

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman via telephone. Also present were Treasurer Stacey Barnes, Sheriff William Carbaugh, Kara O'Neil from the Derrick, and members of the public Ken Butler and Steve Cogis.

- 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. Public Comment: Mr. Butler and Mr. Cogis were present to inquire about the broadband project and the lack of internet access in the Kelletville valley area. Commissioner Kingston stated that ground work has been started with environmental reviews that need done prior to erecting a 190' tower in the Yellowhammer Area. Commissioner Snyder added that there will be two 190' towers and as many as 6 more 90' poles placed around the County as they push forward with the Broadband Project.
- III. Approval of meeting minutes: Commissioner Snyder made a motion to approve the minutes of the February 2, 2022 meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$57,967.29
General Fund Bills	\$64,133.13
Transportation Payroll	\$10,481.66
Transportation Bills	\$13,533.62
Children & Youth Payroll	\$11,817.59
Children & Youth Bills	\$11,457.11

- V. Department Requests: Commissioner Snyder 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 the Juvenile Probation position in the Derrick and on Explore Clarion and Venango at a cost of \$554.21.
 - 2. The Sheriff's Office is requesting approval to order a polo shirt for Deputy Goldsmith at a cost of \$50.00.
 - 3. The Tax Claim Director is requesting approval to attend the 2022 Spring Tax Claim Bureau Conference in State College on April 22, 2022.
 - 4. Sheriff Carbaugh is requesting that the County purchase 39 CR2 replacement batteries for the panic alarm buttons. They are overdue for replacement. The total purchase would be approximately \$80.00.
 - 5. The Treasurer is requesting approval to order the following items:

New typewriter desk	\$83.09	Treasurer's Office
Envelopes/plastic bags		Tax Claim Office
2 Mini-blinds	\$32.02	D. A. Assistant Office
Office chair	\$151.10	Sheriff's Clerk Office
Locking fireproof safe	\$56.68	Reimbursed by Recorder's Improvement Fund
Paper products		Buildings & Grounds
Office Supplies		Central Supply

- VI. Old Business: No old business

VII. New Business:

1. Commissioner Huffman made a motion to approve the appointment of Donna Oliver, 327 Toliver Lane, Marienville, PA 16239 to the Forest County Industrial Development Authority Board. Commissioner Snyder seconded the motion. The motion carried unanimously.
2. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

MCI	\$76.47	Account #8149443828
Windstream	\$52.99	Account #021428743
Verizon	\$711.00	Account #450778786000196

Commissioner Huffman seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to make the following checks out of the Visitor Center Account:

Armstrong	\$69.95	Account #0487032-01
UGI	\$107.27	Account #4110075335655

Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserve Fund from the Transportation Capital Project in the amount of \$2,076.89 payable to Tionesta Builders Supply for flooring and trim pieces at the new transportation building. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Veteran's Transportation Account:

Forest County Transportation	\$635.65	January co-pays and full fares for Veterans
Veteran	\$13.30	January mileage reimbursement
Veteran	\$16.05	January mileage reimbursement

Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion for the County Treasurer to make the following transfers from the Library Account:

Sarah Stewart Memorial Library	\$14,971.18	2022 State Aid Allocation
Marienville Library	\$12,753.23	2022 State Aid Allocation

Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Act 13 Impact Fee Account in the amount of \$1,179.00 payable to Mobilcom for the installation of temperature alerts in three County buildings. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion to approve the Certificate of Return of Authorities Levying Tax to the Tax Claim Bureau for each of the nine (9) municipalities in the County. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to approve the Provider Service Agreement between the County of Forest Children & Youth Services and Warren County Children's Advocacy Center for the provision of multi-disciplinary investigations and response to child abuse and sexual assault cases in Forest County at a rate of \$400.00 per case. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to approve the proposal from Mobilcom in the amount of \$552.00 for the Mobilcom internet connection at the Courthouse to be available as a back-up when the County's internet connection is down. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion for the County Treasurer to transfer \$63,742.00 from the Transportation Account to the Operating Reserve Fund to reimburse for the 2022 Chevrolet Silverado

truck purchase made on November 15, 2021. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

IX. Salary Board:

Commissioner Kingston called Salary Board to order at 10:20 a.m.

1. Treasurer Barnes made a motion to approve the request from Sheriff Carbaugh to increase Cheri Switzer's hours from 30 to 35 hours per week effective February 21, 2022 with the agreement that when a full time deputy position is filled, that position shall be reduced from a 40 hour per week position to a 35 hour per week position. Upon Ms. Switzer's termination, the original hours of both positions will revert to the original hours prior to this board's action today. Commissioner Snyder seconded the motion. The motion carried.
2. Commissioner Snyder made a motion to update the position currently listed on the Forest County Classification Plan as CYS Therapeutic Activities Aide to CYS Social Service Aide per CYS job classification. Treasurer Barnes seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to approve the request from Tina Flick, CYS Administrator to move Annette Kiefer from the position of Clerk Typist 2 in the CYS Agency Office to a CYS Social Service Aide. The Clerk Typist 2 position has changed dramatically due to the CAPS internet based case management system, whereby the caseworkers have much more of their own case filing, etc. to do. The Social Service Aide position will allow the staff member to assist with transportation, home condition monitoring and other therapeutic activities as needed. This change in title will not result in a pay increase or decrease. Treasurer Barnes seconded the motion. The motion carried unanimously.

Commissioner Huffman made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:30 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk