

COMMISSIONER'S MEETING MINUTES, AUGUST 2, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman, and Norman J. Wimer. Also present were Sheriff Robert Wolfgang, Acting Treasurer Stacey Barnes, and Jim Meyers from the Derrick.

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 19, 2018 minutes:

Commissioner Huffman made a motion to approve the minutes of the July 19, 2018 meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$48,513.05
General Fund Bills	\$63,927.15
Transportation Payroll	\$11,923.33
Transportation Bills	\$2,225.66
Children & Youth Payroll	\$11,842.14
Children & Youth Bills	\$2,425.85

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

1. Misty Ditz, Tax Claim Director is requesting to purchase a box of #10 envelopes for the Tax Claim Bureau Office at a cost of \$62.00.
2. The 911 Office is requesting approval to order ink and two rolls of paper for the large map printer at a cost of approximately \$130.00 to be paid for with 911 Funds.
3. The Sheriff's Office is requesting to purchase the following:
 - Evidence bags \$60.21
 - Car cleaning supplies \$60.00
 - Badge wallet \$49.99
4. The Community & Economic Development Coordinator is requesting approval to purchase a sign to identify the office at the Visitor Center at a cost of \$42.00 plus shipping and handling.
5. The District Court Office is requesting approval to order ink for the Marienville Office at a cost of \$80.00.
6. Evelyn Porta, volunteer at the Visitor Center is requesting a new chair be purchased at a cost of \$80.00 to be paid for from the Visitor Center Account.

7. Jean Ann Hitchcock is requesting to purchase 500 payroll checks at a cost of \$80.35.

Old Business:

1. The Forest County Probation Office has distributed CPR masks to all offices. These were previously approved and purchased with Administrative Fees from the Probation Office.

New Business:

1. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Title III Account for expenses at the Fire-Wise Education Center:

\$328.85	Penelec	Account #100083350106
\$865.29	Tionesta Business Park	August rent
\$98.81	Tionesta Business Park	Water/Sewage Policy
\$2,745.13	Forest Co. Extension	August personnel expenses
\$141.75	Cheryl Millin	June and July cleaning services

Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the Acting Treasurer to make the following checks out of the Visitor's Center Account for expenses at the Visitor Center:

\$94.13	Penelec	Account #100111996839
\$98.81	Tionesta Borough	Account #2161-0
\$52.91	General Fund	Janitorial supplies
\$52.50	Evelyn Porta	July cleaning services

Commissioner Huffman seconded the motion. The motion carried unanimously.
3. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Emergency Management and Training Account in the amount of \$456.00 payable to the General Fund to reimburse for the Fire Extinguisher Training that was held for all employees on July 19, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Act 44-Liquid Fuels Account in the amount of \$4650.00 payable to the Eads Group, Inc. for the 2018 local bridge inspections. Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion to approve the Service Agreement Addendum between Mobilcom and Forest County to include all 911 equipment. Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the 911 Fund in the amount of \$245.00 payable to Mobilcom for parts and labor for our 911 equipment service agreement addendum. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the Sheriff's Patrol Account in the amount of \$7,672.63 to reimburse the General Fund for July patrols and mileage. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion for the Acting Treasurer to drawdown \$3,245.00 from CDBG 2013 Contract #C0-000-57606 payable to Glass Erectors as a material deposit for removal of architectural barriers at the Sarah Stewart Bovard Memorial Library. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve the Juvenile Probation Services Grant Agreement between Forest County and the Commonwealth of Pennsylvania. The grant award is in the amount of \$42, 534.00 effective July 1, 2018 through June 30, 2019. These funds pay the compensation and benefits of the juvenile probation officer. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the contract between Rentokil and Forest County for vegetation control services around the Marienville and German Hill tower sites at an annual cost of \$275.00 and \$235.00 respectively. This will be paid from 911 Funds. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the Data Sharing Agreement between the Pennsylvania Department of Health and the County of Forest (Coroner Office). This agreement is effective 10/1/17-8/31/19 for the purpose of electronic collection of data related to the Opioid Epidemic in Pennsylvania. The grant is in the amount of \$10,000.00 and may be used for electronic hardware, software, supplies and compensation for a data entry individual to be contracted by the County of Forest for this purpose. Commissioner Snyder seconded the motion. Commissioner Wimer abstained. The motion carried.
12. Commissioner Huffman made a motion to approve the Individual Service Agreement between Cody B. Magill and the County of Forest for data entry involving the Coroner's Office and the Pennsylvania Department of Health regarding the Opioid Epidemic. The contract shall be effective August 1, 2018 through August 31, 2018 at an amount not to exceed \$1,000.00. Commissioner Snyder seconded the motion. Commissioner Wimer abstained. The motion carried.

Public Comment: Sheriff Wolfgang stated that The Youth Field Days event will be held this weekend at Buzzard Swamp in Marienville.

Adjournment: Commissioner Wimer made a motion to adjourn the meeting. Commissioner Huffman seconded the motion. The meeting adjourned at 10:15 a.m.

Respectfully submitted,
Lynette Greathouse, Chief Clerk