

COMMISSIONER'S BOARD MEETING AGENDA JANUARY 19, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were CED Interim Coordinator Robin Corapi, Sheriff William Carbaugh, Treasurer Stacey Barnes, Kelly Stroup from the PA Association of Realtors and Kara O'Neil from the Derrick.

- I. 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. Approval of meeting minutes: Commissioner Huffman made a motion to approve the minutes of the January 5, 2022 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- III. Approval of bills: Commissioner Snyder made a motion to approve the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$58,921.64
General Fund Bills	\$80,681.74
Transportation Payroll	\$11,263.70
Transportation Bills	\$10,319.14
Children & Youth Payroll	\$26,587.85
Children & Youth Bills	\$30,621.91

- IV. Department Requests: Commissioner Huffman made a motion to approve the following department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 1. The Treasurer's Office is requesting approval to order the following items:

Styrofoam cups, Kleenex, garbage bags	Buildings & Grounds	
Green felt tip pens, blue pens, file folders	Central Supplies	
HP 62 Ink, HP 951 Ink, HP 952 Ink	Sheriff's Office	
Tags for PFA weapons (1000)	Sheriff's Office	\$42.95
Teslin cards for LTC (1000)	Sheriff's Office	\$383.00
Calculator, file holders	Treasurer's Office	
Swiffer mop, Lysol, Bona, Windex, cleaner	Cleaning Supplies	
1 box of envelopes	Assessment	\$44.00
3 boxes of window envelopes	Tax Claim	\$131.40
 - 2. The Probation Office is requesting approval to order 4 tires, have the oil changed and a state inspection on probation vehicle.
 - 3. Eric Cepek, Veteran's Affairs Director is requesting approval to order flags for veteran graves for 2023 (due to backordering issue) and some flag holders.
- V. Old Business: No old business to report.
- VI. New Business:
 - 1. Commissioner Snyder made a motion to appoint Holli Wolfe to the Forest County Children & Youth Advisory Board to complete the final year of a three year term to expire January 2023, and at that time would be reappointed to a new three year term. Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 2. Commissioner Huffman made a motion to appoint Steve Gilford to the Forest County Children & Youth Advisory Board to complete the final year of a three year term to expire January 2023, and at that time would be reappointed to a new three year term. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 3. Commissioner Snyder made a motion to accept the resignation of Brent Nelson as Deputy Sheriff effective January 10, 2021. Commissioner Huffman seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made motion to approve the County Purchasing & Procurement Policy to be effective immediately. This policy follows County Code as well as Federal and the Title 62 of the Pennsylvania Statute Sections 1801-1803 and will keep the County in compliance for various state and federal agency grant guidelines. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve hiring Jennifer Nuttall to provide part time janitorial services in the Justice Building at a rate of \$10.05 per hour. Jennifer is already JNet certified and meets all requirements for performing duties in that building. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion to approve the Agreement between Forest County and Michelle Alaskey to provide solicitor services to the Treasurer's Office and to the Office of the Prothonotary, Clerk of Courts, Clerk of Orphans' Court, Recorder of Deeds and Registrar of Wills at a rate of \$100.00 per hour, effective until either party provides 30 day termination or modification notice. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to transfer \$1,943.00 from the Sheriff's Patrol Account to the Operating Reserve Fund to make the final payment on the Sheriff's 2017 Ford Taurus. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the County Treasurer to transfer the balance of \$3,749.00 in the Sheriff's Patrol Account plus interest to the Operating Reserve Fund to reimburse towards the purchase of the Sheriff's 2019 Dodge Durango. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Visitor Center Account in the amount of \$1,250.00 payable to Revise, LLC for the annual tourism website maintenance agreement. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion for the County Treasurer to transfer \$465.80 from the Veteran's Transportation Account to the Forest County Transportation Account to pay for December veterans' trips and copays. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

General Fund	\$90.00	Balance due from the 4 th Quarter 2021 personnel expenses
Windstream	\$52.99	Account #021428743
Verizon	\$711.00	Account #450778786000196

Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion for the County Treasurer to transfer \$237,468.58 from the General Fund to the ERAP Account. This is the amount of ERAP 2 monies received on January 5, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion for the County Treasurer to make a check out of the ERAP Account in the amount of \$7,236.30 payable to Warren-Forest EOC for Invoice #9 to pay the following:

Client rental assistance	\$3,600.00	C. Stiteler
Client rental assistance	\$1,800.00	C. Colarte
Client utility assistance	\$410.28	C. Colarte
Client utility assistance	\$94.31	C. Colarte
Client utility assistance	\$1,041.56	C. Colarte
EOC Admin	\$290.15	

Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Operating Reserve Fund for bills related to the new Transportation Building renovations:

Clarion Electric Supply Co.	\$949.45	Invoice #479928
Tionesta Builders Supply	\$24.37	Invoice #193143

Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Snyder made a motion for the County Treasurer to distribute the Library Board Account payments to the following:

Sarah Stewart Bovard Library	\$5,420.72	1 st Quarter 2022 Library Tax
Marienville Library	\$4,617.65	1 st Quarter 2022 Library Tax

Commissioner Huffman seconded the motion. The motion carried unanimously.
16. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ARPA Account in the amount of \$750.00 payable to Mobilcom for the one time installation fee of new customers for broadband services. Commissioner Huffman seconded the motion. The motion carried unanimously.
17. Commissioner Huffman made a motion to adopt Ordinance #1 of 2022, an Ordinance Imposing a Hotel Room Rental Tax to Fund Tourist Promotion; Establishing Procedures for the Collection of the Tax and

Imposing Penalties, whereby the County will increase the Hotel Tax to 5%. Commissioner Snyder seconded the motion. The motion carried unanimously.

18. Commissioner Snyder made a motion to accept the highest bid for each of the following vans. Commissioner Huffman seconded the motion. The motion carried unanimously.

BIDDER	Van #49 (2014 MV-1)	Van #52 (2015 MV-1)	Van #55 (2015 MV-1)	Van #01 (2017 Dodge)
Kevin Chambers	1204.00	1126.00	1256.00	
Judy Cochran				3553.00
Gary Henry	805.00	705.00	825.00	900.00
Roger Kroski	1403.00	1373.00	1133.00	2103.00
Dan Sharrow	1500.00			

- VII. Public Comment: There was no public comment.

- VIII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk