

COMMISSIONER'S BOARD MEETING AGENDA JUNE 22, 2022

---

Present for the meeting:

I. Pledge of Allegiance / Call to Order:

II. Visitor Recognition / Public Comment:

III. Consent Agenda:

1. Approval of the June 8, 2022 meeting minutes.

2. Approval to order the following items:

Fax cartridge (PC-301)	\$47.99	Transportation
2 Tactical bags, 2 Tactical backpacks, 6 Cat tourniquets	\$643.49	Probation Covid Grant
2 Hand sanitizer dispenser, 3 refills, wipes	\$702.02	Probation Covid Grant
Heavy Duty Office Chair	\$256.40	Visitor Center
Various Office Equipment for Marienville Office	\$605.14	Econ. Dev. Prep Grant
Computer/IT Hardware for Marienville Office	\$1,459.97	Econ. Dev. Prep Grant
2 Window Air Conditioners	\$699.06	Econ. Dev. Prep Grant
Paper products for the Courthouse		
Broom	\$17.95	Vault in Prothonotary's Office
Paper products for the District Court Office		Marienville Office
2 Lock boxes	\$65.98	Sheriff's Office request

IV. Approval of Bills:

General Fund Payroll	\$49,250.94
General Fund Bills	\$58,669.93
Transportation Payroll	\$12,077.94
Transportation Bills	\$9,111.63
Children & Youth Payroll	\$12,095.32
Children & Youth Bills	\$38,601.47

V. Old Business:

VI. New Business:

1. Motion for the County Treasurer to make a check out of the Operating Reserves in the amount of \$3,305.03 payable to Corrections Development Inc. for a portion of the 2023 Probation Case Management System maintenance, support and licenses.
2. Motion for the County Treasurer to make a check out of the Act 13 Legacy Fee Account in the amount of \$1,122.50 payable to HRG Engineering for professional services related to the Mayburg Bridge grant application.
3. Motion for the County Treasurer to make a check out of the Operating Reserves Money Market Account (ARPA funds) in the amount of \$872.50 payable to HRG Engineering for professional services related to P25 radio grant application.

4. Motion to make the following checks out of the Human Services Development Fund Account:

Children & Youth Services	\$979.29	Protective Assistance
General Fund	\$5,463.00	Administration Services
General Fund	\$18,000.00	Information and Referral Services

Transportation \$17,155.58 Full fares and Co-pays for shared ride

5. Motion for the County Treasurer to transfer \$5000.00 from the Title III Account to the General Fund for 2021 Emergency Management Coordinator payroll expenses as relative to Fire-Wise Education/Training.
6. Motion for the County Treasurer to make the following checks out of the 911 Account:

Verizon	\$711.00	Account #450778786000196
Warren Co. 911	\$10,283.10	3 <sup>rd</sup> quarter 2022 dispatch services
Clarion Co. 911 Fund	\$11,355.07	3 <sup>rd</sup> quarter 2022 dispatch services
7. Motion for the County Treasurer to make a check out of the Veteran's Transportation Account in the amount of \$42.35 payable to a veteran for mileage reimbursement for the month of May.
8. Motion for the County Treasurer to make a check out of the 2019 CDBG Contract #C000073822 Funds in the amount of \$11,790.16 payable to the General Fund for 1<sup>st</sup> quarter 2021 Administration expenses for the CDBG program.
9. Motion for the County Treasurer to make the following checks out of the Visitor Center Account:

UGI	\$33.15	Utilities
Armstrong	\$69.95	Account #0487032-01
10. Motion for the County Treasurer to make transfer the following from the Forest County Library Account:

Sarah Bovard Memorial Library	\$5,420.72	3 <sup>rd</sup> quarter 2022 Library Tax
Marienville Area Library	\$4,617.65	3 <sup>rd</sup> quarter 2022 Library Tax
11. Motion to approve the Provider Agreement between Forest County and Andmoragan Sharp, Attorney at Law operating with Swanson, Bevevino and Sharp, PC for the provision of solicitor services for Children & Youth Services of Forest County. This agreement is for \$100.00 per hour for services and \$75.00 per hour spent at trainings for Children & Youth Services and shall be effective July 1, 2022 through June 30, 2023.
12. Motion to accept the resignation of Misty Ditz as Tax Claim Director effective July 1, 2022.
13. Motion to hire Glenn Temple as a part time transportation driver at a rate of \$10.05 per hour effective 6-10-22.
14. Motion to hire Raelene Girda as a part time administrative assistant in the District Court Office at a rate of \$11.25 per hour effective June 20, 2022.
15. Motion to promote Denise Saxton to Tax Claim Director at an hourly rate of \$15.50 per hour at 40 hours per week effective June 21, 2022. PTO hours advanced shall be adjusted to reflect the 40 hour work week from June 21 through December 31, 2022. Should she decide to go back to tax office clerk at any time, the rate of pay, work week hours and PTO shall revert to her current rate of pay and hours worked.
16. Motion to approve the purchase of a heavy duty commercial color copier from Titusville Copy Products at a cost of \$5,350.00 for the Children & Youth Services Agency, this was a part of the approved 2022-2023 Needs Based Budget.

VII. Adjournment: