

COMMISSIONER'S BOARD MEETING MINUTES, MAY 2, 2019

Present for the meeting were Commissioners Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey L. Barnes, Sheriff Robert L. Wolfgang, Rowan Rose, Community & Economic Development Coordinator and MaryAnn Mistrik, Transportation Driver. Commissioner 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 April 18, 2019 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the April 18, 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 bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

General Fund Payroll	\$54,093.71
General Fund Bills	\$80,461.73
Transportation Payroll	\$13,845.59
Transportation Bills	\$6,688.99
Children & Youth Payroll	\$12,085.04
Children & Youth Bills	\$11,299.55

- V. Department Requests: Commissioner Huffman made a motion to approve all department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 1. Curt Kiefer, 911 Coordinator is requesting approval to purchase the following supplies to be paid for from 911 Funds:
 - 2 Paper rolls for 911 maps \$57.36
 - Ink \$219.00
 - 2. Sheriff Wolfgang is requesting approval to utilize a deputy for security services at West Forest Jr.-Sr. High School for the Alumni event on June 8, 2019 from 4:30 p.m.-11:00 p.m. The County will be fully reimbursed for all wages and payroll expenses.
 - 3. Curt Kiefer, 911 Coordinator is requesting approval to order a computer plus accessories as quoted from Computer Guru at \$2,808.93 to be paid for with 911 Funds. This computer has all the necessary components for the various programs needed in the office; GIS, DevNet, CAMA and property record cards.

- VI. Old Business:
 - 1. The sidewalk and staircase drawings leading from the Courthouse to the Annex Building were recently completed by the architect on the project.

- VII. New Business:
 - 1. Commissioner Huffman made a motion to accept the bid from MaryAnn Mistrik as the highest bid submitted for the 2015 Dodge Caravan with 185,000 miles on it and transmission issued.
 - MaryAnn Mistrik \$950.00
 - Steven Barnett \$551.00Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 2. Commissioner Huffman made a motion to approve a budget of \$5,000.00 from the Operating Reserve Fund to purchase commercial shelving, a rolling ladder and various items needed for the Annex Building. Commissioner Snyder seconded the motion. The motion carried unanimously.

3. Commissioner Huffman made a motion to establish a Wellness Committee to be chaired by the Chief Clerk. The goal of this committee will be to organize activities and programs designed to improve the mental and physical health of Forest County employees. Funding for these activities will be provided through the DVHT Wellness Grant program. The committee shall meet quarterly during working hours. The first committee shall be named by the Commissioners and thereafter, the current committee shall appoint new members every two years. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food and Shelter Account in the amount of \$92.89 payable to Second Harvest Food Bank. This amount represents the October, November and December 2018 payments received on 4-25-19. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13-Legacy Account in the amount of \$3,250.24 payable to Letterle & Associates for the Tionesta Gulf Station characterization project. This shall be applied to the 25% match for the ISRP Grant. Commissioner Snyder 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 911 Fund:

Ehrlich	\$523.00	Vegetation management services
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 Commissioner Snyder 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:

Penelec	\$57.40	Utilities
Evelyn Porta	\$47.25	April janitorial services

 Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the County Treasurer to make the following check out of the Title III Account:

Tionesta Business Park	\$865.29	May rent
Forest County Extension	\$2,745.13	May personnel expenses
Penelec	\$164.81	Utilities

 Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the County Treasurer to transfer \$339.36 from the EMA Education & Training Account to the General Fund to reimburse for absorbent socks utilized for a hazardous material clean-up at the US Army Corps of Engineers, Tionesta Dam. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 44 Liquid Fuels Account in the amount of \$8,995.72 payable to the PA Department of Transportation, Office of Comptroller Operations for the reconciliation payment due on the Elm Street Bridge Project. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to make a check out of the Title III Account in the amount of \$20,894.00 payable to Dynasty Construction Unlimited, Inc. for the 10% retainage due as well as the cost of previously approved change orders for the Annex building project, which houses the Fire-Wise Education Center. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Medical Assistance Transportation Program Participation Grant Agreement and Assurance of Compliance whereby authorizing Brenda McCanna, Director of Transportation to submit all reports due on behalf of the County of Forest and that the County agrees to assume full responsibility of following the guidelines of the program while assuring

the safety of recipients of these services. Commissioner Snyder seconded the motion. The motion carried unanimously.

13. Commissioner Huffman made a motion to review and accept the quote for shredding services from Shred-It and to schedule this to be done the first week of June. Commissioner Snyder seconded the motion. The motion carried unanimously.

The Shred Center	\$10.00/small box
	\$15.00/large box
	\$50.00/per staircase fee
	\$110.00/trip fee

Shred-It	\$7.00/small box
	\$13.00/large box
	10% of total for trip fee

Shred Nation	\$100.00/95 gallon container – holds up to 10 10”X12”x15” boxes
	\$2.00 per box/per staircase fee

- VIII. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully submitted by Lynette Greathouse, Chief Clerk