

COMMISSIONER'S BOARD MEETING MINUTES, JUNE 6, 2019

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Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Treasurer Stacey Barnes and Chief Deputy Carbaugh.

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. Approval of the May 16, 2019 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the May 16, 2019 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$52,024.38
General Fund Bills	\$138,955.19
Transportation Payroll	\$13,340.33
Transportation Bills	\$8,034.91
Children & Youth Payroll	\$12,246.21
Children & Youth Bills	\$16,530.83

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

1. The Tax Claim Director is requesting approval to make the May Distribution from the Tax Claim Account:

Forest County	\$24,906.72
Forest Area School	\$42,477.08
Various Municipalities	\$3,143.98
2. The Tax Claim Director is requesting approval to disburse \$6,597.01 from the Tax Claim Bureau Account payable to the Dennis Schall Estate for the 2018 Upset Sale Overage.
3. The Sheriff is requesting approval to attend the PA Sheriff's Association Conference in Erie, PA, July 10-13, 2019. Registration fee is \$500.00 and \$159.00 per night for 4 nights' lodging.
4. The Sheriff is requesting approval for Chief Deputy Carbaugh to attend the conference as well with just one night of lodging at \$159.00 and registration of \$500.00.
5. The District Attorney is requesting approval to order a ten pack of 8 GB flash drives at a cost of \$26.59.
6. Jean Ann Hitchcock is requesting approval to place \$8,000.00 on the postage machine for tax letters to be mailed.
7. Donna Zofcin, Conservation District/Planning Board Director is requesting approval to attend the PACD/SCC Joint Annual Conference July 17-18, 2019 in Williamsport, PA. All expenses (\$636.00) shall be paid from the Conservation District General Account.
8. The Maintenance Department is requesting approval to order a chair dolly to hold the folding chairs for jurors and County events at a cost of \$275.00 and a 3 in 1 hand truck at a cost of \$190.00. This would be paid for from budgeted funds under minor building supply.
9. The Probation Department is requesting approval to post a job opening for a full time 32.5 hour per week Intermediate Punishment/Treatment Court Officer at a cost of \$298.50.

V. Old Business:

1. Items to be corrected have been completed at the Annex building and final check mailed 6/4/19.
2. Stored records have been sorted and moved to the new storage area and items to be purged are waiting on pick up from Shred-It on June 17, 2019. The date was delayed due to the large number of boxes to be picked up (260).

VI. New Business:

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

General Fund	\$47.70	Reimburse for electric at the Fire-Wise Education Center
Penelec	\$154.85	Utilities
Penn State Extension	\$2,745.13	June personnel expenses
Computer Guru	\$130.00	200' Cat6e cable and installation of network line
Diana Allhiser	\$94.50	4/21/19-6/2/19 janitorial services
Tionesta Business Park	\$100.78	Water/Sewer services
General Fund	\$373.64	Reimbursement for signs, cleaning supplies, television wall mount

Commissioner Huffman seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the 911 Fund:

Computer Guru	\$2,868.92	HP 590 Series Desktop computer, 2019 Microsoft Office, set-up and transfer, program installation, wireless keyboard and mouse, 2 64 MB hard drives, 2 HP LED full HD monitors, dual monitor mount
Windstream	\$52.96	Account #021428743
General Fund	\$489.00	Reimbursement for air conditioner in the 911 equipment room

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 Visitor Center Account:

Penelec	\$56.53	Utilities
Tionesta Borough	\$100.78	Water/Sewer
Evelyn Porta	\$42.00	May janitorial services
General Fund	\$119.00	Reimbursement for paper products purchased for the Visitor Center

Commissioner Huffman seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the County Treasurer to make a check \$130,000.00 out of the ARC Account #C0-000-65286 to Jenks Township for the storm sewer project. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to transfer \$3,222.98 from the Act 13 Impact Fee Account to the General Fund to reimburse for shelving for the storage unit, office chairs and other items needed for the Annex Building offices. Commissioner Huffman seconded the motion. The motion carried unanimously,
6. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account payable to Tionesta Builders Supply in the amount of \$258.69 for Styrofoam board and caulking to be put up inside the storage unit in the Annex Building. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion for the County Treasurer to make the following transfers out of the Title III Account to the General Fund:  
 \$11,499.96 Payment per 2017 Title III Grant Request for Firewise Community Education Proposal for educational supplies and other operational expenses  
 \$5,000.00 Payment per 2018 Title III Grant Request for Firewise Community Education Proposal for the EMA Coordinator consultation on Fire-Wise and other emergency plans  
 \$11,499.96 Payment per 2018 Title III Grant Request for Firewise Community Education Proposal for educational supplies and other operational expenses  
 Commissioner Huffman seconded the motion. The motion carried unanimously.
  
8. Commissioner Huffman made a motion for County Treasurer to make the following checks out of the Title I Funds from the 2018 Forest Funds received on May 9, 2019.
 

Barnett Township	\$14,219.53
Green Township	\$9,025.81
Harmony Township	\$4,169.10
Hickory Township	\$56,655.25
Howe Township	\$226,398.12
Jenks Township	\$198,741.80
Kingsley Township	\$111,832.01
Tionesta Township	\$7,226.63
Forest Area School District	\$669,111.33
Forest County Administration Fee	\$23,108.54

 Commissioner Wimer seconded the motion. The motion carried unanimously.
  
9. Commissioner Huffman made a motion to proceed with an architectural design and a cost estimate to build an addition onto the current transportation garage in order to accommodate the lift that was purchased a few years ago and the largest sized vans. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
10. Commissioner Wimer made a motion to approve the request from the U.S. Army Corps of Engineers to place a sign on Elm Street Bridge stating “No Boats Beyond This Point”. The sign shall be 72 inches by 36 inches and hang from the railing of the bridge. Commissioner Huffman seconded the motion. The motion carried unanimously.
  
11. Commissioner Wimer made a motion to approve the Letter of Agreement between Warren-Forest Counties Economic Opportunity Council, Inc. and the County of Forest in order to collaborate for referral, treatment, discharge planning and supports for clients within any of the Warren-Forest EOC programs. Commissioner Huffman seconded the motion. The motion carried unanimously.
  
12. Commissioner Huffman made a motion to proceed with the replacement of the radio equipment shelter and the purchase and installation of a new generator at the Marienville Tower Site at an approximate cost of \$94,000.00 that will be paid from 911 Funds. Commissioner Wimer seconded the motion. The motion carried unanimously.

VII. Public Comment: An open house for the Annex Building was discussed briefly. It was agreed that it cannot be scheduled until the steps and sidewalk phase of the project are completed.

VIII. Adjournment: Commissioner Huffman made a motion to adjourn the meeting. Commissioner Wimer seconded the motion. The meeting adjourned at 10:45 p.m.

Respectfully submitted: Lynette Greathouse, Chief Clerk