

## COMMISSIONER'S MEETING MINUTES, JULY 20, 2017

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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 Pamela Millin, Sheriff Robert Wolfgang, Colleen Call, Tionesta Borough Manager, Cindy Crytzer, Tionesta Borough Administrative Assistant, Jim Bailey and Robert Holzer both members of Tionesta Borough Council.

- 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:** Members of Tionesta Borough Council and Borough Manager Colleen Call spoke to the Commissioners regarding Council Run. The full cost to repair the culvert pipe in Council Run is estimated over \$400,000.00. The Borough has applied for grant monies to assist with this issue three times now from DCED and so far two applications have been denied. PennDot will be repaving SR 36 and SR 62 next year and has obtained funding to cover a large portion (\$300,000.00) of the cost. The Borough is seeking help or direction on where they might acquire the additional funds needed. PennDot is requesting a prompt response as to whether or not they will just be repaving or doing the repair to the pipe in conjunction with the paving. Colleen stated that if and when that culvert fails, it will create an emergency situation for more than just the Borough, because German Hill would be affected to the point that emergency vehicles would not be able to travel up the hill to provide emergency services to residents in Green, Kingsley and Tionesta Townships. Commissioner Snyder suggested they check into Hazard Mitigation funds from PEMA and/or FEMA. Commissioner Huffman said he would check with the Planning and Conservation District Office on the use of low volume road funds and Commissioner Wimer asked if the U.S. Army Corps of Engineers had any responsibility for the issue. Treasurer Millin suggested they meet in person with Representative Rapp and Senator Hutchinson. The Council members thanked the Board for their time and assistance.
  
- III. **Approval of July 6, 2017 minutes:** Commissioner Wimer made a motion to approve the minutes of the July 6, 2017 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.
  
- IV. **Approval of the following bills:** Commissioner Huffman made a motion to approve paying all bills. Commissioner Wimer seconded the motion. The motion carried unanimously.
  - General Fund bills                   \$33,892.36
  - General Fund payroll               \$49,816.27
  - Transportation bills                 \$11,295.83
  - Transportation payroll             \$12,141.49
  - Children & Youth bills             \$12,887.23
  - Children & Youth payroll         \$11,785.15

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

1. The Auditors are requesting approval to attend the annual Pennsylvania State Association of County Auditors from October 2 through October 5, 2017 in Meadville, PA. Lodging is \$395.16 for 4 nights per person, Registration is \$200.00 per person and the meal package is \$260.00 per person.
2. Lynette Greathouse, Chief Clerk is requesting approval to attend the Annual SCHRPP Conference in Pittsburgh on September 7<sup>th</sup> and 8<sup>th</sup>. The Conference is free to SCHRPP members and counts as credits towards the UC Trust. Lodging at a rate of \$159.00 per night is requested for two nights.
3. The Probation Department is requesting the following:

Youth Field Day Prizes	\$1,000.00	Act 198 Funds
Youth Field Day Handouts	\$500.00	Act 198 Funds
Refreshments for Briefcase Training hosted by Probation on 7/25/17		
4. Steven Barnett is requesting approval to attend the Regional Drug Court Incentives/Sanctions Training in Camp Hill on August 17, 2017. Lodging at \$91.00 per night is requested. Meals will be reimbursed upon return.
5. Steven Barnett is requesting approval for lodging expense during the transport of a juvenile client on July 7, 2017 for court from Loysville YDC in Loysville, PA. Meal and fuel expense are also requested. The overnight had not been anticipated, however, was necessary due to the time of travel.
6. The Tax Claim Director is requesting approval to order HP CE255XD ink.
7. The Tax Claim Director is requesting approval to make the June 2017 Distribution:

Forest County	\$43,344.08
Forest Area School	\$47,377.52
Various Municipalities	\$4,059.83
8. The Tax Claim/Assessment Office is requesting approval to purchase Avery mailing labels.
9. The Sheriff's Office is requesting approval to order the following:

Printer Ink	\$92.00
Envelopes (1000)	
Letterhead (1000)	
10. Commissioner Wimer is requesting approval to purchase additional Cornplanter Maps for the Visitor Center to sell.

**VI. Old Business:**

1. The County picnic on August 10<sup>th</sup> will be a pig roast at the MACA Park.

**VII. New Business:**

1. No bids were received for the Justice Building roof.
2. Commissioner Huffman made a motion to approve the Amendment to the Forest County GIS Data Distribution Agreement in order for Forest County to provide the U.S. Census Bureau GIS data to help the Bureau prepare for the 2020 census, at no cost. Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion to approve the quote from MVS Security Services to install security for the new door in the upstairs of the Courthouse at a cost of \$1932.62. This will finalize the upgrade to the Courthouse and Justice Building security and fire system. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to transfer \$344.00 from the Veteran’s Transportation Account to the Forest County Transportation Account to reimburse for June veteran’s trips and co-pays. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Fund:

Forest County CYS	\$156.90	2 <sup>nd</sup> qtr 2017 health ins reimburse (Kiefer)
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493
Verizon	\$874.00	Account #814198220898470Y
Venango County 911	\$10,699.49	2 <sup>nd</sup> Quarter Emergency Dispatch

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

General Fund	\$185.41	Supplies from Farm Fresh Foods
Central Penn Gas	\$33.40	Utilities
Armstrong	\$64.95	Internet

Commissioner Wimer seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the County Treasurer to make the following check out of the Title III Account for expenses at the Fire-wise Education Center:

Central Penn Gas	\$32.58	Utilities
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Commissioner Huffman seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion for the County Treasurer to drawdown \$5,610.52 from CDBG 2015, Contract #CO-000-62633 to reimburse the General Fund for the 2<sup>nd</sup> quarter 2017 wages, benefits and office expenses for CDBG administration. This leaves a balance of \$3,354.31 due as soon as the 2016 administration funds are available. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve Amendment #1 to the Monitoring Service Agreement between BI Incorporated and Forest County (Probation Department). BI will provide electronic monitoring units, monitoring services and up to 5% of the average daily total number of active units in the case of loss, theft or damaged units. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the FY 2017-2018 Grant-In-Aid Application and Grant-In-Aid Agreement, whereby the County shall receive 60% reimbursement of wages for the Chief Probation Officer and Probation Aide and 65% reimbursement of the Probation Officer II wages. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the FY 2017-2018 Forest County State Offender Supervision Fund Agreement, whereby the County shall receive Act 35 Offender Supervision Fees to offset the cost of wages of Probation Officers. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to accept the resignation of Amy Carll as Chief Assessor/Tax Claim Director effective July 26, 2017, with regrets. Commissioner Huffman seconded the motion. The motion carried.
13. Commissioner Huffman made the motion to hire M. Curtis Kiefer as Chief Assessor effective July 27, 2017. Curt has already obtained his C.P.E. and has been working in the office as a field assessor and is currently the 911 CoOrdinator. Commissioner Wimer seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion to promote Misty Ditz to Tax Claim Director effective July 27, 2017 at the starting Director rate at 35 hours per week. Misty has previous experience in the Clarion County Tax Office and three years' experience with the Forest County Tax Office. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to accept the only bid received for the 2012 Dodge Caravan from Steven T. Barnett in the amount of \$500.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion for the County Treasurer to transfer \$6000.00 from the General Fund to the HSDF Account that was received on 7-19-17 as the

Supplemental HSDF payment for FY 16-17 awarded to Forest County. Commissioner Wimer seconded the motion. The motion carried unanimously.

- VIII. Public Comment:** Treasurer Millin inquired if there would be a possibility of contracting with a vendor that could provide us with ink and toner at a better rate due to the volume that we purchase (over \$4500.00 in just 7 months). It was agreed to look into this.
- IX. Adjournment:** Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The motion carried unanimously.

Respectfully submitted, Lynette Greathouse, Chief Clerk