

## COMMISSIONER'S MEETING MINUTES, SEPTEMBER 7, 2017

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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 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 August 17, 2017 minutes:** Commissioner Wimer made a motion to approve the minutes of the August 17, 2017 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

- General Fund bills \$104,370.13
- General Fund payroll \$48,289.17 and \$47,484.69
- Transportation bills \$5,538.47
- Transportation payroll \$10,991.44 and \$12,272.29
- Children & Youth bills \$14,318.26
- Children & Youth payroll \$11,554.77 and \$11,677.50

**Department Requests:** Commissioner Wimer made a request to approve all of the department requests, including two additional requests. Rowan Rose for toner at a cost of \$184.99 that Jean Ann will try to order from the new vendor at a discounted price. Also the Sheriff's Office is requesting to use the county credit card to purchase car cleaning supplies from WalMart. Commissioner Huffman seconded the motion. The motion carried unanimously.

1. The Transportation Director is requesting approval to purchase materials to replace stairs on the back porch of the Transportation building at a cost of approximately \$80.00.
2. The Sheriff's Office is requesting approval to purchase color ink for printing tax posting pictures.
3. Rowan Rose is requesting approval to attend the 2017 Appalachian Regional Commission Summit in Pittsburgh on October 17-19. The cost of registration is \$175.00 and lodging is \$129 per night for two nights.
4. The District Attorney is requesting approval for Jennifer Nuttall and Rachel Bereksazi to attend a Criminal Justice Personnel Conference in State College on October 12 and 13, 2017. Registration is \$100.00 per person, lodging is \$112.21 for one night, parking fee is \$10.00 per day for two days. Mileage and meal reimbursement will be requested upon return. All costs shall be reimbursed from the MDIT and RASA Grants.
5. The Tax Claim Director, Misty Ditz is requesting approval to make a check out of the Tax Claim Bureau Account in the amount of \$5487.88 payable to Steadman Law Office (Estate of Mary Ann Goochee) for the Tax Sale Overage.

6. The Probation Department is requesting approval for Steven Barnett to attend the DUI Conference in Seven Springs November 7-8, 2017. Lodging at \$138.00 per night for 3 nights is requested. Registration fees will be requested at a later date.
7. The Probation Department is requesting registration fees for YLS Master Trainer Recertification on September 26, 2017 for Steven Barnett and Mark Rhoads and Ken Alsop for YLS Master Trainer Certification October 25-26, 2017 at a cost of \$240.00.
8. The Probation Department is requesting approval to purchase Taser items for the Sheriff's Office at a cost of approximately \$444.27 to be paid for with Administrative Fees.
9. The Probation Department is requesting approval to make the annual \$125.00 contribution to the Boy Scouts of America French Creek Council from ACT 198 Funds.
10. The Probation Department is requesting approval to pay Mobilcom \$294.12 out of Administrative Fees for servicing the jeep radio.
11. The Probation Department is requesting approval to purchase a pair of boots for Chief Deputy Carbaugh at a cost of \$70.00 to be paid for with Administrative Fees.
12. The Visitor Center is requesting approval to purchase an electric pencil sharpener with Visitor Center funds.

**Old Business:**

1. Update on status of PMRS contract. Commissioner Snyder explained that there was a meeting between the Commissioners and County Solicitor, Timothy Bevevino. They have ironed out the changes to be made and are waiting to hear from PMRS.

**New Business:**

1. Commissioner Huffman made a motion to accept the only bid received on the wooden stackable cabinets from Rowan Rose in the amount of \$40.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to open the two bids for 2010 Dodge Caravan and accept the highest bid. Commissioner Wimer seconded the motion. The motion carried unanimously.
  - a. Steve Barnett      \$526.00
  - b. Carolyn Mealy      \$505.00
3. Commissioner Huffman made a motion to open bids for the Justice Building roof replacement and accept the only bid received from Labor Services Inc L/C/F CJ Snyder Construction in the amount of \$27,600.00. Commissioner Wimer seconded the motion. The motion carried. Commissioner Snyder abstained and left the room for the opening and acceptance of the bid.
4. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Title III Account to pay for expenses at the Fire-Wise Education Center:
 

Penelec	\$363.86	Account #100083350106
Donna Hunsbarger	\$52.50	Cleaning for the month of August
Atkinson Fire Safety, Inc	\$156.35	Fire extinguisher inspection/service

 Commissioner Huffman seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Visitor Center Account to pay for expenses:
 

General Fund	\$132.30	Reimbursement for Electric Bill due on September 5, 2017 and Parking Signs for Visitor Center
Evelyn Porta	\$37.50	Cleaning for the month of August

 Commissioner Wimer seconded the motion. The motion carried unanimously.
  
6. Commissioner Wimer made a motion for the County Treasurer to make the following check out of the EMA Education & Training Account:
 

Mobilcom	\$190.00	Batteries and clips for radios and channel adjustments
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 Commissioner Huffman seconded the motion. The motion carried unanimously.
  
7. 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.
  
8. Commissioner Wimer made a motion for the County Treasurer to transfer \$8,617.04 from the Sheriff's Patrol Account to reimburse the General Fund for August patrols and mileage (\$8,601.19) and speedometer calibration (\$15.85). Commissioner Huffman seconded the motion. The motion carried unanimously.
  
9. Commissioner Huffman made a motion to purchase an upgraded virus protection program made for businesses at \$30.00 per computer and approximately fifteen minutes per installation at \$10 per computer. Terry Dreihaupt is recommending this based on the ongoing and increasing ability of hackers to disrupt computer operations everywhere. He has estimated the total cost at \$2000.00 for 50 computers including the Transportation Department and CYS Offices. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
10. Commissioner Huffman made a motion to adopt Ordinance #1 of 2017, Amending Ordinance #2 of 2004, Imposing a Tax on Hotel Rooms to Fund County-Wide Tourist Promotion. Specifically, Section 8, (B) 1 changing the administrative fee from the special hotel tax fund from 2% to 4%. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
11. Commissioner Wimer made a motion to adopt Resolution #4 of 2017, Amending Resolution #11 of 2004, Appointment of a Tourist Promotion Agency for Forest County. Specifically, #2 amending the composition of the appointed Tourist Promotion Committee and #3 changing the distribution of funds from the Visitor's Bureau to approved programs from 50% of the collected hotel tax revenues to 75% of the collected hotel tax revenues. Commissioner Huffman seconded the motion. The motion carried unanimously. It was noted by Treasurer Millin that ads and membership will be free of charge for those that collect.
  
12. Commissioner Huffman made a motion to Proclaim September 9, 2017 as Fetal Alcohol Spectrum Disorder Awareness Day in Forest County in conjunction with Forest/Warren Department of Human Services and Beacon Light Behavioral Health Systems, in order to promote the education and prevention of this leading preventable cause of birth defects and disabilities in babies. Commissioner Wimer seconded the motion. The motion carried unanimously.

13. Commissioner Wimer made a motion to approve Resolution #5 of 2017, Compensation of District Election Officers, to establish compensation for poll workers effective January 1, 2018:

Judge of Elections	\$140.00	plus \$20.00 for delivery of election results
Majority Inspector of Elections	\$140.00	
Minority Inspector of Elections	\$140.00	plus \$20.00 for delivery of election results
Clerks	\$100.00	

Additionally, the Board of Elections will compensate all poll workers \$20.00 to attend the mandatory training prior to each election. Commissioner Huffman seconded the motion. The motion carried unanimously.

14. Commissioner Huffman made a motion to approve the Memorandum of Agreement between the United Way of Southwestern PA and Forest County for the provision of PA 2-1-1 Northwest Services upon receipt of the correct memorandum. The Agreement is to take effect on the date of signature and continue through June 30, 2019 with automatic renewal unless terminated by either party. Total cost shall be \$3000.00. Forest County shall be responsible for \$1500.00 to be paid for from the Needs Based Budget. Commissioner Wimer seconded the motion. The motion carried unanimously.

15. Commissioner Huffman made a motion to approve the Medical Assistance Transportation Program Participation Grant Agreement in the amount of \$140,050.00 and Assurance of Compliance in order to provide transportation for eligible Medical Assistance recipients in need of non-emergency medical services. These funds must be administered in accordance with MATP Standards and Guidelines, Title 55, Pennsylvania Code and other State and Federal guidelines as outlined. Commissioner Wimer seconded the motion. The motion carried unanimously.

**Public Comment:**

1. Treasurer Millin stated that it would be nice to see some updated pictures of the commissioners and chief clerk in the cabinet in the hall.
2. Sheriff Wolfgang said that he and his staff looked up the two injuries on the camera if the county needed them.

**Adjournment:** Commissioner Huffman made a motion to adjourn the meeting. Commissioner Wimer seconded the motion. The meeting adjourned at 10:40 A.M.

Respectfully submitted, Jean Ann Hitchcock