

COMMISSIONER'S MEETING MINUTES, AUGUST 17, 2017

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Treasurer Pamela Millin and Sheriff Robert Wolfgang.

Call to Order: Commissioner Snyder called the meeting to order after leading the group in the Pledge of Allegiance and a moment of silence.

Public Comment: There was no public comment.

Approval of August 3, 2017 minutes: Commissioner Wimer made a motion to approve the minutes of the August 3, 2017 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

- General Fund bills \$66,258.27
- General Fund payroll \$49,371.27
- Transportation bills \$5050.59
- Transportation payroll \$12,149.99
- Children & Youth bills \$7,389.45
- Children & Youth payroll \$11,623.67

Department Requests:

Commissioner Huffman made a motion to department request #1. Commissioner Snyder seconded the motion. Commissioner Wimer abstained. The motion carried.

1. The Coroner is requesting approval to order black and color toner for the Coroner copier through Vision Business Products, a member of co-stars.

Commissioner Huffman made a motion to approve department request #2. Commissioner Wimer seconded the motion. Commissioner Snyder abstained. The motion carried.

2. The Emergency Management Agency Coordinator is requesting approval to purchase two chargers and adaptors for heavy duty radios at a cost of \$283.50 to be paid for with the EMA Training & Education Account.

Commissioner Huffman made a motion to approve department requests #3 through #11. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

Evidence Bags	\$60.21	to be paid from the Patrol Account
Evidence Envelopes	\$37.80	to be paid from the Patrol Account

4. The Tax Claim Director is requesting approval to make the July distribution from the Tax Claim Account:

Forest County	\$70,933.66
Forest Area School District	\$77,941.76
Various Municipalities	\$8,403.95

5. The Treasurer is requesting approval to order a shredder at a cost of \$39.50.

6. Judge Miller is requesting approval to order a toner cartridge for the fax machine and a double set of ink cartridges for the office printer at a cost of approximately \$200.00.
7. The Probation Department is requesting approval to purchase the following items for drug treatment court. The items will ultimately be paid for with regional drug court grant funds:
 - (10) 12 Step Recovery Bookmarks
 - (25) Serenity Prayer Medallions
 - (6) Daily Meditations Books
8. The Probation Department is requesting approval for Steven Barnett to attend the Annual Adult Chief's Conference in State College 9/18/17-9/20/17. Registration is \$175.00, lodging is \$294.00 for three nights and meals will be submitted for reimbursement upon return.
9. The Probation Department is requesting approval for Steven Barnett and Mark Rhoads to attend the PA Drug Court Professionals Conference in State College, October 11-13, 2017. Registration cost is \$175.00 each and lodging for two rooms and two nights is \$408.00. Meal expense shall be submitted upon return.
10. The Probation Department is requesting approval for hotel expense (Ken Alsop and Steven Barnett) for a juvenile transport (JV #2 of 2017) from Delaware County Prison to Forest County for Court on 8/18/17. Meal reimbursement and fuel expense are also requested.
11. The Transportation Director is requesting approval to purchase a self-inking stamp (\$24.00) and a business card holder (\$6.00).

Old Business:

1. Ink and Toner pricing has come back from three vendors and a Co-Stars Company, Vision Business Products has greatly reduced prices (approximately 1/3 the cost in most cases) in comparison to Staples and Titusville Copy Products. The County will try purchasing from this vendor and see how it goes.

New Business:

1. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Sheriff's Patrol Account payable to John Reitz in the amount of \$230.05 for reimbursement of mileage to Crawford County Sheriff's Office. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the County Treasurer to transfer \$12,500.00 from the General Fund to the HSDF Account. This represents the 1st quarter 17-18 advance received on August 3, 2017. 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 ARC Account, from Local Foods Local Places grant funds:

Revise, LLC	\$3819.00	Website design/ 2 nd year development fee
Bruce Parkhurst	\$137.27	Keys for kiosk/photocopies of Map

 Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Visitor Center Account:

Central Penn Gas	\$32.58	Utilities at the Visitor Center
Armstrong	\$64.95	Internet

Commissioner Huffman seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Title III Account payable to Central Penn Gas in the amount of \$32.58 for utilities at the Fire-Wise Education Center. Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the County Treasurer transfer \$588.10 from the Veteran's Transportation Account to the Forest County Transportation Account to reimburse for July veterans' trips. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the 911 Fund payable to:

Windstream	\$195.35	Account #021613493
Windstream	\$184.13	Account #021613494
Verizon	\$874.00	Account #814198-220898470Y

Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the County Treasurer to transfer \$500,000.00 from the General Fund to a 30 day certificate of deposit from Northwest Bank, where it will earn 1.13% interest and may be renewed monthly. Two withdrawals per month will be allotted and the bank has agreed to match the interest rate of PLGIT. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the County Treasurer to transfer \$400,000.00 from the Operating Reserve Fund to a 90 day certificate of deposit from Northwest Bank, where it will earn 1.3% interest and may be renewed every 90 days. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the promotion of Shannon Kluck from Caseworker II to Caseworker III at a rate increase of \$.45 per hour effective August 13, 2017. Per PA State Civil Service Commission guidelines, this will be on probationary status for six months. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to approve the FY 2017-2018 schedule of staff salaries for the Application for Juvenile Probation Services Grant. This grant reimburses 100% of the Juvenile Officer's wage, 40% of the Chief Probation Officer's wage and 35% of the Adult Probation Officer's wage. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the FY 18-19 Needs Based Budget and Plan. The full projected budget is \$856,040.00 with a County commitment of \$156,027.00 anticipated. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve Cynthia Crytzer, 275 Rudolph Lane, Tionesta, PA 16353 as the Private Sector representative for Forest County on the Northwest Commission Board for a two year term beginning July 1, 2017 through June 30, 2019. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

Respectfully submitted, Lynette Greathouse, Chief Clerk