

## COMMISSIONER'S MEETING MINUTES, JULY 19, 2018

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Present for the meeting were Commissioners Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Sheriff Robert Wolfgang, Acting Treasurer Stacey Barnes, Chief Probation Officer Steven Barnett, and Jim Meyers from the Derrick Newspaper. Commissioner Wimer was absent.

**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 July 5, 2018 minutes:**

Commissioner Huffman made a motion to approve the minutes of the July 5, 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	\$46,557.56
General Fund Bills	\$20,198.09
Transportation Payroll	\$12,507.40
Transportation Bills	\$8,538.94
Children & Youth Payroll	\$11,887.35
Children & Youth Bills	\$16,315.91

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

1. Misty Ditz, Tax Claim Director is requesting approval to make the June 2018 Distribution as follows:

Forest County	\$47,205.77
Forest Area School	\$52,986.29
Various Municipalities	\$7,593.36
2. Curt Kiefer, 911 Coordinator is requesting approval to order colored ink at a cost of \$181.50 to be paid from 911 funds.
3. The District Attorney's Office is requesting approval to order colored ink at a cost of \$181.50 to be paid from the D.A.'s budget.
4. The Probation Department is requesting approval to order 1000 regular envelopes at a cost of \$69.35 to be paid from the Probation budget.
5. The Probation Department is requesting approval to order 50 vistaflow test cups at a cost of \$357.50 to be paid from Administrative Fees and reimbursed by the RDC Grant.
6. The Probation Department is requesting approval to purchase prizes at an approximate cost of \$1,000.00 and handout materials at a cost of approximately \$500.00 for the annual Youth Field Days

Event. Items will be purchased with the Probation Visa and will be charged to the Administrative Fees Demand Reduction Money.

7. Steve Barnett is requesting approval to attend the Annual Adult Chief's Conference in State College September 16-19. Registration fee is \$175.00, lodging is \$450.44 and meal receipts will be turned in upon return.

**Old Business:** There was no old business.

**New Business:**

1. Commissioner Huffman made a motion for the Acting Treasurer to make checks out of the 911 Fund to pay the following bills:

\$168.06	Forest County Children & Youth	Insurance reimbursement for spouse of A.K.
\$874.00	Verizon	Account #814198-220898470Y
\$184.13	Windstream	Account #021613494
\$195.35	Windstream	Account #021613493
\$52.46	Windstream	Account #021428743
\$193.90	Windstream	Account #021808867
\$784.00	Drayer Electrical Service, LLC	Generator Repair
\$5,902.22	Forest County General Fund	2 <sup>nd</sup> Quarter 2018 Reimbursement

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 Veterans' Transportation Account:

\$67.55	Client	Reimbursement of mileage to Veteran
\$231.00	Forest Co. Transportation	June Veterans' co-pays

Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Huffman made a motion for the Acting Treasurer to make the following check out of the Title III Account for utilities at the Fire-wise Education Center:

\$30.09	UGI Central Penn Gas, Inc.	Account #411007972556
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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 Visitor's Center Account:

\$30.09	UGI Central Penn Gas, Inc.	Account #411007533655
\$69.95	Armstrong	Account #0487032-01

Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the Acting Treasurer to make the following check out of the Liquid Fuels Account:

\$3,113.00	Jefferson Paving Corp.	Sealing Courthouse Drive & painting lines
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Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Act-13 Impact Fee Account payable to Robert J. Snyder, Jr. in the amount of \$1,377.00 to reimburse for payment of the permit fee to Bureau Veritas for the new county garage, storage and office building to be built next to the Criminal Justice Building. 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 Act-13 Impact Fee Account payable to Amos E. Rudolph Architecture, LLC for architectural services of the Office/Garage Addition in the amount of \$8,630.00. 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 payable to The Grafix Shoppe, 3240 Mike Collins Drive, Eagan MN 55121 in the amount of \$269.31 for custom graphics created for the 2018 Chevrolet EMA Truck. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the Acting Treasurer to transfer \$35.20 from the ARC Account to the General Fund for STEB Funds that were incorrectly deposited into the ARC Account by the Commonwealth of Pennsylvania. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the 2019 calendar of holiday closings. Commissioner Snyder seconded the motion. The motion carried unanimously.

2019 FOREST COUNTY HOLIDAY SCHEDULE

Forest County Offices will be closed on the following dates:

Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Day
Monday, February 18	President's Day
Friday, April 19	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veteran's Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Thanksgiving Holiday
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas

11. Commissioner Huffman made a motion to sign the Joinder Agreement between Forest and Warren Counties for Human Services. 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 10:10 a.m.

Submitted by, Jean Ann Hitchcock