

COMMISSIONER'S MEETING MINUTES, JUNE 8, 2017

Present for the meeting were Commissioners Robert J. Snyder and Norman J. Wimer. Also present were Sheriff Robert Wolfgang, Treasurer Pamela Millin and Saxon Daugherty from the Derrick. Commissioner Huffman was away at a meeting of the County Commissioners Association.

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.

Commissioner Wimer made a motion to approve the minutes of the May 18, 2017 meeting. Commissioner Snyder seconded the motion. The motion carried.

Commissioner Wimer made a motion to approve paying the following bills. Commissioner Snyder seconded the motion. The motion carried.

- General Fund bills \$101,075.41
- General Fund payroll \$58,931.07
- Transportation bills \$6,092.71
- Transportation payroll \$12,717.01
- Children & Youth bills \$18,887.65
- Children & Youth payroll \$11,623.67

Commissioner Wimer made a motion to approve all of the department requests. Commissioner Snyder seconded the motion. The motion carried.

1. Donna Zofcin, Planning Manager and Conservation District Director is requesting approval to attend the New Manager Orientation Training sponsored through the PA Leadership Development Program for June 19-21, 2017. Mileage at approximately \$157.00 is all that is requested.
2. Donna Zofcin is also requesting approval to attend the PACD/SCC Joint Annual Conference July 12-13, 2017 in Harrisburg. The request includes: Registration is \$140.00, lodging at \$89.00 per night for two nights, mileage at approximately \$226.00 and one night's meal.
**The above two requests have been approved by the Conservation District & Planning Board and all expenses will be paid from the Conservation District General Account.

3. The Treasurer's Office is requesting approval to order the following supplies:

3 pack color ink	\$174.99
3 ring 4" binder	\$22.99
Page protectors	\$20.99

4. The Sheriff's Office is requesting approval to order the following:

2 chair mats	\$119.98	
4 USB (64GB) drives	\$73.32	
Handcuff straps	\$27.44	
Streamlight Flashlight	\$97.20	Paid from the Patrol Account

5. The Tax Claim Bureau is requesting approval to order 3 boxes of window envelopes and 2 boxes of plain envelopes at a cost of \$145.00.

6. The Tax Claim Bureau is requesting approval to make the May 2017 Distribution:

Forest County	\$19,235.52
Forest Area School	\$38,528.83
Various Municipalities	\$2,797.56

7. The Tax Claim Director is requesting approval to disburse \$1966.62 payable to Bonnie McConnell from the 2016 Upset Sale Overage.

8. The Register, Recorder, Prothonotary & Clerk of Courts Office is requesting approval to order the following:

Marriage licenses/envelopes	\$250.00
Time clock repairs	\$200.00

9. Steven Barnett is requesting approval to attend the Adult Chief's Meeting on June 15 and 16, 2017 in State College. Lodging at \$98.00 per night and fuel expense are requested. Meal reimbursement will be requested upon return.

10. Sheriff Wolfgang is requesting a check payable to the PA Sheriff's Association in the amount of \$500.00 in order to register for the Sheriff's Association Summer Conference to be held in Butler County from July 11th-14th, 2017. He is also requesting the use of the county credit card for lodging at \$139.95 per night for 4 nights. He will request meal reimbursement upon his return.

11. The Probation Department is requesting approval to use the county visa card for one night of lodging to be determined enroute for the purpose of transporting a juvenile from Morgantown, PA for court of June 14, 2017. Meals and fuel reimbursement are also requested.

Old Business:

1. Commissioner Wimer made a motion to accept the only bid received for the 2006 Dodge Charger by Spencer Duffy in the amount of \$3500.00. The money will go into the Sheriff's Patrol Account as that is where the car payments that bought the car were made from. Commissioner Snyder seconded the motion. The motion carried.

New Business:

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

Tionesta Borough	\$96.49	Water/Sewer
Penelec	\$91.78	Electric
Evelyn Porta	\$30.00	Cleaning
General Fund	\$9.78	Postage/supply reimbursement

 Commissioner Snyder seconded the motion. The motion carried.

2. 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:

Tionesta Business Park	\$133.47	Water/Sewer
Penelec	\$220.78	Electric
Dana Harmon	\$144.00	Cleaning
Armstrong	\$59.95	Internet services-to be voided (service cancelled)

 Commissioner Snyder seconded the motion. The motion carried.

3. Commissioner Wimer made a motion for the County Treasurer to make the following checks/transfers out of the Sheriff's Patrol Account:

William Carbaugh	\$44.90	Meals for Drug Interdiction training
David Wilson	\$66.15	Meals for Drug Interdiction training
Grafix Shoppe	\$143.14	Decal/reflective bumper stripes for Car #8
General Fund	\$333.88	Meals and lodging for SFST training
General Fund	\$7.20	Speed Timer Postage
General Fund	\$5,075.20	May patrol wage and mileage reimbursement

Commissioner Snyder seconded the motion. The motion carried.

4. Commissioner Wimer made a motion for the County Treasurer to make the following check out of the 911 Fund:

Windstream	\$52.46	Account #021428743
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Commissioner Snyder seconded the motion. The motion carried.

5. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Veteran's Transportation Account in the amount of \$164.25 payable to Forest County Transportation for the veteran's co-pays in May.

Commissioner Snyder seconded the motion. The motion carried.

6. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Operating Reserve Fund:

CCS Renovations, Inc.	\$39,180.38	Draw 1-75% completion of Marienville Community Center project less 10% retainage to be reimbursed by CDBG funds when the project is complete
Act 13 Impact Fee Account	\$51,947.56	Monies directed toward the initial cost of security and fire system upgrade (\$25,973.78) paid from the Impact Fee Account and the request to transfer funds (\$25,973.78) that had been incorrectly made prior to the meeting.

Commissioner Snyder seconded the motion. The motion carried.

7. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Impact Fee Account:

Operating Reserve Fund	\$25,973.78	To rectify accounts
Tionesta Builders Supply	\$162.00	Small Merrillatt cabinet for Assessment Office

Commissioner Snyder seconded the motion. The motion carried.

8. Commissioner Wimer made a motion to approve the Lease Agreement between Tionesta Business Park and the County of Forest for the purpose of certain space to be leased within the Tionesta Business Park consisting of 1511 square feet of office space and 562 square feet of storage space at a rate of \$6.50 per square foot of office space and \$1.00 per square foot of storage space. The term of the lease is 60 months and may be terminated by 60 day written notice from the Tenant. The agreement is to become effective July 1, 2017. Commissioner Snyder seconded the motion. The motion carried.

9. Commissioner Wimer made a motion to approve the Tax Data Processing Agreement between the County of Forest and the Forest Area School District, whereby the County will provide data processing services for the School District and the School District will provide current tax rates, exclusions and tax collector information necessary for the generation of the tax bills. The School District agrees to pay the

County \$6800.00 for this service for the year 2017. Commissioner Snyder seconded the motion. The motion carried.

10. Commissioner Wimer made a motion to approve the Letter of Agreement between Beacon Light Behavioral Health System and Forest County Juvenile Probation for the provision of care and treatment services for clients. This agreement shall be effective 7/1/2017 through 6/30/2018. Commissioner Snyder seconded the motion. The motion carried.

Public Comment:

There was no public comment.

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

Respectfully submitted,
Lynette Greathouse, Chief Clerk