

Present for the meeting: Commissioners Mark Kingston, Robert Snyder, Jr. and Basil Huffman (via telephone). Also present were Treasurer Stacey Barnes, Sheriff William Carbaugh and Prothonotary Dawn Millin.

- I. Pledge of Allegiance / Call to Order: Commissioner Kingston called the meeting to order after leading the group in the Pledge of Allegiance and a moment of silence.
- II. Visitor Recognition / Public Comment: There were no visitors.
- III. Consent Agenda: Commissioner Snyder made a motion to approve the consent agenda. Commissioner Huffman seconded the motion. The motion carried unanimously.
- IV. Approval of meeting minutes: Commissioner Huffman made a motion to approve the minutes of the March 2, 2022 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- V. Approval of bills: Commissioner Snyder made a motion to approve paying the bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$51,558.86
General Fund Bills	\$28,559.06
Transportation Payroll	\$11,565.99
Transportation Bills	\$22,271.03
Children & Youth Payroll	\$11,638.89
Children & Youth Bills	\$68,192.07

- VI. Department Requests:
 - 1. Commissioner Snyder made a motion to approve the Probation Department request to purchase gift cards for treatment court incentives in the amount of \$400.00 in small increments from local stores and will be reimbursed by the AOPC Grant. Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 2. Commissioner Huffman made a m to approve the request of the Tax Claim Director to make the February Distribution from the Tax Claim Bureau Account:

Forest County	\$21,590.35
Forest Area School	\$42,130.87
Municipalities	\$2,498.29

 Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 3. Commissioner Snyder made a motion to approve the request by Coroner Norman Wimer to attend training in Johnstown, PA on Friday, April 22, 2022, which will be fully reimbursed by Act 154 Coroner training funds. Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 4. Commissioner Huffman made a motion to approve the Treasurer's Office request to order the following supplies:
 - Bona cleaning pads
 - Vinyl gloves
 - Cleaning rags (8 pack)
 - 20 cases of copy paper
 - Various Office supplies
 - Kitchen supply
 - Mower Blades \$61.72 Maintenance
 - Payroll Checks (500) \$87.08 Payroll Dept.
 - HP color and black ink Sheriff's Office
 Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Old Business: There was no old business.

- VIII. New Business:
 - 1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

Verizon	\$711.00	Account #450778786000196
Windstream	\$52.99	Account #021428743

 Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 2. Commissioner Snyder made a motion to table the following request until he can obtain further detail. Commissioner Huffman seconded the motion. The motion carried unanimously. Motion for the County Treasurer to make a check out of the ARPA Account in the amount of \$15,000.00 payable to Mobilcom for Invoice #58522 related to the Yellow Hammer Tower Project.
 - 3. Commissioner Snyder made a motion for the County Treasurer to transfer \$282.60 from the Veteran's Transportation Account to the Forest County Transportation Account for February

veteran's copays and full fares. 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 Liquid Fuels Account in the amount of \$270.00 payable to Kingsley Township for winter maintenance of the Kelletville Bridge during the month of February. 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 Title III Account:

General Fund	\$48.67	Reconciliation of 2021 cleaning supplies and services
General Fund	\$311.32	1 st quarter 2022 janitorial services

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

General Fund	\$193.47	Reimbursement for air conditioner/Snyder Bros. bill in 2021
General Fund	\$375.73	1 st quarter 2022 janitorial services
UGI	\$96.09	Account #411007533655
Armstrong	\$69.95	Account #0487032-01

Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Operating Reserve Account:

Tionesta Builders	\$237.49	Materials purchased for the Transportation Remodel Project
CJ Snyder Construction, LLC	\$6,800.00	Flooring and trim removed and replaced, repair basement door, installed new electric outlets, paneling and trim and toilet repair for Transportation Remodel Project

