

COMMISSIONER'S MEETING MINUTES, MAY 4, 2017

Present for the meeting were Commissioners Robert Snyder, Basil Huffman and Norman Wimer. Also present was Chief Probation Officer Steve Barnett, Sheriff Robert Wolfgang, Community & Economic Development Coordinator Rowan Rose and Treasurer Pam Millin.

Call to Order: Commissioner Snyder called the meeting to order 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 of the April 20, 2017 meeting. Commissioner Snyder seconded the motion. 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 \$71,063.05
- General Fund payroll \$58,240.08
- Transportation bills \$8,757.62
- Transportation payroll \$13,121.27
- Children & Youth bills \$8,505.43
- Children & Youth payroll \$11,578.44

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

1. The Auditors are requesting approval to purchase a printer cartridge at a cost of \$56.00.
2. The District Attorney is requesting approval to purchase a new HP Laptop Pro-Book 455 G3 (T1B72UT#ABA), 4 GB memory, 500 GB HDD AMD Radeon R5 Series, 15.6", Windows 7 Pro 64-Bit Microsoft Office 2016 at an estimated cost of \$798.99 from Computer Guru.
3. The Chief Clerk is requesting approval for Jean Ann Hitchcock and Lynette Greathouse to attend the County Administration Conference in State College on May 31-June 1. Hotel cost is \$135.00 per night for two nights and conference registration is \$220.00 per person.
4. Steven Barnett is requesting approval to attend a Firearms Course in Hollidaysburg on May 15, 2017. Hotel is yet to be determined.
5. The Sheriff's Office is requesting approval to purchase a new HP Laptop 15.6" Intel Core i3-5005U Processor, 6 GB Ram, Windows 10 Notebook, 1TB Hard Drive, Card Reader, Speakers, Microsoft Office 2016 at an estimated cost of \$749.98 from Computer Guru.
6. The Sheriff's Office is requesting approval of the following purchases:

Car cleaning supplies	\$34.00
Traffic Citations	\$17.50
Ammunition	\$556.00
7. The Probation Department is requesting approval of the following:

1 Case of gloves for drug testing	\$59.90	Paid with Admin Fees
2 pack HP 85A toner cartridges	\$106.99	

2 pack HP 78A toner cartridges	\$129.99	
Annual Boy Scout Donation	\$100.00	Act 198 Funds
Annual Prom to Dawn Donation	\$100.00	Act 198 Funds
MACA Pool Donation	\$100.00	Act 198 Funds
Forest County 4-H Program	\$112.50	Community Service Funds (15% share insurance)

8. Brenda McCanna, Director of Transportation is requesting approval to attend the following trainings:
Eco-lane Training in Pittsburgh on June 2nd, 2017- Lodging at \$114.00, dinner at \$20.00 and mileage
MATP Training in Crawford County on May 23, 2017- mileage
9. The Tax Claim Director is requesting approval to make a check out of the Tax Claim Bureau Account in the amount of \$60.00 payable to Terry Cottage for a 2016 Tax Overpayment.
10. Pamela Millin, Treasurer is requesting approval to purchase a used copy machine with 29K copies on it and a one year warranty, at a cost of \$1500.00 from Titusville Copy Products.
11. The Visitor Center is requesting approval to order 25 Cornplanter Maps to sell at the Visitor Center at a cost of \$85.00 to be paid from the Visitor Center Account.

Old Business:

1. Panic buttons are scheduled to be installed on Monday, May 9th and that will complete the security/fire system upgrade.
2. The Commissioners have requested the County Solicitor, Timothy Bevevino to send a letter of demand to the Pennsylvania Municipal Retirement System for our retirement plan.

New Business:

1. Commissioner Huffman made a motion for the County Treasurer to transfer \$1684.91 from the Sheriff's Patrol Account to the General Fund to reimburse the County for April patrol wages and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion to approve and sign the Appalachian Regional Commission Grant Program contract in the amount of \$200,000.00. This grant is to be used for the Jenks Township Storm Sewer Project effective March 1, 2016 – February 28, 2021 with the County as the Base Federal Agency, a requirement of the grant application. 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 Title III Account for expenses at the Fire-Wise Education Center:

General Fund	\$59.95	Reimbursement for internet
Dana Harmon	\$180.00	Cleaning 4/1/17-4/30/17

 Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Visitor Center Account in the amount of \$37.50 payable to Evelyn Porta for cleaning the Visitor Center the month of April. 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 EMA Education and Training Account:

\$31.50 Greathouse Body Shop State Inspection of the EMA Truck
\$4.49 Shoup's Hardware Marine Battery Terminal

Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion to sign the purchase order for equipment ordered for the Probation Department. The items will be reimbursed by the Innovative Policing Grant in the amount of \$10,000.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion to award the bid for the Renovations at the MACA building after careful review to the lowest, qualified, responsible bidder. The project includes handicapped accessible exterior doors, security lighting, and renovating the kitchen and restrooms to be handicapped accessible. Commissioner Huffman seconded the motion. The motion carried unanimously.

CCS Renovations	Upper	\$22,650.00
	Lower	\$35,395.00

Schmader Development Co	Upper	\$33,798.10
	Lower	\$36,625.00

News to Note:

1. The West Forest A Team took second place at this year's Enviro-thon in Jefferson County Fairgrounds! They were only eight points away from the first place team. They will proceed to the State Competition on May 23 and 24 at the University of Pitt Johnstown.
2. National Day of Prayer is today at 12:20 on the Courthouse lawn.
3. The Board meetings in June will be rescheduled **to June 8 and June 22.**
4. Pam Millin wanted to thank Basil Huffman for the great work he does on behalf of the veterans in this County.
5. Steven Barnett talked about the Community Service program. He has twelve workers lined up for work at the Corps of Engineers campground this Saturday to clean up debris from the storms we have had.
6. The Sheriff inquired as to who he could get to install the commode that has arrived for the jail cell in the Sheriff's building. Pete Wadlow said he would do it and the Commissioners agreed that was a good option.

Adjournment:

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

Respectfully submitted,
Lynette Greathouse, Chief Clerk