

COMMISSIONER’S BOARD MEETING MINUTES JANUARY 18, 2023

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Present for the meeting: Commissioners Mark Kingston, Robert J. Snyder, Jr. and Norman J. Wimer.

- I. Pledge of Allegiance / Call to Order: Commissioner Kingston 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. Visitor Recognition / Public Comment: There was none.
- III. Consent Agenda: Commissioner Snyder made a motion to approve the Consent Agenda as presented. Commissioner Wimer seconded the motion. The motion carried unanimously.
  - 1. Approval of the minutes from the January 4, 2023 Commissioner meeting.
  - 2. Motion to approve the following transfers:
 

Pass Thru Account	\$1,549.71	Emergency Food & Shelter Account
Pass Thru Account	\$1,158.00	General Fund
Pass Thru Account	\$12,500.00	General Fund
  - 3. Approval for the following to items to be ordered:
 

Paper products	Bldgs & Grounds/Minor Supply
Copy Paper/Letters for Board	Central Supply
Paper products	Visitor Center
Color and Black Toner	Treasurer’s Office
  - 4. The Transportation Department is requesting approval to order 4 vinyl blinds (\$89.92) for the office and is requesting approval to have gutters put on the front of the building to prevent ice build-up on the steps and ramp.
  - 5. Motion to approve the Tax Claim Director to make the following distribution from the Tax Claim Bureau Account:
 

Forest County	\$6,068.31	December Distribution
Forest Area Schools	\$12,810.12	December Distribution
Municipalities	\$1,252.16	December Distribution
- IV. Approval of Bills: Commissioner Wimer made a motion to approve paying the following bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

General Fund Payroll	\$51,705.70
General Fund Bills	\$75,888.49
Transportation Payroll	\$12,509.42
Transportation Bills	\$20,985.39
Children & Youth Payroll	\$11,826.24
Children & Youth Bills	\$38,451.32

- V. Old Business: There was none.

VI. New Business:

1. Commissioner Snyder made a motion to approve the Department of Homeland Security Federal Fiscal Year 2022 Emergency Management Performance Grant Agreement for the period of October 1, 2021 through January 29, 2023 whereby Forest County shall receive \$3,460.00 to enhance the all-hazards emergency management capabilities. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to transfer \$338.20 from the Veteran's Transportation Account to the Forest County Transportation Account for reimbursement of Veterans co pays and full fares during the month of December 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$1,549.71 payable to Second Harvest Food Bank for the one-time price adjustment that was received by the County. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the ARPA Account:

Mobilcom	\$61,549.00	112' Pole at Gilfoyle Road for Broadband Expansion
Operating Reserve Fund	\$740.00	Reimburse for EMT Class paid on 6/8/22

Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Wimer made a motion for the County Treasurer to make a check out of the 911 Fund to pay the following:

Windstream	\$105.00	Account #021428743
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Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Visitor Center Account to pay the following bill:

Revise, LLC	\$1,250.00	Annual Tourism Website Maintenance
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Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the ERAP 2 Account:

Warren Forest EOC	\$5436.68	Client rental and utility assistance
Warren Forest EOC	\$998.08	EOC Administration
Forest County General Fund	\$617.87	Forest County Administration fees

Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion for the County Treasurer to transfer \$13,658.00 from the General Fund to the Human Services Development Fund for the 3<sup>rd</sup> quarter FY 22/23 advance received. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion for the County Treasurer to transfer \$81,905.79 from the Operating Reserve Money Market Account to the Payroll Account for a one-time payout of employee paid time off due to the new paid time off policy adopted in 2022. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to appoint William Price to the Northwest Pennsylvania Job Connect Board for a term effective January 18, 2023 through June 30, 2026. Commissioner Wimer seconded the motion. The motion carried unanimously.

11. Commissioner Wimer made a motion to nominate Amy M. Carll, M. Curtis Kiefer and Romona C. Carlson to serve as the 2023 Board of Elections due to the Commissioners' being up for election this year. Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted by Lynette Greathouse, Chief Clerk