

COMMISSIONER'S MEETING MINUTES, JUNE 22, 2017

Present for the meeting were Commissioners Robert J. Snyder, Jr. and Norman J. Wimer. Commissioner Basil D. Huffman was present via telecommunication. Also present were Deputy Treasurer Stacey Barnes, Sheriff Robert L. Wolfgang and Saxon Daugherty from the Derrick News.

Call to Order: Commissioner Snyder call 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:

The annual employee appreciation picnic has been scheduled for August 10, 2017 to be held at the MACA Center. More information will follow at a later date.

Approval of June 8, 2017 minutes: Commissioner Wimer made a motion to approve the minutes of the June 8, 2017 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

- General Fund bills \$47,229.64
- General Fund payroll \$49,858.23
- Transportation bills \$5,369.57
- Transportation payroll \$12,717.01
- Children & Youth bills \$5,783.89
- Children & Youth payroll \$11,623.67

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

1. The Prothonotary is requesting approval to order a dual pack of black ink cartridges at a cost of \$372.99, to be split with the Assessment Office.
2. The District Attorney is requesting approval to purchase a dual pack of black ink cartridges at a cost of \$372.99.
3. The Tax Claim Office is requesting approval to order 2 boxes of Avery labels.
4. The Elections Office is requesting approval to purchase a window air conditioner at a cost of \$120.00.
5. The District Attorney is requesting approval to purchase a self-inking numbering machine at a cost of \$134.44.
6. The Sheriff's Office is requesting approval to purchase the following:
 - 2 Polo Shirts \$92.74
 - 3 Short Sleeve Uniform Shirts \$53.97
 - 2 Long Sleeve Uniform Shirts \$37.98
7. The Payroll Clerk is requesting approval to purchase 500 payroll checks at a cost of \$65.00.

8. Request approval to add postage to the postage machine in the amount of \$11,000.00.

Old Business:

1. Commissioner Snyder and Lynette Greathouse met with the chairman of PMRS and the County's Solicitor on June 20, 2017 and received information regarding the increased voluntary contributions (a new maximum amount of 20%) that may be done through payroll deduction. Information was also received that the interest rate for the retirement plan dropped from 5.5% to 5.25% on January 1, 2017. A new plan will be forthcoming. PMRS has recently submitted its third draft plan to the IRS for comment.
2. Commissioner Huffman made a motion to change the contact email on record with the Pennsylvania Municipal Retirement System to fcch@co.forest.pa.us so that all pertinent notifications go straight to the Board of Commissioners. Commissioner Wimer seconded the motion. The motion carried unanimously.

New Business:

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

Verizon	\$874.00	Account #814198-220898470Y
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493
Tionesta Propane	\$220.00	Invoice #5397 Propane for Tower

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 Emergency Food & Shelter Account in the amount of \$120.18 payable to Second Harvest Food Bank for the February and March payments received on June 8, 2017. Commissioner Wimer seconded the motion. The motion carried unanimously.
3. 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:

Central Penn Gas	\$81.77	Account #0097461-8
Penelec	\$269.85	Account #100083350106
General Fund	\$160.00	Portion of carpet cleaning at the Fire-Wise Center

Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Central Penn Gas	\$71.57	Account #0828782-3
Armstrong	\$64.95	Account #0487032-01
Penelec	\$71.62	Account #100111996839

Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make the following transfer from the Sheriff's Patrol Account for expenses related to patrols:

General Fund	\$387.42	Flashlight, ATV tire repair, Lodging for patrol related training
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Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to drawdown \$4,427.32 from CDBG 2013, Invoice #2013-ON12-12 payable to Forest County General Fund to reimburse for payment of the MACA Pool Lift upon approval from DCED. Commissioner Wimer seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the County Treasurer to drawdown \$10,300.00 from CDBG 2012, Invoice #2012ON11-10 payable to Lesko Construction, LLC for the Justice Building Removal of Architectural Barriers Project upon the approval from DCED. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13- Impact Fee Account in the amount of \$7975.00 payable to Lesko Construction, LLC for the new restroom that was installed in the Justice Building. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve the purchase of the 4WD Sub-Compact Tractor with turf tires, 54" mower deck and 48" bucket from Dotterer Equipment, Inc. (Service work, parts and any warranty work can be done at Terry Kahle's in Knox, PA), with the tractor to be paid from Operating Reserves and Liquid Fuel Funds to pay for the front loader assembly as this will be used to plow snow on Courthouse Drive. Commissioner Huffman seconded the motion. The motion carried unanimously.

Dotterer Equipment	Kubota	\$13,451.40
Fisher & Father	John Deere	\$13,868.66
	New Holland	\$18,047.11
	Mahindra	\$15,400.00
Bobcat of Erie	Kioti	\$12,994.55
McCoy Equipment	Yanmar	\$15,646.00
10. Commissioner Wimer made a motion to reject the bid for gravel, landscaping fabric and edging plus labor to be placed around the Courthouse and Jail building from Allegheny Valley Landscaping in the amount of \$5,030.49. The Board agreed that the new tractor to be purchased and the willingness of Pete Wadlow (maintenance man), this project can be attempted in-house with some help from Community Service workers. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to award the bid from CCS Renovations, Inc. for the upstairs door to be installed in the hallway near Judge's Chambers in order to increase security. Commissioner Huffman seconded the motion. The motion carried unanimously.

CCS Renovations, Inc.	\$3550.00
Lesko Construction, LLC	\$3750.00
12. Commissioner Wimer made a motion to approve the grant application through the Appalachian Regional Commission for the purpose of Downtown Revitalization Phase 1. The grant request is for \$24,000.00 with a \$6,000.00 match. The project will take place in the downtown areas of Forest County, specifically Tionesta Borough and the Village of Marienville. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion to approve the First Amendment to Consulting Agreement between Avanco International, Inc. and Forest County (Children & Youth Services), which gives notice to the consulting contractor that it does not intend to renew the original Agreement for an additional

twelve (12) months, but instead agrees to a three (3) month extension per recommendation from the County Commissioners Association of Pennsylvania. Commissioner Huffman seconded the motion. The motion carried unanimously.

14. Commissioner Huffman made a motion to approve the Agreement between Forest County and Alaskey & Busch, PLLC to provide services as the Solicitor of Forest County Children & Youth Services at an hourly rate of \$100.00 per hour for all services and \$75.00 per hour for all trainings. This agreement shall be effective July 1, 2017 through June 30, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.
15. Commissioner Wimer made a motion to approve the Memorandum of Understanding between the Pennsylvania Children & Youth Association (PCYA) and Forest County for the purpose of CAPS technical support including case management program development, contracting support and improvement of the CAPS system. The term of this agreement shall be effective July 1, 2017 through June 30, 2018. Commissioner Huffman seconded the motion. The motion carried unanimously.

Public Comment: There was no public comment.

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

Respectfully submitted,
Lynette Greathouse, Chief Clerk