

COMMISSIONER'S BOARD MEETING MINUTES, JUNE 20, 2019

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

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 June 6, 2019 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the June 6, 2019 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$56,271.72
General Fund Bills	\$23,335.60
Transportation Payroll	\$12,854.66
Transportation Bills	\$8,910.62
Children & Youth Payroll	\$11,531.02
Children & Youth Bills	\$8,079.40

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

1. Misty Ditz, Tax Claim Director is requesting approval to attend the Fall Tax Claim Bureau Conference in Shippensburg, PA, October 16-19, 2019. Lodging at \$350.00 is requested with mileage and meals to be reimbursed upon return.
2. Jean Ann Hitchcock, Election Director is requesting approval to attend the Summer Election Conference in Philadelphia, PA, August 19-22, 2019. Registration is \$300.00. She will travel with Venango County Election personnel and Forest County will pay parking fees.
3. Rowan Rose is requesting approval to order ink and a stapler at a cost of \$110.00.
4. The Sheriff's Office is requesting approval to order two three packs of ink at a cost of \$64.60 each.
5. The Sheriff's Office is requesting approval to purchase a new intoxilyzer 500 kit with case and 250 disposable mouthpieces at a cost of \$412.00 to be paid for with DUI Funds.
6. The Register, Recorder, Prothonotary and Clerk of Courts is requesting approval to purchase black, yellow, pink and blue ink at a cost undetermined.
7. Misty Ditz, Tax Claim Director is requesting approval to order two bluetooth headsets for the Tax Office at a cost of \$300.00.

VI. Old Business:

1. Shred-It collected 350 boxes on Monday, June 17, 2019 to be destroyed. The Warren-Forest Domestic Relations Office has approximately 30 boxes to retrieve from our attic and take to Warren and then the attic will be empty.

VII. New Business:

1. Commissioner Huffman made a motion for the County Treasurer to make the following disbursements from the Secure Rural Schools Sequestration Funds:

Barnett Township	\$939.88
Green Township	\$596.59
Harmony Township	\$275.57
Hickory Township	\$3,744.80
Howe Township	\$14,964.48
Jenks Township	\$13,136.45
Kingsley Township	\$7,391.88
Tionesta Township	\$477.67
Forest Area School	\$44,226.96
Forest County Admin Fee	\$1,527.42

Commissioner Wimer seconded the motion. The motion carried unanimously.

- Commissioner Wimer 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:

UGI Central	\$75.23	Utilities
Penelec	\$255.49	Utilities
General Fund	\$122.09	Reimburse for utilities paid and keys for offices

Commissioner Huffman seconded the motion. The motion carried unanimously.

- Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Visitor Center for expenses at the Visitor Center:

UGI Central	\$40.36	Utilities
Penelec	\$47.96	Utilities
Armstrong	\$69.95	Internet Services
General Fund	\$33.60	Reimburse for Snyder Brothers utility payment
Allegheny Valley Landscape	\$1,111.50	Clean Up, Spray, Mulch, Weed, Trim Visitor Center

Commissioner Wimer seconded the motion. The motion carried unanimously.

- Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Account:

Mobilcom	\$927.00	Switch allowing web interface and back up battery
MCI	\$65.39	Account #8149443828
Windstream	\$192.76	Account #021808867
Windstream	\$185.89	Account #021613494
Windstream	\$197.11	Account #021613493
Verizon	\$937.00	Account #450778786000196

Commissioner Huffman seconded the motion. The motion carried unanimously.

- Commissioner Huffman made a motion to approve the sub-recipient agreement between Forest County and the Borough of Tionesta in order to make funds available from the County's FFY 2018 CDBG Program for the Tionesta Borough Elm Street Waterline Improvements Phase III project in the total amount of \$28,304.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

- Commissioner Wimer made a motion to advertise for adoption, the Douglas E. Carlson Rural Land Trust Ordinance. This Land Trust will provide for the long-term stewardship of natural and historic resources by the conservation of forests and woodlands, watersheds and waterways, wildlife habitat, agricultural lands and open space, and significant historic sites and structures wholly or in part in Forest County. Commissioner Huffman seconded the motion. The motion carried unanimously.

- Commissioner Huffman made a motion for the County Treasurer to transfer \$6,695.86 from the Sheriff's Patrol Account to the General Fund to reimburse for May patrols and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion for the County Treasurer to transfer \$296.25 from the Veteran's Transportation Account to the Forest County Transportation Account for the May co-pays of veterans sixty five and over. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the Service Agreement between the Forest County Transportation Department and Experience Agency in order to provide routine daily services consisting of regularly scheduled daily transportation of Agency clients between predetermined points by means of 24 hour advance registration. For the purpose of this agreement all persons 65 years of age or older, residing in Forest County, utilizing the system shall ride free of charge, within the schedules established by the Provider. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Contract Service Provider Agreement between the County of Forest and Barbara C. Litten, Attorney at Law, whereas, Attorney Litten shall provide legal representation of children determined to be dependent by Forest County Children & Youth Services at a rate of \$84.05 per hour. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the Contractual Agreement between Forest County/Children & Youth Services and Donna Hunsbarger for the provision of janitorial services, 5-8 hours per week, after the Agency's normal business hours of 8:00 a.m.-4:00 p.m. at a rate of \$10.71 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to accept the proposal from Amos E. Rudolph, Architecture, LLC for developing a project scope of work to include a 16'X28' pole building addition to the existing Transportation garage at a cost of \$3,800.00 plus permit fees. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve the sale of the following assessment from the Repository of Unsold Properties to Mr. John Shoup in the amount of \$300.00:

<u>Former Owner</u>	<u>Control #</u>	<u>Description</u>
Geyer, Donald C et ux	16-16220	Lot
16-06D-197-01		

Commissioner Wimer seconded the motion. The motion carried unanimously.

VIII. Adjournment:

Commissioner Wimer made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk