

COMMISSIONER'S MEETING MINUTES, JUNE 7, 2018

Present for the meeting were Commissioners Robert J. Snyder, Jr., Basil D. Huffman, and Norman J. Wimer. Also present were Acting Treasurer Stacey Barnes, Sheriff Robert Wolfgang, CDBG Coordinator Rowan Rose, Children & Youth Services Administrator Terry Pease, and Children & Youth Services Caseworker Supervisor Tina Flick.

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:

1. Commissioner Wimer made a motion to approve Resolution #8 of 2018, recognizing the staff of the Forest County Children & Youth Agency for their efforts in serving the children of Forest County who are at risk of abuse and neglect. Commissioner Huffman seconded the motion after each of the Commissioners thanked Terry Pease and Tina Flick for the dedication of the staff of the Forest County Children & Youth Services department. The motion carried unanimously.

Approval of May 17, 2018 minutes:

Commissioner Huffman made a motion to approve the May 17, 2018 minutes. Commissioner Wimer seconded the motion. The motion carried unanimously.

Approval of the following bills:

Commissioner Wimer made a motion to approve the following bills with the discussion that check number 29529 for the Forest County Historical Society be voided and changed from \$1,000.00 to \$1,500.00. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$54,238.54
General Fund Bills	105,023.95 + 6732.59 = 111,756.54
Transportation Payroll	\$12,962.97
Transportation Bills	\$4,596.72
Children & Youth Payroll	\$11,941.19
Children & Youth Bills	\$15,585.28

Department Requests:

Commissioner Huffman made a motion to approve the following department requests. Commissioner Wimer seconded the motion. The motion carried unanimously.

1. The Sheriff's Office is requesting approval to have boat repairs done at a cost of \$455.00.
2. The Sheriff's Office is requesting approval to order 1000 envelopes from the Forest Press at a cost of \$69.35 and a 300 sheet deposit book at a cost of \$90.46.
3. The Tax Claim Bureau Account is requesting approval to make the May distribution:

Forest County	\$16,045.87
Forest Area School District	\$28,751.30
Various Municipalities	\$2,320.81

4. The Probation Department is requesting approval to purchase a commercial cross-cut shredder at a cost of \$192.97 (from Budget) and a new copier/printer/fax/scanner from Titusville Copy Products at a cost of \$2,270.00 to be paid for from Probation Administration fees.
5. The Probation Department is requesting approval for Steve Barnett and Mark Rhoads to attend the Pennsylvania Drug Court Professionals Conference, November 28-30, 2018 in State College. This conference will be fully reimbursed by AOPC.
 Early Bird Registration \$400.00
 Hotel (later date)
 Meals and Mileage
6. The Probation Department is requesting approval for Kim Wolfe to attend staff development training for Juvenile Justice Professionals in State College on June 18, 2018. Registration is \$120.00 and lodging is \$102.00 for one night. Meals and mileage will be turned in upon return.
7. Jean Ann Hitchcock is requesting approval to order a dual monitor desk mount at a cost to be determined and ordered by Terry Dreihaup.
8. Misty Ditz, Tax Claim Director is requesting approval to order (4) receipt books at a cost of \$30.36.
9. The Transportation Director is requesting approval to hire a cleaning person for the office at approximately 5 hours per week.
10. Donna Zofcin, Planning and Conservation Director is requesting approval to attend the PACD/SCC Annual Conference in Lancaster, July 17 and 18, 2018.
 Registration \$230.00
 Lodging for 2 nights \$297.48
 Mileage and Meals will be turned in upon return
 All costs will be paid from Conservation District funds.
11. The Sheriff's Office is requesting approval to order ammunition for next year's qualifications at an approximate cost of \$641.94 from Hickory Creek and Front Site Firearms.

Old Business:

1. Commissioner Huffman made a motion to accept the following bids.
 Bids on (5) file cabinets:
 Lynette Greathouse 2 cabinets at \$5.00 each
 Curt Kiefer 3 cabinets at \$5.00 each
 Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to award the lowest bid from ServPro.
 Bids on carpet cleaning:
 ServPro \$1,051.56 Will be done on Friday, June 8th
 Wesleys Carpet Cleaning \$2,400.00
 Bartsch Carpet & Upholstery \$1,588.80
 Commissioner Wimer seconded the motion. The motion carried unanimously.

New Business:

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

\$74.08	Penelec	Utilities
\$98.81	Tionesta Borough	Water/Sewer
\$30.00	Evelyn Porta	May cleaning services

Commissioner Huffman seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Title III Account:

\$150.69	Penelec	Utilities
\$865.29	Tionesta Business Park	Rent
\$135.79	Tionesta Business Park	Water/Sewage for April and May
\$2,745.13	Forest County Extension	Personnel Wages/Expenses
\$141.75	Cheryl Millin	April and May cleaning services

Commissioner Wimer seconded the motion. The motion carried unanimously.

3. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the 911 Fund in the amount of \$159.99 payable to Computer Guru for a new hard drive on the 911 computer (Invoice #4758). Commissioner Huffman seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the Acting Treasurer to make the following checks out of the Veterans' Transportation Account:

\$67.95	Veteran	April trip reimbursement
\$237.50	Forest Co. Transportation	May veterans' co-pays

Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion for the Acting Treasurer to make a check out of the Sheriff's Patrol Account in the amount of \$2,176.00 to reimburse the General Fund for May patrols and mileage. Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the Acting Treasurer to make a check out of the EMA Education & Training Account payable to the General Fund for the reimbursement of \$108.08 for supplies purchased for the Northern Tier meeting hosted by Forest County. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion to approve the lowest responsible bid for sealing, edging and cleaning Courthouse Drive:

Jefferson Paving Corporation	\$3113.00	Edge and clean, seal, repaint lines
Hager Paving	\$3192.00	Edge and clean, seal, repaint lines
BK Asphalt		

Commissioner Wimer seconded the motion to hire Jefferson Paving Corporation. The motion carried unanimously.

8. Commissioner Wimer made a motion to approve the Proposal submitted by F.S. Whitney Enterprises for the replacement of a 3.5 ton split A/C system at a cost of \$4,255.00 for the Justice Building. Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Wimer made a motion to approve the Letter of Agreement between Warren -Forest Counties Economic Opportunity Council, Inc. and the County of Forest in order to establish cooperative agreements with social service providers, county offices, social resources and other support systems for mutual clients. This agreement is effective July 1, 2018 through June 30, 2019. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the Lease Agreement between Forest County and Sherman Enterprises, Inc. for Children & Youth Services office space effective July 1, 2018 through June 30, 2023 in the amount of \$2,731.04 per month. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the Memorandum of Understanding between the Marienville Area Library and Forest County in order to collaborate on the application for the 2018 Keystone Library Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
12. Commissioner Wimer made a motion to approve a 3 Year Project Activity Extension Request from August 4, 2018 to December 14, 2018 for the 2013 CDBG Grant Agreement in order to utilize all available funds. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve Resolution #3 of 2018, Proposed Modification to Forest County's FFY CDBG 2013 Program, whereby adding the following 2013 activity: Sarah Stewart Bovard Memorial Library Removal of Architectural Barriers (\$1300.00). Commissioner Wimer seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion to approve Resolution #4 of 2018, Proposed Revision to Forest County's FFY CDBG 2013 Program, whereby increasing funding for the following 2013 activities: T-396 Jug Handle Bridge (\$18,302.00) and Sarah Stewart Memorial Library Removal of Architectural Barriers (\$3,200.00 Local Funds). Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to approve Resolution #5 of 2018, Proposed Revision to Forest County's FFY CDBG 2014 Program, whereby decreasing funding for the following 2014 activity: T-338 Ross Run Bridge (-\$8,959.52) and increasing the following 2014 activity: T-396 Jug Handle Bridge (+\$8,959.52). Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Wimer made a motion to approve Resolution #6 of 2018, Liquid Fuel Funds Applications, whereas the County Board of Commissioners shall offer municipalities in Forest County grant funds in the amount of \$1500.00 each for the purchase of winter road maintenance materials. Commissioner Huffman seconded the motion. The motion carried unanimously.
17. Commissioner Huffman made a motion to approve Resolution #7 of 2018, authorizing the application for the Keystone Library Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
18. Commissioner Wimer made a motion to approve the agreement between Mobilcom and the County of Forest for maintenance services effective 4/1/18 through 3/31/21 at the following rate schedule:
 - Year 1 \$10,920.00
 - Year 2 \$11,244.00
 - Year 3 \$11,580.00

Commissioner Huffman seconded the motion. The motion carried unanimously.

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

Mobilcom	\$10,920.00	Annual Maintenance
Windstream	\$52.46	Account #021428743
MCM Consulting	\$5,173.50	GIS Consulting

Commissioner Wimer seconded the motion. The motion carried unanimously.

20. Commissioner Huffman made a motion to accept the resignation of Chip Bickel, Administrative Assistant in the Transportation Department effective June 18, 2018. Commissioner Wimer seconded the motion. The motion carried unanimously.

21. Commissioner Huffman made a motion to approve the cleaning contract between Forest County and Roberta Schultz for cleaning the courthouse after business hours. Twenty hours per week at \$10.50 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.

Public Comment:

There was no public comment

Adjournment:

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

Respectfully submitted by Jean Ann Hitchcock