

COMMISSIONER'S MEETING MINUTES, AUGUST 3, 2017

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

- 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:** There was no public comment.
- III. **Approval of July 20, 2017 minutes:** Commissioner Wimer made a motion to approve the minutes of the July 20, 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 \$52,682.86
 - General Fund payroll \$50,588.04
 - Transportation bills \$7,027.45
 - Transportation payroll \$11,717.78
 - Children & Youth bills \$10,875.32
 - Children & Youth payroll \$11,524.63
- V. **Department Requests:** Commissioner Huffman made a motion to approve all department requests as presented except two way radios. Commissioner Snyder will check on radios that he received from Clarion County. This will be tabled. Commissioner Wimer seconded the motion. The motion carried unanimously.
 1. The Planning & Conservation District Director is requesting approval to purchase black and color ink cartridges at a cost of \$350.28 to be paid for with Conservation District funds.
 2. The Sheriff's Office is requesting approval to purchase Drug Task Force t-shirts at a cost of \$72.00 to be paid from the Patrol Account.
 3. Misty Ditz, Tax Claim Director is requesting approval to attend the Tax Claim Bureau Fall Conference on October 18-20, 2017 in Johnstown, PA. Hotel expense at \$175.00 per night for two nights and mileage reimbursement is requested. The conference is free to attend for members.
 4. Steven Barnett is requesting approval to attend the PA DUI Association, PA Medical Marijuana & Opioid Epidemic Training in Butler on August 7, 2018. Lodging at a cost of \$89.00 for one night is requested.

5. Rowan Rose is requesting approval to purchase Adobe Photoshop Elements at a one-time cost of \$65.99.
6. District Judge Miller is requesting approval to order a sign for the upstairs hallway indicating directions to the Magistrate's Office.
7. District Judge Miller is requesting approval for Teresa Winger and Andrea Cussins to be reimbursed for mileage to attend the mandatory MDJS workshop in Warren on September 13, 2017.
8. Pete Wadlow is requesting to order a flush valve for the toilet installation in the jail cell at a cost of \$230.00.
9. The Sheriff's Office is requesting to order ink at a cost of \$65.79.

VI. Old Business:

1. Terry Dreihaupt and Jean Ann Hitchcock are looking into pricing options for the large amount of ink and toner the County must purchase.
2. Upstairs corridor for added security on Court days has been installed. The security system company will be out in approximately one week to place the security equipment on the door.

VII. New Business:

1. Commissioner Huffman made a motion for the County Treasurer to transfer \$161.35 from the Emergency Management & Training Account to the General Fund for reimbursement of a new battery from Battery Warehouse for the EMA truck. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to transfer \$8,840.88 from the Sheriff's Patrol Account to the General Fund for reimbursement of ATV repairs (\$468.25), mileage to assist Crawford Co. (\$276.06) and July patrol mileage and expenses (\$8,096.57). Commissioner Huffman seconded the motion. The motion carried unanimously.
3. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account for expenses at the Fire-Wise Education Center:

Penelec	\$317.54	Account #100083350106
Tionesta Business Park	\$133.47	Water & Sewage 5/17/17 to 7/19/17
Atkinson Fire Safety Inc.	\$156.35	Fire Extinguisher replacement/maint/inspect

 Commissioner Wimer seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Penelec	\$90.91	Account #100111996839
Tionesta Borough	\$96.49	Account #2161-0
Atkinson Fire Safety Inc.	\$3.95	Fire Extinguisher inspection
Evelyn Porta	\$37.50	July cleaning services

 Commissioner Huffman seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the County Treasurer to make the following check out of the 911 Fund:

Windstream	\$52.46	Account #021428743
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 Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Wimer made a motion for the County Treasurer to transfer \$1158.00 from the General Fund to the HSDF Account. This represents the 1st quarter 17-18 HAP Allocation that was received on 7/31/17. Commissioner Huffman seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion to approve the Memorandum of Understanding between the County of Forest and the Forest Area School District for the purpose of establishing the East Forest School Building as an Emergency Operations Center and Shelter for the East side of the County in the event of an emergency. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion to approve the Individual Agreement between Amy Carll and the County of Forest for tax office support effective July 27, 2017 through February 28, 2018 in order to provide ongoing support through each of the next annual phases of the tax office at a rate of \$35.00 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.

9. Commissioner Wimer made a motion to approve the Contractual Agreement between Donna Hunsbarger and the County of Forest for cleaning services at the Tionesta Business Park, Cooperative Extension Offices at a rate of \$10.50 per hour effective August 1, 2017 through December 31, 2017. Commissioner Huffman seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion to approve the nomination of Jeffrey Arnold of 3905 Route 36, Tionesta, PA for reappointment to the Forest County Conservation District Board for Public Director for the term January 1, 2018 through December 31, 2021. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. Commissioner Huffman made a motion to approve the nomination of Robert Summers of 3815 Duhring Road, Marienville, PA for reappointment to the Forest County Conservation

District Board for Farmer Director for the term January 1, 2018 through December 31, 2021. Commissioner Wimer seconded the motion. The motion carried unanimously.

12. Commissioner Wimer made a motion to approve the nomination of Basil D. Huffman of West Hickory, PA for reappointment to the Forest County Conservation District Board for County Commissioner Director for the term January 1, 2018 through December 31, 2018. Commissioner Snyder seconded the motion.
13. Commissioner Huffman made a motion to approve the 2017 State Homeland Security Grant Program grant agreement for the period between September 1, 2017 through August 31, 2020 between PEMA (Pennsylvania Emergency Management Agency) and the political subdivisions comprising the Northwestern Pennsylvania Emergency Response Group, namely: Crawford, Erie, Forest and Warren Counties. Commissioner Wimer seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion to approve the County of Forest Transportation Title VI Program and Policy that prohibits the discrimination of individuals based on race, color or national origin for the purposes of participation in any program or activity receiving federal funds and outlines the procedures for complaints if an individual feels they have been discriminated against. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to adopt the new Vehicle Use Policy and to have all employees sign acknowledgment that they have read the policy. Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Wimer made a motion to accept a memorandum of understanding between PA Great Outdoors and Forest County which will change the split to 75/25 (PAGO 75%, Forest County 25%) under the conditions of the memorandum for fiscal year 2017-2018. This will be effective July 1, 2017. Commissioner Huffman seconded the motion. The motion carried unanimously.
17. Commissioner Huffman made a motion to change the appointment of Hotel Tax Committee members from individuals to businesses. Thereby allowing a business to send whomever they choose as a representative to meetings. Commissioner Wimer seconded the motion. The motion carried unanimously.
18. Commissioner Huffman made a motion to appoint Peter Wadlow as Emergency Management Coordinator for Forest County, effective immediately. Commissioner Wimer seconded the motion. The motion carried unanimously.

Public Comment: Sheriff Wolfgang asked if there was a contract in place yet with the Pennsylvania Municipal Retirement System. Commissioner Snyder said that he emailed the chairman of PMRS last week and had not yet received a response. The Commissioners will

Speak with fellow Commissioner, Jeff Pisarek, who is a member of the PMRS Board appointed by the Governor at their conference next week.

VIII. Adjournment: Commissioner Wimer made a motion to adjourn the meeting at 10:30 a.m. Commissioner Huffman seconded the motion. The meeting adjourned.

Respectfully Submitted, Jean Ann Hitchcock