

COMMISSIONER'S BOARD MEETING MINUTES, JULY 11, 2019

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present was Economic Development Director, Rowan Rose.

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 20, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the June 20, 2019 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$49,233.47
General Fund Bills	\$103,004.72
Transportation Payroll	\$12,354.98
Transportation Bills	\$26,985.58
Children & Youth Payroll	\$10,601.40
Children & Youth Bills	\$32,827.65

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

1. The Treasurer is requesting approval to purchase a new laminating machine and laminating sheets at a cost of \$34.53.
2. The Tax Claim Office is requesting approval to purchase 100 wooden stakes for tax postings at a cost of \$105.60.
3. The Sheriff's Office is requesting approval to purchase Ink at a cost of \$67.89.
4. The Maintenance Department is requesting approval to purchase a bench for the walkway outside the Annex and Judicial offices at an approximate cost of \$60.00.
5. Chief Probation Officer, Steven Barnett is requesting approval to have Mobilcom install a radio in the Durango.
6. Tax Claim Director, Misty Ditz is requesting approval for disbursement from the Tax Claim Bureau Account for the 2019 June Distribution to the following:

Forest County	\$45,527.80
Forest Area School	\$44,512.41
Various Municipalities	\$3,705.91
7. Recorder's Office is requesting to purchase 3 boxes of envelopes from the Forest Press.

VI. Old Business: There was no old business to report.

VII. New Business:

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

Clarion County Emergency Management	\$8,735.35	3 rd quarter 2019 dispatch services
Warren County	\$9,690.00	3 rd quarter 2019 dispatch services

Forest County CYS	\$180.87	2 nd quarter insurance benefits for Curt Kiefer
Verizon	\$937.00	Account #450778786000196
Windstream	\$52.96	Account #021428743
Windstream	\$185.89	Account #021613494
Windstream	\$197.11	Account #021613493
General Fund	\$8.99	Reimburse for bulbs for the 911 tower shelter

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 Title III Account for expenses in the Fire-Wise Education Center:

Forest County Extension	\$2,745.13	July personnel expenses
General Fund	\$944.25	Annex signs, utility shelving, cabinet, keys

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's Center Account:

Clearfield County Historical Society	\$130.00	40 Cornplanter Maps
Evelyn Porta	\$52.50	June cleaning services

Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to transfer \$384.75 out of the Veteran's Transportation Account into the Forest County Transportation Account for veterans' trips in June and to make a check payable to a veteran for mileage to appointments in the amount of \$13.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Impact Fee Account in the amount of \$288.09 payable to Changing Times Telephone Service for setting up phones in the new public defender and veteran's affairs office. 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 Legacy Account payable to Letterle & Associates in the amount of \$3,124.47 for the Tionesta Gulf Station site characterization project. This amount shall be applied to our 25% match to the ISRP Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion to approve the Contract Service Provider Agreement between Alyce M. Busch, Attorney and Forest County for the provision of solicitor services for Forest County Children & Youth Services at a rate of \$100.00 per hour effective July 1, 2019 through June 30, 2020. Commissioner seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the advertisement of the proposed update to the Forest County Subdivision and Land Development Ordinance. The proposal will be available for public inspection for thirty day and comments can be heard at a public hearing on August 22, 2019 at 10:00 a.m. in the Commissioner's Office of the Courthouse. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve the advertisement of the Amended Forest County Hotel Tax Ordinance in order to require online booking agents (such as Air BNB) to pay their collection of 3% occupancy tax over to the County per Act 142 of 2000. The ordinance shall be available for public inspection and comment for thirty days after advertisement and be officially adopted thereafter. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the Sub-Recipient Agreement between Forest County and Jenks Township to provide financial assistance to the Township through FFY 2018 Community Development Block Grant funds awarded to the County on behalf of Jenks Township for the Maple

Street Storm Sewer Phase III Project in the amount of \$143,620.00. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. Commissioner Wimer made a motion to approve the purchase of Barracuda Essentials Security Edition for 60 email users for one year:

1 year \$1,539.56

3 year \$4,618.69

5 year \$7,697.81

Commissioner Huffman seconded the motion. The motion carried unanimously.

12. Commissioner Huffman made a motion to accept the Proposal from Herbert, Rowland and Grubic, Inc. for preparing the grant application related to the Commonwealth Financing Agency Multimodal Transportation Fund program funding assistance for the Mayburg Bridge Replacement Project. HRG shall complete and submit the DCED Single Application for Assistance on behalf of Forest County and all materials related to this application at a rate of \$6,325.00 plus a \$100 application fee to the State. 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 10:23 a.m.

Respectfully Submitted, Lynette Greathouse, Chief Clerk