Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman and Norman J. Wimer. Also present were Planning & Conservation District Director Donna Zofcin, Community and Economic Development Director Rowan Rose, Sheriff Robert Wolfgang, Treasurer Stacey Barnes, Eric Hawkins from Mobilcom and Mark Kingston.

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. Approval of the August 15, 2019 meeting minutes: Commissioner Wimer made a motion to approve the minutes of the August 15, 2019 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

<table>
<thead>
<tr>
<th>Payroll/Bills</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Payroll</td>
<td>$50,695.81 and $51,517.74</td>
</tr>
<tr>
<td>General Fund Bills</td>
<td>$65,690.82</td>
</tr>
<tr>
<td>Transportation Payroll</td>
<td>$11,984.83 and $13,99.61</td>
</tr>
<tr>
<td>Transportation Bills</td>
<td>$2,626.32</td>
</tr>
<tr>
<td>Children &amp; Youth Payroll</td>
<td>$10,551.78 and $10,659.44</td>
</tr>
<tr>
<td>Children &amp; Youth Bills</td>
<td>$19,312.92</td>
</tr>
</tbody>
</table>

IV. Department Requests: Commissioner Huffman made a motion to approve department requests one through nineteen. Commissioner Wimer seconded the motion. The motion carried unanimously.

1. The Sheriff’s Office is requesting approval to order a battery for the mule at a cost of $57.55 to be paid from the Sheriff’s Patrol Account.

2. The Sheriff’s Office is requesting approval to order a radio charger at a cost of $39.00.

3. The Sheriff’s Office is requesting approval to order ID badge holders and lanyards at a cost of $55.00.

4. The Tax Claim Director is requesting approval to order a corkboard for her office and one for the Assessment clerk at a cost of $20.99 each.

5. The Assessment Office is requesting approval to purchase a new office chair at a cost of $100.00.

6. The Conservation & Planning Director is requesting approval to order a corkboard for her office at a cost of $20.99.

7. The CED Director is requesting approval for herself and Robin Corapi to attend the annual CD&H Practitioners Conference in Harrisburg on October 7th & 8th 2019. The cost will be $300.00 for the conference ($150 per person). The cost of the hotel will be approximately $100.00 per night for 2 nights.

8. The Probation Office is requesting approval to purchase a computer from Computer Guru at a cost of $1,734.95 to be paid with a combination of Admin Fees/AOPC/PCCD funds to be determined.

9. The Probation Office is requesting approval to purchase Business Cards, envelopes, and letterhead from the Forest Press at a cost of $360.87.
10. The Probation Office is requesting approval to purchase one tire and one wheel for the community service trailer; this will be paid for from community service funds.

11. The Probation Office is requesting approval to purchase 2 desk chairs at a cost of $234.30 and 1 desk at a cost of $390.75 to be paid with Probation Admin Fees.

12. The Probation Office is requesting approval for Steve Barnett, Mark Rhoads, and Ken Alsop to attend YLS Master Trainer Recertification on October 1, 2019. Registration fee is $30.00 per person for a total of $90.00 and the cost of the hotel is $101.00 per room (3 rooms) for 1 night for a total of $303.00. Meals and mileage will be turned in for reimbursement upon return.

13. The Probation Office is requesting approval for Kim Wolfe and Tori Oberlander to attend the PADCP Conference October 16th – 18th 2019 in State College. Registration fee is $225.00 per person at an early bird rate for a total of $450.00. Hotel cost is $129.00 per night for 2 nights per room (2 rooms). Meals and mileage will be turned in for reimbursement upon return.

14. The Treasurer’s Office is requesting approval to purchase toner for the office printer at a cost of $295.56.

15. The District Court Office is requesting approval to order two laser jet printer cartridges at a cost of $160.00 (one for each office) and four rolls of stamps at a cost of $220.00.

16. The Tax Claim Director is requesting approval to make the August Distribution from the Tax Claim Account:
   - Forest County $37,843.19
   - Forest Area School $44,534.06
   - Various Municipalities $3,892.69

17. The Court Administrator is requesting a Canon Ink cartridge to be ordered for the printer in the Judge’s chambers.

18. The Clerk of Courts is requesting approval to order 4 time stamp ribbons at a cost of $60.00.

19. The Chief Clerk is requesting approval to attend two HR workshops sponsored by CCAP in Cranberry Township. Registration is free, only mileage reimbursement will be requested.
   - September 12th Onboarding Elected Officials
   - October 16th The Most Difficult HR Problems Faced by Counties
   These two on-site trainings, along with the three online trainings completed by Jean Ann Hitchcock will fulfill the training requirements for the U/C Trust.

