

## COMMISSIONER'S MEETING MINUTES, SEPTEMBER 21, 2017

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

**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:** Commissioner Huffman said that Governor Wolfe was coming to the Market Village, Friday, September 22, 2017 at 4:00.

**Approval of September 7, 2017 minutes:** Commissioner made a motion to approve the minutes of the September 7, 2017 meeting. Commissioner seconded the motion. The motion carried unanimously.

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

- General Fund bills \$ 43,348.16
- General Fund payroll \$ 47,194.90
- Transportation bills \$ 6,506.12
- Transportation payroll \$ 11,745.39
- Children & Youth bills \$ 6,969.33
- Children & Youth payroll \$ 11,775.24

**Department Requests:** Commissioner Huffman made a motion to approve the following department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.

1. The Coroner is requesting approval to send deputy coroner, Cody Magill to the PA State Coroner's Basic Education Course for the week of December 11-16, 2017 in Hershey, PA. This training was budgeted for. The registration, including books, breakfast and lunches is \$1575.00. Lodging for 6 or 7 nights, evening meals and mileage will also be required.
2. The Sheriff's Office is requesting approval for Nickalas Hawk to receive the \$30.00 per month cell phone stipend.
3. The Sheriff's Clerk is requesting approval to order 500 Quickbooks checks at a cost of \$72.55.
4. The Probation Department is requesting approval for Steven Barnett to attend the PA DUI Association Annual Conference, November 8-11, 2017 at Seven Springs Resort. A check in the amount of \$275.00 for the registration fee is requested.
5. The Probation Department is requesting approval to purchase three extension poles for a Community Service workers' painting project at the East Hickory Fire Department at a cost of \$75.00 and will be reimbursed with Community Service Funds.
6. The Probation Department is requesting approval for hotel expense for Steven Barnett and Mark Rhoads at Days Inn in State College on 9/25/2017 at \$98.00 for one night for a previously approved training.

7. The Probation Department is requesting approval for Steven Barnett to attend the PA Council of Chief Juvenile Probation Officers training in State College on October 18, 2017. Registration fee of \$25.00 and hotel expense at \$98.00 for one night is requested.
8. The Probation Department is requesting approval for Kim Wolfe to attend UCM Connect and UCM Report Writing in Harrisburg, on October 17-20, 2017. \$200.00 registration fee is requested. The hotel expense for this training is \$102.00/day for 4 days. Mileage and dinner expenses will be submitted upon return.
9. The Probation Department is requesting approval for Steven Barnett and Ken Alsop to attend PA Juvenile Conference November 15-17, 2017 in Harrisburg. Registration fee of \$300.00 each for a total of \$600.00 and 2 hotel rooms at a rate of \$108 per night for two nights is requested.
10. The Probation Department is requesting approval for Steven Barnett to attend PA Council of Chief Juvenile Probation Officer's 50<sup>th</sup> Anniversary Celebration at the Penn Stater on November 30, 2017. Lodging at \$102.00 for one night and a registration fee of \$40.00 is requested. Meals are not provided and will be submitted for reimbursement upon return.
11. The Probation Department is requesting approval to purchase a pair of boots from Galls for the Sheriff at an approximate cost of \$100.00 to be purchased with probation visa and reimbursed with administrative fees.
12. The Probation Department is requesting approval to pay MHS Invoice for YLS/CMI 2.0 SDK report use at a cost of \$42.00 to be paid from JCMS budget.

**Old Business:**

1. Flu Shot Clinic will be held in the Courtroom on October 10, 2017 beginning at 1:00 p.m.

**New Business:**

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

Verizon	\$874.00	Account #814198220898470Y
Windstream	\$184.13	Account #021613494
Windstream	\$195.35	Account #021613493

 Commissioner Snyder seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food and Shelter Account in the amount of \$158.05 payable to Second Harvest Food Bank for the April and June payments received on September 8, 2017. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Huffman made a motion for the County Treasurer to transfer \$499.00 from the Veteran's Transportation Account to the Forest County Transportation Account for August veteran's co-pays. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the EMA Education and Training Account in the amount of \$125.00 payable to Mobilcom for EMA radio chargers. Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Marcellus Impact Fee Account in the amount of \$2150.00 payable to Computer Guru for the purchase and installation of 53 Symantec Cloud Endpoint Protection Small Business Edition for virus protection on all county computers. Commissioner Snyder seconded the motion. The motion carried unanimously.
  
6. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account to pay expenses at the Fire-Wise Education Center:
 

Donna Hunsbarger	\$ 28.88	Cleaning on 9/1/17 and 9/8/17
UGI	\$ 32.58	Utility
Penelec	\$268.33	Utility

 Commissioner Snyder 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 Visitor Center Account to pay expenses at the Visitor Center:
 

Armstrong	\$64.95	Internet service
UGI	\$32.58	Utility
Penelec	\$84.38	Utility

 Commissioner Snyder seconded the motion. The motion carried unanimously.
  
8. Commissioner Huffman made a motion to approve the Property Tax and CAMA Software and License Maintenance and Support between the County of Forest and Devnet, Inc. effective November 1, 2017 through October 31, 2018 at a cost of \$7977.50 each year for the next five years. Commissioner Snyder seconded the motion. The motion carried unanimously.
  
9. Commissioner Huffman made a motion to approve the Treasurers request for three Commissioners and both the Treasurer and Deputy Treasurer to sign for purchased CD's. Two signatures are required. Commissioner Snyder 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 Snyder seconded the motion. The meeting adjourned at 10:16 A.M.

Respectfully submitted, Jean Ann Hitchcock