

COMMISSIONER’S BOARD MEETING MINUTES JANUARY 5, 2022

Present for the meeting: Present for the meeting were Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey L. Barnes, Sheriff William Carbaugh, CED Robin Corapi 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 the December 22, 2021 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the December 22, 2021 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- III. Approval of the following bills: Commissioner Snyder made a motion to approve paying the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$50,039.41
General Fund Bills	\$60,270.64
Transportation Payroll	\$7,836.09
Transportation Bills	\$1,102.12
Children & Youth Payroll	\$12,563.68
Children & Youth Bills	\$11,742.78

- IV. Department Requests: Commissioner Huffman made a motion to approve all department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 1. The Probation Department is requesting approval to advertise for the Probation Aide position in Explore Clarion/Explore Venango at a cost of \$299.00.
 - 2. The Tax Claim Director is requesting approval to make the December distribution from the Tax Claim Bureau Account to the following:

Forest County	\$5,749.94
Forest Area School District	\$14,880.52
Municipalities	\$1,148.79
 - 3. The Treasurer’s Office is requesting approval to order the following supplies:

10X13 Envelopes and letter sized folders	Central Supplies
10 No Smoking Signs	Building & Grounds
 - 4. The Election Director is requesting approval for herself and Lynette Greathouse to attend a one day Integration, Innovation and Implementation Election Training in Harrisburg on January 24th, 2022.

V. Old Business: No old business

- VI. New Business:
 - 1. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP Account in the amount of \$2,511.84 payable to Warren-Forest Economic Opportunities Council for invoice #8:

Client utilities	\$221.06	C. Stiteler
Client rent	\$1,800.00	C. Stiteler
Client utilities	\$419.94	S. Ochs
EOC Admin	\$70.84	

 Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 2. Commissioner Huffman made a motion for the County Treasurer to make the following payments out of the 911 Fund:

Clarion County 911 Fund	\$11,355.07	1 st quarter 2022
Warren County 911	\$10,283.10	1 st quarter 2022
Mobilcom	\$18,348.00	2022 Annual Maintenance Agreement
MCI	\$60.58	Invoice #409068880

 Commissioner Snyder seconded the motion. The motion carried unanimously.

3. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Title III Account:

Forest County Extension	\$3,758.36	January Allocation/Personnel Expenses
General Fund	\$82.52	Reimbursement of electric bill

Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between the County of Forest (Children & Youth Services) and Hermitage House effective July 1, 2021 through June 30, 2022 for the provision of child welfare services. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve the Contract Service Provider Agreement between the County of Forest (Children & Youth Services) and Andmoragan Sharp, Attorney at Law operating with Swanson, Bevevino & Sharp, PC for the provision of solicitor services for the Forest County CYS Agency effective January 1, 2022 through December 31, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion to approve Resolution #1 of 2022 Tobacco Free Workplace, Whereby use of tobacco products on all County-owned or operated properties shall be prohibited effective February 1, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion to advertise Ordinance 1 of 2022, Hotel Tax Ordinance to Increase the Room Tax Collected in the County of Forest from 3% to 5%, effective February 1, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the Provider Service Contract between Forest County Children & Youth Services and Warren County Children’s Advocacy Center, 110A East Saint Clair Street, Warren, PA 16365 for the provision of forensic interviews of alleged child abuse victims effective January 1, 2022 through June 30, 2022 for a fee not to exceed \$2,000.00. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to approve the Agreement between Forest County (Children & Youth Services Agency) and Terry W. Pease, Jr. for the provision of consultation services regarding Quality Assurance IV-E Reviews, Implementation and Needs Based Planning and Budgeting and Contractual matters at a rate of \$35.00 per hour not to exceed 130 hours beginning January 2, 2022 through September 30, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County and Terry Dreihaup, d.b.a. Computer Guru effective January 1, 2022 through December 31, 2022 for provision of IT services at a rate of \$150.00 per day, two days per week. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve the Purchase of Service Agreement between Forest County and Timothy R. Bevevino, Attorney at Law, operating with Swanson, Bevevino & Sharp, PC for the provision of solicitor services at a rate of \$100.00 per hour effective January 1, 2022 through December 31, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County and Ray H. Saxton for the provision of winter maintenance of Tower Road, Tionesta, PA 16353 effective November 2021 through April 2022 at a rate of \$45.00 per plow. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve the Purchase of Service Agreement between Forest County and Kingsley Township for the provision of winter maintenance of the Kelletville Bridge effective November 2021 through April 2022 at a rate of \$45.00 per plow. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion to decline the sale of repository property located at 101 Cherry Street, Marienville, PA 1623 at a bid of \$200.00 from Michael Balmer 3890 Old Joseph Road, York, PA 17408 as this property has already had a verbal agreement with the Forest County IDA/IDC for the purchase and site “clean up” of the gas station lot in order to be able to sell the property for viable use. Commissioner Huffman seconded the motion.

VII. Public Comment: There was no public comment.

VIII. Adjournment: Commissioner Huffman made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:15 a.m.

IX. Salary Board:

1. Salary Board convened directly following the public Board Meeting. All remained present.

2. Treasurer Barnes made a motion to create a new job classification for a Part-Time, Non-Deputy, Security Officer for the Single Point of Entry at the Courthouse at \$13.50 per hour. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to hire Adam McLaughlin as a part-time security officer at a rate of \$13.50 per hour. His schedule shall be 3 days per week at 8 hours per day in the Courthouse. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion to adjourn. Treasurer Barnes seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk