

COMMISSIONER'S MEETING MINUTES, AUGUST 16, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil Huffman and Norman J. Wimer. Also present were Acting Treasurer Stacey Barnes and Community & Economic Development Coordinator Rowan Rose.

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.

Approval of August 2, 2018 minutes: Commissioner Huffman made a motion to approve the minutes of the August 2, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$46,176.50
General Fund Bills	\$31,467.12
Transportation Payroll	\$12,908.38
Transportation Bills	\$7,627.49
Children & Youth Payroll	\$12,102.65
Children & Youth Bills	\$14,943.35

Department Requests:

Commissioner Huffman made a motion to approve department requests #1 and #2. Commissioner Wimer seconded the motion. The motion carried unanimously.

1. Jean Ann Hitchcock is requesting approval to purchase 500 payroll and 500 voter envelopes from the Forest Press at a cost of \$79.00.
2. The County Auditors are requesting approval to attend the PSACA Convention to be held in Indiana, PA on September 30th through October 4th. Room rates are \$103.23 per night for each Auditor for 4 nights. Registration is \$200.00 per Auditor totaling \$600.00 and meal package per Auditor is \$225.00 totaling \$675.00. Total cost will be \$2,513.76. Mileage and travel meal receipts will be submitted upon return.

Commissioner Wimer made a motion to approve department requests #3 through #7. Commissioner Huffman seconded the motion. The motion carried unanimously.

3. Misty Ditz, Tax Claim Director is requesting approval to make the July distribution from the Tax Claim Account to the following:

Forest County	\$60,807.76
Forest Area School District	\$62,799.54
Various Municipalities	\$5,810.89
4. The Sheriff's Office is requesting approval to purchase two combo-packs of ink cartridge packages for printing tax posting pictures at a cost of \$79.28.
5. Steven Barnett is requesting approval to attend the Annual DUI Conference to be held at the Lancaster Marriott, November 7-9. Registration fee of \$325.00, lodging at \$139.00 per night for three nights is requested to be placed on the county credit card, as well as meals and mileage will be requested upon return.

6. Donna Zofcin, District Conservation & Planning Director is requesting approval to attend the 2018 Annual Maintenance Workshop for Dirt, Gravel and Low-Volume Roads Program September 18-20, 2018 to be held in Indiana, PA. Total expenses will be approximately \$730.00 and be paid from the Conservation District Dirt & Gravel Account.
7. Donna Zofcin is requesting approval to attend a one-day training in State College on September 5, 2018 for the Conservation District Management Summit. Expenses will be paid for by the Conservation District.

Old Business:

1. The project for demolition of the old maintenance garage and construction of a new garage and storage facility with offices and a conference room on the second floor has been advertised and is out for bid. A pre-bid meeting will be held Friday, August 17th at 10:00 a.m.

New Business:

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

Verizon	\$874.00	Account #198-220898470Y
Windstream	\$ 52.46	Account #021428743
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493
Windstream	\$193.91	Account #021808867
M. Curtis Kiefer	\$218.68	Mileage for addressing

 Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Veteran's Transportation account in the amount of \$270.70 payable to Forest County Transportation for July Veteran's trips. Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the Acting Treasurer to transfer \$13,658.00 from the General Fund to the HSDF Account representing the first quarter fiscal year 2018-2019 HSDF and HAP payments received on August 6 and 8, 2018. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Impact Fee Account in the amount of \$413.96 payable to Venango Newspapers for the advertisement for bidders on the garage/storage building project. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the Acting Treasurer to make checks out of the Visitor Center Account to pay the following bills:

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

 Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Title III Account to pay the following bill:

UGI Central Penn Gas	\$30.09	Account #411007972556
----------------------	---------	-----------------------

Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Operating Reserve Account in the amount of \$3,623.00 payable to Ibis Tek for the purchase and installation of emergency vehicle equipment including a light-bar, siren, siren speaker, red Signalmaster light and various mounting hardware. These funds will be reimbursed with a grant from PEMA. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the CDBG Account (2014 Contract #CO-000-61791) in the amount of \$46,500.00 payable to Hickory Township for the laterals project. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the CDBG Account (2016 Contract #CO-000-66488) in the amount of \$26,072.62 to reimburse the Forest County General Fund for program administration for the 4th quarter 2017 and the 1st and 2nd quarters of 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve Contract Service Provider Agreement for Guardian-Ad-Litem between Barbara C. Litten and the County of Forest for the provision of legal representation for children determined to be dependent by Forest County Children and Youth Services. The fee per hour shall be \$82.40 and not exceed \$8240.00 and is effective July 1, 2018 through June 30, 2019. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the 2019-2020 Children & Youth Needs-Based Plan & Budget Estimate and Implementation Plan as submitted. The County Commitment estimate is projected at \$186,309.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve Resolution #9 of 2018, designating Donna Lynn Zofcin, Conservation District and Planning Director as the agent authorized to execute for and on behalf of Forest County all required forms and documents for obtaining financial assistance for the Hazard Mitigation Grant Program. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to adopt a policy setting a \$500.00 minimum property tax owed in order for a stay of sale agreement to be established with the Tax Claim Bureau Office. Commissioner Wimer seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Act 44 – Liquid Fuels Account payable to Thomas Construction, Inc., 310 Diamond Road, Grove City, PA 16127 in the amount of \$62,279.21 for work completed on the Elm Street Bridge Project for the period to June 29, 2018 requested in payment Application #1. This amount represents the \$59,165.25 received from the federal and state government in addition to \$3,113.96 that is the five percent county match. Commissioner Wimer 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 Wimer seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted,
Lynette Greathouse, Chief Clerk