Commissioner Kingston seconded the motion. The motion carried. Commissioner Snyder abstained.
8. Commissioner Snyder made a motion to approve the Lease Agreement between Forest County and Ms. Daylene Schrader whereby, the landowner agrees to allow the construction of a 190' tower to be placed on her property for the advancement of Broadband in the Yellowhammer area. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the Commercial Service Agreement between Tri-County Industries, Inc. and the County of Forest, whereby Tri-County will provide waste removal services for the Courthouse effective April 3, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to advertise a Request for Proposals on Explore Venango for the Transportation Remodel Project, specifically to remove and replace the front porch, install a handicapped accessible ramp and replace the front and back doors of the building. Bids accepted until 9:00 a.m. on Wednesday, April 20, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve the 2021-2022 PCorp Loss Prevention Grant Application for the Transportation Porch, porch roof and handicapped ramp project. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion to approve the Proposal from Herbert, Rowland & Grubic Inc. for the provision of engineering and related services and to provide on call grant writing, funding support and grant management for multiple initiatives of the County. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve Resolution #3 of 2022, whereby the Forest County Commissioners request a Statewide Local Share Assessment Grant in the amount of \$1,000,000.00 from the Commonwealth Financing Authority to be used for the Mayburg Bridge Project. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion to approve Resolution #3 of 2022, whereby the Forest County Commissioners request a Statewide Local Share Assessment Grant in the amount of \$246,605.70 from the Commonwealth Financing Authority to be used for the P25 Radio Project. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to approve the Agreement between Absolute Assurance Drug Testing LLC and the County of Forest, whereby Absolute Assurance Drug Testing Company will provide drug testing and related services to the County at a cost of \$38.00 per drug test, \$11.00 per alcohol test and an annual \$50.00 administrative fee. Commissioner Snyder seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion to Proclaim April as Pennsylvania Safe Digging Month and encourage all Pennsylvanians to dial 811 at least three business days in advance of their intent to dig

in order to protect underground utilities, themselves, their work crew and their neighbors from the result of unsafe digging practices. Commissioner Snyder seconded the motion. The motion carried unanimously.

17. Commissioner Snyder made a motion to approve the Emergency Rental Assistance Program 2 Administration Agreement between Warren Forest Counties Economic Opportunity Council and the County of Forest whereby the ECO shall administer the grant funds and process client applications. Commissioner Huffman seconded the motion. The motion carried unanimously.
 18. Commissioner Snyder made a motion to approve the new depositing policy of receipts to the County due to the closure of Northwest Bank in Tionesta. Commissioner Huffman seconded the motion. The motion carried unanimously.
 19. Commissioner Huffman made a motion to approve the Medical Assistance Transportation Program (MATP) Grant Agreement for FY 2020-2021 with a final allocation of \$141,877.00. Commissioner Snyder seconded the motion. The motion carried unanimously.
 20. Commissioner Snyder made a motion for the County Treasurer to transfer \$30,000.90 from the Operating Reserve Fund to the Transportation Account for operational expenses. Commissioner Huffman seconded the motion. The motion carried unanimously.
- IX. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:20 a.m.
- X. Salary Board:
Salary Board was called to order at 10:25 by Commissioner Kingston, with Commissioners Snyder and Huffman present as well as Treasurer Barnes, Prothonotary Millin. Also present was Sheriff Carbaugh.

Request #1 died due to lack of motion.

1. Chief Probation Officer Steven Barnett is requesting to hire Cassandra Wagner as a Juvenile Probation Officer at a rate of \$18.57 per hour effective March 21, 2022. She has a Bachelor's Degree as required but no job related experience.

President Judge Maureen Skerda was called to discuss the lack of motion to request #1. She joined the meeting of the Salary Board by telephone.

2. President Judge Skerda made a motion to hire Cassandra Wagner as a Juvenile Probation Officer at a rate of \$16.50 per hour effective March 21, 2022. Stacey Barnes seconded the motion. The motion carried unanimously.
3. Stacey Barnes made a motion to approve the request of Clerk of Courts, Prothonotary, Recorder of Deeds and Register of Wills, Dawn Millin to change the classification of the Recorder's Clerk from an Administrative Assistant I to Administrative Assistant II thereby increasing the pay of the current employee in the position from \$11.57 an hour to \$12.50 per hour. Commissioner Snyder seconded the motion. The motion carried unanimously.

Commissioner Snyder made a motion to adjourn. Stacey Barnes seconded the motion. The meeting adjourned at 11:00 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk