

## COMMISSIONER'S MEETING MINUTES, MAY 18, 2017

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Sheriff Robert Wolfgang, Deputy Treasurer Stacey Barnes, Planning Director Donna Zofcin, District Judge Daniel Miller, Human Services Director Mary Kushner and Saxon Daugherty from the Derrick News.

**Call to Order:** The meeting was called to order at 10:00 a.m.

**Public Comment:**

Mary Kushner was present for the advertised public hearing for comment on the Human Services Block Grant application. She stated that the concerns addressed by Lynette Greathouse in Forest County's portion of the grant application: emergency shelter (utility and rent emergencies), transportation and assistance to aging are the same concerns addressed in County plans throughout our area. She expressed concern over the State talks of removing this funding from the proposed budget. These funds are what is utilized to keep families/individuals (who qualify by application process) in their homes when they are facing utility shut-off or eviction, subsidize the transportation costs for the adult and aging population, pay the costs of drug and alcohol counseling for individuals with no insurance to pay for the services and also to purchase safety related items to provide to families with children who do not have the means to purchase them. Commissioner Huffman talked about 211 and the high cost of this service. This is a system designed for people to dial 211 in order to receive information on where they can get help for a variety of needs. It is a coordinated effort to be able to provide phone numbers, names and addresses for a variety of social service programs that an individual might contact when they need help but do not know where to go for help.

**Approval of minutes:**

Commissioner Huffman made a motion to approve the minutes of the May 4, 2017 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

- General Fund bills                   \$45,522.50
- General Fund payroll               \$55,670.23
- Transportation bills                 \$18,122.88
- Transportation payroll             \$12,952.21
- Children & Youth bills             \$33,702.40
- Children & Youth payroll         \$11,677.49

**Department Requests:** Commissioner Huffman made a motion to approve department requests #1 through #8. Commissioner Wimer seconded the motion. The motion carried unanimously.

1. The Sheriff's Office is requesting approval to bid out Car #1, 2006 Dodge Charger to other law enforcement agencies.
2. The Sheriff's Office is requesting approval to pay for body work and materials for rust repair on Car #8, including new rear decals after the painting is finished at a cost of \$855.82 to be paid from the Patrol Account.
3. The Sheriff's Office is requesting approval to purchase six 64 GB flash-drives at a cost of \$109.98.

4. The Tax Claim Director is requesting approval to make the April distribution as follows:
 

Forest County	\$15,191.91	
Forest Area School	\$30,503.78	
Various Municipalities	\$2,492.84	
Stephen Custer, Sr.	\$24.73	2016 Tax Overpayment
  
5. The Probation Department is requesting approval to purchase pizza and drinks for lunch for 8-10 people for the “Brief Case Training” being hosted by Forest County on May 16, 2017. Will be paid for with Administrative Funds.
  
6. The Treasurer is requesting approval for herself and her Deputy to attend the Treasurer’s Conference in Pocono Manor, PA, June 12<sup>th</sup> through the 16<sup>th</sup>. A check in the amount of \$1700.00 is requested and includes registration and lodging. Meals will be submitted for reimbursement.
  
7. The Prothonotary is requesting the purchase of three new office chairs at a cost of \$289.97 to be paid from the Recorder’s Improvement Fund.
  
8. The Probation Department is requesting approval for Steven Barnett to attend the JNET Conference May 31 –June 1, 2017. Meal reimbursement will be submitted upon return.

Commissioner Huffman made a motion to approve department requests #9 and #10. Commissioner Snyder seconded the motion. Commissioner Wimer abstained. The motion carried.

9. The Coroner is requesting approval to purchase an external hard drive and the used copier from the Planning and Conservation Office using Coroner’s Act 122 Funds.
  
10. The Coroner is requesting approval to attend the Coroners Annual Conference in Allentown, PA, September 25<sup>th</sup> through the 30<sup>th</sup>. A check in the amount of \$825.00 is requested, hotel expense will be placed on a credit card and meals will be submitted for reimbursement.

**Old Business:**

1. After review of the bids, the MACA project bid was awarded to CCS Renovations as the lowest and most qualified bidder.
  
2. After review of the bids, the Justice Building project bid was awarded to Lesko Construction as the lowest and most qualified bidder.

**New Business:**

1. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Fund:
 

Verizon	Account #814198-220898470Y	\$874.00
Windstream	Account #021613493	\$195.35
Windstream	Account #021613494	\$184.13
Windstream	Account #021428743	\$52.46

 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 ARC Account from the Local Foods Local Places grant funds to pay the following:

Bruce Parkhurst      Reimbursement for logo supplies      \$206.96

Commissioner Wimer seconded the motion. The motion carried unanimously.

3. Commissioner Wimer made a motion for the County Treasurer to transfer \$272.20 from the Veteran's Transportation Account to the Forest County Transportation Account for April veteran's co-pays. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to transfer \$1,710.37 from the Operating Reserve Account to reimburse the General Fund for the card access printer, ink cartridges and blank cards that were part of the upgraded security/fire system. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make the following check/s out of the Title III Account to pay utilities at the Fire-wise Education Center:  
Central Penn Gas      Account #0097461-8      \$109.08  
Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion for the County Treasurer to make the following check/s out of the Visitor Center Account to pay for utilities at the Visitor Center:  
Central Penn Gas      Account #0828782-3      \$92.66  
Armstrong      Account #0487032-01      \$64.95  
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 Sheriff's Patrol Account in the amount of \$20.20 payable to S&D Calibration Services, Inc. for calibrating the speed timer. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the Forest County Planning Director to oversee the establishment of a Uniform Parcel Identifier Ordinance, by first forming a committee to outline a plan, develop an Ordinance and establish review processes. This Ordinance will enable errors to be found before they are recorded. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the FY 2017-2018 Forest Warren Human Services Block Grant Application to be submitted. Commissioner Wimer seconded the motion. The motion carried unanimously.

**Public Comment:**

Sheriff Wolfgang spoke about the security issues upstairs on Court days with too many individuals having access to the back hallway near the prisoner holding room and Judge's Chambers. Warren County has agreed to find the funding so that an additional door can be installed in that hallway. Quotes are currently being sought out.

**Adjournment:**

Commissioner Wimer made a motion to adjourn. Commissioner Huffman seconded the motion. The motion carried unanimously.

Respectfully submitted.

Lynette Greathouse, Chief Clerk