

COMMISSIONER'S BOARD MEETING MINUTES FEBRUARY 15, 2023

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman Wimer. Also present were Chief Probation Officer Mark Rhoads, Sheriff William Carbaugh, Treasurer Stacey Barnes and Joseph Calla, member of the public.

- 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 Wimer made a motion to approve the consent agenda. Commissioner Snyder seconded the motion. The motion carried unanimously.
 1. Approval of the minutes of the February 1, 2023 Commissioners Meeting.
 2. Approval for the Tax Claim Director to make the January Distribution from the Tax Claim Bureau Account:

Forest County	\$7,768.82
Forest Area School District	\$25,096.20
Various Municipalities	\$1,568.67
 3. Approval for the Tax Claim Director to disburse \$129.14 from the Tax Claim Bureau Account payable to Irvin Jenkins, Glen Jenkins for 2022 Upset Sale Overage.
 4. Curt Kiefer, Chief Assessor is requesting approval to attend an online class related to reappraisal planning and implementation at a cost of \$75.00. This class will count towards the required 28 credit hours of continuing education every 2 years.
 5. Denise Saxton, Tax Claim Director is requesting approval to attend the one-day conference in State College on April 21, 2023. Mileage is the only cost for this conference as she will do this trip in one day.
 6. Motion to approve ordering the following items:

Office supplies		Central Supplies
Window and Non-window envelopes	\$226.00	Tax Claim Office
Office chair	\$55.66	Election Office
Calculator	\$81.99	Treasurer's Office
Cleaning supplies		Justice Building
3 Color ink and 2 Black ink cartridges		Sheriff's Office
100 yellow folders	\$75.50	Clerk of Courts
Job advertising	\$299.00	Probation Office
1500 Business Cards	\$124.01	Probation Office (Mark, Cassie, Jamie)
Treatment Court Graduation Supplies	\$100.00	Probation Office/PCCD Grant
CJAB Meeting Snacks/Drinks	\$125.00	Probation Office
 7. The Probation Department is requesting approval to order the following items that will all be paid from the DUI Account and reimbursed by an AOPC Grant:

HP Wireless Color Laser Printer	\$1,069.99
Complete Set of High Yield Toner	\$1,066.79
HP Laser Jet Pro Wireless Black/White Printer	\$629.99
HP High Yield Black Toner	\$276.99
Linksys Wireless Router network upgrade	\$299.99
Scram Monitoring of client	\$665.00
Pharmchem DUI supplies	\$3,291.81

- IV. Approval of Bills: Commissioner Snyder made a motion to approve paying the following bills. Commissioner Wimer seconded the motion. The motion carried unanimously.

General Fund Payroll	\$51,060.36
General Fund Bills	\$25,026.13
Transportation Payroll	\$15,272.20
Transportation Bills	\$10,407.87
Children & Youth Payroll	\$12,578.07
Children & Youth Bills	\$10,023.94

- V. Old Business: None was reported.

VI. New Business:

1. Commissioner Snyder made a motion to approve Coroner Wimer's request to order the following items for the Coroner's Office:

100 pack CD-R	\$22.81
250 CD Envelopes	\$29.83
Kyocera Black Ink	\$59.04
Kyocera Color Ink	\$311.97
Brother Black Toner	\$67.96
Brother Color Toner	\$128.99
Body Bags	\$732.50

Commissioner Kingston seconded the motion. The motion carried unanimously.

2. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Fund:

Verizon	\$162.60	Account #450-778-786-0001-96
NENA	\$147.00	2023 Dues
Centre Communications	\$11,297.00	TAC4 Equipment Upgrade
Ray H. Saxton	\$135.00	January winter maintenance of Tower Lane

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 ERAP 2 Account in the amount of \$846.40 payable to Warren-Forest EOC for Invoice #10 (client assistance). Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion to table the request for the County Treasurer to make a check out of the ARPA Money Market Account in the amount of \$3,217.50 payable to Mobilcom for subsurface soil exploration fee at the Yellowhammer Tower Site. Commissioner Wimer seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve the agreement with May and Company to provide audit services for the year ended December 31, 2022 in the amount of \$21,200.00. Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion for the County Treasurer to transfer \$2,177.32 from the Operating Reserve Money Market Account to the payroll account for an additional PTO payout. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Snyder made a motion for the County Treasurer to transfer the State Aid funds received into the Library Account to the following:

Sarah Bovard Memorial Library	\$17,551.54	
Marienville Library	\$14,951.33	

 Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion to approve the updated Human Services Block Grant Protective Assistance and Homeless Assistance Program Policy whereby the maximum amount of funds available to purchase fuel oil or propane shall be increased to \$750.00 per applicant. Rent and other utilities shall remain at a maximum of \$600.00 per person. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Human Services Development Fund:

Melzer’s Fuel Services	\$600.00	Client Assistance
Melzer’s Fuel Services	\$750.00	Client Assistance

 Commissioner Wimer seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Liquid Fuels Account in the amount of \$270.00 payable to Kingsley Township for January winter maintenance of the Kelletville Bridge. Commissioner Snyder seconded the motion. The motion carried unanimously.

11. Commissioner Snyder made a motion for the County Treasurer to transfer \$50,000.00 from the General Fund Money Market Account to the General Fund for operating expenses. Commissioner Wimer seconded the motion. The motion carried unanimously.

12. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Human Services Development Fund in the amount of \$700.00 payable to Tionesta Propane to assist a resident with propane. Commissioner Snyder seconded the motion. The motion carried unanimously.

13. Commissioner Snyder made a motion to approve the Cooperative Agreement between the County of Forest and the Tionesta Borough for the provision of law enforcement services for the period of January 1, 2023 through December 31, 2023 at a rate of \$28.17 per hour per officer and \$10.00 per hour for vehicle expenses. Commissioner Wimer seconded the motion. The motion carried unanimously.

14. Commissioner Wimer made a motion to approve Chief Probation Officer Rhoads’ request for Probation Officer Cassandra Wagner to be paid a \$30 per month cell phone stipend. Commissioner Snyder seconded the motion. The motion carried unanimously.

15. Commissioner Wimer made a motion to approve the Forthcoming Reassessment Plan in order to establish a plan for funding and a strategy for preparing for a future County-wide Reassessment. Commissioner Snyder seconded the motion. The motion carried unanimously.

16. Commissioner Snyder made a motion to open a new account that shall be dedicated for a future County-wide Reassessment. \$200,000.00 from the American Rescue Plan Act Funds (ARPA) shall be placed in this account to aide in the cost of a forthcoming reassessment with future deposits to be made as deemed appropriate by the Board of Commissioners. Commissioner Wimer seconded the motion. The motion carried unanimously.

17. Commissioner Snyder made a motion to approve Resolution #1 of 2023, Solid Waste Management Plan. The Solid Waste Advisory Committee along with the Forest County Conservation Coordinator has prepared this update to the 2013 plan in order to provide a comprehensive planning and regulatory framework for the

storage, collection, transportation, processing and disposal of solid waste, including municipal waste. Commissioner Wimer seconded the motion. The motion carried unanimously.

18. Commissioner Wimer made a motion to approve the resignation of Hannah Fox from the District Magistrate's Office effective February 20, 2023. Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Adjournment: Commissioner Snyder made a motion to adjourn the meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

Respectfully submitted by Lynette Greathouse, Chief Clerk