huffman seconded the motion. The meeting adjourned at 10:15 a.m.

Commissioner Snyder convened Salary Board immediately following the Public Meeting.

- IV. Salary Board: Stacey Barnes made a motion to increase the hours of the Payroll Clerk/Director of Elections position from 35 hours per week to 40 hours per week in order for the position to provide additional assistance to the Chief Clerk. This will be effective May 19, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.

Commissioner Wimer made a motion to close the meeting. Commissioner Huffman seconded the motion. The meeting adjourned at 10:30 a.m.

Respectfully submitted by, Lynette Greathouse, Chief Clerk