20. Commissioner Huffman made a motion to approve the Coroner’s request to order toner cartridges (Brother TN-436 C, N, Y, BK), a stack of 700 MB CD-R discs with paper covers and a set of speakers for his computer. The speakers will be paid from Act 122 Funds. Commissioner Snyder seconded the motion. The motion carried unanimously. Commissioner Wimer abstained.

V. Old Business:
1. After installation of the Barracuda Essentials (email protection), over 700 spam emails were filtered out of our emails in just the first three hours!!

2. The sidewalk and stairway to the new building have been completed. Date to be determined for an open house?

VI. New Business:
1. Commissioner Wimer made a motion to open bids received for the Tower Shelter and Site Work project at Chestnut Street, Marienville and to approve pending the review and recommendation of the bids by the project engineer. Commissioner Huffman seconded the motion. The motion carried unanimously.

<table>
<thead>
<tr>
<th>SHELTER</th>
<th>SITE WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>KPS</td>
<td>$20,850.00</td>
</tr>
<tr>
<td>Fibrebond</td>
<td>$82,405.00</td>
</tr>
<tr>
<td>VFP, Inc.</td>
<td>$84,175.00</td>
</tr>
<tr>
<td>TSU Unlimited</td>
<td>$181,413.00</td>
</tr>
</tbody>
</table>

2. Commissioner Wimer made a motion to adopt the Subdivision and Land Development Ordinance as presented by the Conservation District and Planning Commission. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

   MCI $44.79
   Invoice #409009229

Commissioner Huffman seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the County Treasurer to make the following transfers out of the Sheriff's Patrol Account:

   General Fund $7,791.09
   July patrol wages and mileage reimbursement
   General Fund $7,231.04
   August patrol wages and mileage reimbursement
   Operating Reserve Fund $4,692.00
   Sheriff's Ford Taurus annual payment

Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion for the County Treasurer to make the following transfers out of the DCED Account:

   General Fund $1,110.95
   2018 CDBG Program Administration
   General Fund $9,239.76
   2017 CDBG Program Administration
   Tionesta Borough $12,890.05
   2017 Elm Street Waterlines Phase I (CDBG 2016)
   Tionesta Borough $60,750.00
   2017 Elm Street Waterlines Phase II

Commissioner Huffman 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:

   Forest County Extension $2,745.13
   September personnel expenses
   Diana Allhiser $52.50
   Cleaning the Fire-wise Education Center 8/4-9/2

Commissioner Wimer seconded the motion. The motion carried unanimously.

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

   Penelec $84.34
   Account #100111996839
   General Fund $134.91
   Reimbursement for Armstrong bill, new light, garbage bags
   Evelyn Porta $42.00
   Cleaning Services

Commissioner Huffman seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion for the County Treasurer to transfer $8,576.00 from the Transportation Account to the General Fund for PILT money that was direct deposited into the incorrect account. Commissioner Wimer seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to make a check out of the Act 13-Legacy Account in the amount of $6,325.00 payable to Herbert, Rowland and Grubic, Inc, PO Box 4012, Harrisburg, PA 17111 for professional services related to the grant application for the Mayburg Bridge. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the estimate from Computer Guru for the renewal of the Symantec Endpoint Protection Small Business (Virus Protection) at a cost of $35 per computer. $1470.00 for 42 users and $105.00 for three users at Transportation. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. Commissioner Wimer made a motion to advertise Ordinance #4 of 2019, An Ordinance of the Forest Board of County Commissioners, approving the intergovernmental cooperation agreement to 1) Authorize a single primary contractor agreement with the Department of Human Services of the Commonwealth of PA for the Healthchoices Behavioral Health Program on behalf of this County and certain other counties identified in the intergovernmental cooperation agreement; and 2) Authorize a single primary contractor to enter into an agreement with a behavioral health managed care organization; and further, 3) to provide for and authorize proper officers of this County to take all other required, necessary, or desirable actions in connection with this Ordinance. Commissioner Huffman seconded the motion. The motion carried unanimously.

12. Commissioner Huffman made a motion to approve the quote received from the Environmental Systems Research Institute, Inc. (ESRI) in the amount of $5,770.00. This GIS Software will be compatible with the Northern Tier system. This will be paid from 911 Funds. Commissioner Wimer seconded the motion. The motion carried unanimously.

VII. Public Comment: Commissioner Snyder stated that the State has cut their black fly suppression spray program by 50%. The County uses $9,000.00 from Legacy Funds to cover our portion the last few years. In order for the County to try to pick up getting the spraying done by the loss of the State funds, we would need a special permit from DEP. He has also checked with surrounding counties and they are not interested in a cooperative agreement.

VIII. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully, Jean Ann Hitchcock