

COMMISSIONER'S MEETING MINUTES, JUNE 21, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr. and Basil D. Huffman. Also present was Sheriff Robert Wolfgang. Commissioner Wimer was absent due to a Funeral Home Director's conference.

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.

Public Comment: There was no public comment.

Approval of June 7, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the June 7, 2018 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$46,656.35
General Fund Bills	\$62,766.68
Transportation Payroll	\$12,106.97
Transportation Bills	\$6,974.04
Children & Youth Payroll	\$11,788.32
Children & Youth Bills	\$11,474.09

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

1. Jean Ann Hitchcock, Election Director is requesting approval to attend the Annual Election Conference in Pittsburgh August 20-23. The registration cost is \$270.00 and the hotel cost is \$139.00 per night for three nights plus parking. Meal expense will be turned in upon return.
2. The Probation Department is requesting approval to purchase several ink cartridges at approximately \$329.20 and approval to pay 15% of the liability insurance on the 4-H Grounds storage building to be paid from Community Service funds for the storage of community service equipment.
3. District Judge Miller is requesting approval for his staff to attend the annual MDJS Workshop in Warren. Mileage will be submitted upon return and additional hours required for Andrea Cussins to attend will be needed.
4. The Tax Claim Office is requesting three boxes of Avery Address Labels at a cost of \$20.99 each and a box of 1" plastic combs for binding tax books at a cost of \$18.29.

Old Business:

1. Jefferson Paving will clean, seal and coat our parking areas on Saturday, July 7, therefore, all County cars will need to be removed from the area prior to Saturday morning.

New Business:

1. Commissioner Huffman made a motion to accept the highest bid on the 2012 Jeep Patriot.
Nickalas Hawk \$401.00

Steven Barnett \$351.00

Commissioner Snyder seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Visitor Center Account:

General Fund	\$23.47	Cleaning supplies
UGI Central Penn Gas	\$41.01	Utilities
Allegheny Valley Landscape	\$1975.95	Visitor Center improvements
Armstrong	\$69.95	Internet
Penelec	\$88.45	Utilities

Commissioner Snyder seconded the motion. The motion carried unanimously.

3. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the EMA Education and Training Account in the amount of \$36.04 payable to the General Fund to reimburse for supplies for training held at the Tionesta Lake. Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the 911 Account:

Windstream	\$191.04	Account #021808867
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493
Verizon	\$874.00	Account #814198-220898470Y

Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Title III Account:

UGI Central Penn Gas	\$37.34	Account #411007972556
Farm Fresh Foods	\$23.95	Supplies for cleaning/maintenance
Penelec	\$243.82	Utilities

Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the Acting Treasurer to make the distribution of the Secure Rural Schools Funds (2nd payment) according to each municipality's split with the Forest Area School District as follows:

Township	Payment	School %	Township %
Barnett Township	\$8,299.13	50%	50%
Green Township	\$5,267.86	75%	25%
Harmony Township	\$2,433.27	75%	25%
Hickory Township	\$33,066.46	50%	50%
Howe Township	\$132,135.78	50%	50%
Jenks Township	\$115,994.35	50%	50%
Kingsley Township	\$65,270.02	50%	50%
Tionesta Township	\$4,217.77	75%	25%
Forest Area School District	\$390,522.45		
Forest County Administration Fee	\$13,487.15		

Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Visitor Center Account in the amount of \$28.65 payable to Farm Fresh Foods. This is to rectify an error created by FFF on check #385 whereby they cashed the check written to Evelyn Porta for \$30.00 as \$1.35 when she purchased \$1.35 in merchandise and received \$28.65 in cash back but "ran the check as a telecheck" through the bank as \$1.35. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Operating Reserve Account in the amount of \$19,272.00 payable to Redbank Chevrolet for the purchase of the 2018 Chevrolet Silverado 1500 EMA truck to be reimbursed through PEMA Grant Funds. Additional approval to pay the Grafix Shoppe \$270.00 and IbisTek \$3,623.00 when the decals and miscellaneous equipment have been installed on the truck, also from the Operating Reserve Account. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the 2018 Tax Data Processing Agreement between Forest County and Forest Area School District whereby the County will provide data processing services to the School District at a rate of \$6,800.00 for the year 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the Project Modification Request for the Drug Court Grant in order to cover the increased cost of drug test patches from funds not used in other areas. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve Amendment #1 to the Affiniti PA, LLC, as successor-in-interest to Last Mile, Inc. dba Sting Communications, Inc. Lease Agreement between Affiniti and the County of Forest. The term of the lease is July 1, 2013 through June 30, 2020 and will automatically renew month to month thereafter. Amendment to the agreement reads as follows: Lessee shall provide 100Mb Ethernet transport from Tionesta CORE tower to Marienville Co. Tower. Lessor shall provide all necessary tower and applicable ground space to Lessee at a rate of \$1300.00 per month (with no charge to place equipment needed, as determined by Lessee, to facilitate this transport connection). Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Agreement between Jeanie Digiacoimo and Forest County Transportation for the provision of cleaning services at a rate of \$10.50 per hour, approximately 4-5 hours per week, effective June 12th, 2018 through December 31, 2018. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve the contract between MHY Family services and Forest County Children & Youth Services for the provision of multi-systemic therapy services in consultation with the CYS Agency. The agreement shall be in effect July 1, 2018 through June 30, 2019 at a rate of \$65.00 per day. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion to approve the Agreement between Forest County Children & Youth Services and Ms. Donna Hunsbarger for the provision of cleaning services at a rate of \$10.50 per hour, approximately 8 hours per week, effective July 1, 2018-June 30, 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.

15. Commissioner Huffman made a motion to approve the Child Accounting and Profile System Application Service Provider Agreement between Avanco International and Forest County for a period of one year, effective July 1, 2018 at an annual fee of \$9,667.35. Commissioner Snyder seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to approve the United States Department of Agriculture Rural Development Grant Application as prepared by the Forest County Sheriff's Office for the purchase of a new vehicle. Commissioner Snyder seconded the motion. The motion carried unanimously.

Public Comment: There was no public comment.

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

Submitted by, Lynette Greathouse, Chief Clerk