

COMMISSIONER'S BOARD MEETING MINUTES APRIL 20, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Clerk of Courts Dawn Millin, Treasurer Stacey Barnes, Sheriff William Carbaugh and Kara O'Neil from the Derrick News.

- I. Pledge of Allegiance / Call to Order: Commissioner Kingston led the group in the Pledge of Allegiance and a moment of silence after calling the meeting to order at 10:00 a.m.
- II. Visitor Recognition / Public Comment: No public comment.
- III. Consent Agenda: No items for the consent agenda.
- IV. Approval of meeting minutes: Commissioner Huffman made a motion to approve the minutes of the April 6, 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	\$63,123.71
General Fund Bills	\$8,522.47
Transportation Payroll	\$12,774.66
Transportation Bills	\$22,002.48
Children & Youth Payroll	\$11,817.59
Children & Youth Bills	\$36,929.88

- VI. Department Requests:
 - 1. Commissioner Huffman made a motion to approve the County Auditors' request to attend their annual spring conference in Crawford County on May 12. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 2. Commissioner Snyder made a motion to approve the request from the County Treasurer to order the following items:

Cleaning items	Cleaning Supply
Paper products, kitchen supply	Buildings & Grounds
Manilla folders/6X9 envelopes	Central Supply
Swiffer pads and Paper products	Visitor Center
10 flash drives/mouse pad	Elections

Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 3. Commissioner Huffman made a motion to approve the request for Lynette Greathouse and Jean Ann Hitchcock to attend the Annual County Administration Conference June 1st and 2nd in State College.

VII. Old Business: No old business.

VIII. New Business:

- 1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

UGI Utilities	\$79.23	Account #411007533655
Evelyn Porta	\$84.00	Cleaning the first quarter 2022
Penelec	\$56.98	Account #100111996839
Armstrong	\$69.95	Account #0487032-01

Commissioner Huffman seconded the motion. The motion carried unanimously.
- 2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Title III Account in the amount \$80.79 payable to Penelec for utilities at the Fire-Wise Education Center. 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 Veteran's Transportation Account:
Transportation Account \$259.75 March Veterans' copays and full fares
Client mileage \$20.90 February and March mileage reimbursement
Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion for the County Treasurer to make a check out of the 911 Fund in the amount of \$711.00 payable to Verizon for Account #450-778-786-0001-96. Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the ERAP 1 Account:
Warren-Forest EOC \$3,026.27 Invoice #11 Client rent, utilities and EOC administration fees
General Fund \$410.10 Final grant administration fees 3/11/22-4/20/22
Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion to make a check out of the Human Services Development Fund Account in the amount of \$6,000.00 payable to Second Harvest Food Bank for the fiscal year 2021-2022 Allocation to purchase bulk food for the local food banks. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to transfer \$19.80 from the ARC Account to the General Fund for the incorrect automatic deposit of January and February STEB County sales vouchers into the ARC Account. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion for the County Treasurer to transfer \$30,926.00 from the General Fund to the Forest County Transportation Account for MATP Funds that were incorrectly direct deposited into the General Fund. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the County Treasurer to make a check out of the ERAP 2 Funds in the amount of \$5,856.56 payable to Warren-Forest EOC for Invoice #1 related to client rent, utility assistance and EOC administration. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to approve the Child Accounting and Profile System (CAPS) Provider Agreement and Consulting Services Addendum between Avanco International and the County of Forest whereby Avanco shall provide secure client data storage and consulting services when needed. These agreements shall be effective July 1, 2022 for a period of one year. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made motion to approve the request of Pastor Steve Heath of the Tionesta Alliance Church to utilize the Courthouse lawn for the National Day of Prayer Service on May 5th. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve Resolution #5 of 2022 whereby the Commissioners of Forest County have resolved to post the following items for bid to the public:
18'X21' metal storage shed (located at the Tionesta Dam) <\$1,000.00
Two standing desk risers <\$1,000.00
A two-drawer metal file cabinet <\$1,000.00
A wooden printer table <\$1,000.00
A three-drawer metal card file <\$1,000.00
Two cardboard boxes of legal-size hanging file folders <\$1,000.00
Bids shall be received in the Office of the Chief Clerk by 9:00 a.m. on Wednesday, May 4, 2022.
Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve Resolution #6 of 2022 whereas the Commissioners of Forest County having received no bids for items listed on Resolution #11 of 2021 do hereby authorize the disposal of the 2020 Dodge Durango Console and 2020 Dodge Durango Rear Seat. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion to Proclaim May 1, 2022-May 7, 2022 as National Small Business Week in order to highlight local small businesses and urge citizens to support small businesses. Commissioner Kingston noted that John Martincic was named Small Business Man of the Year by the Small Business Development Center of Pennsylvania. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Snyder made a motion to accept the bid for the porch replacement and 2 entry doors for the new Transportation Office Building at 128 Cherry Street, Marienville, PA 16239 from The Other Half at a bid of \$26,180.00. Commissioner Huffman seconded the motion. The motion carried unanimously.

16. Commissioner Snyder made a motion for the County Treasurer to open a new account to be named State/Federal Pass-Through Account. This account shall be used as a depository for all state and federal funds coming to the County, whereby the Treasurer shall then distribute the funds to the appropriate accounts. This is to stop the continual incorrect depositing of state and federal funds into incorrect accounts of the County. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

X. Salary Board:

Commissioner Mark Kingston called Salary Board to order with Commissioners Robert Snyder, Jr. and Basil Huffman in attendance as well as Treasurer Stacey Barnes. Also present were Sheriff William Carbaugh and Clerk of Courts Dawn Millin.

1. Sheriff Carbaugh requests approval to hire Mr. Robert Culp from Oil City as a full time 40 hour per week deputy sheriff at a rate of \$15.30 per hour.
2. Commissioner Snyder made a motion to make a conditional offer of employment to Robert Culp of Oil City, PA as a full-time deputy sheriff at \$15.30 per hour at 40 hours per week. This comes with the condition that two part time deputies will be dismissed from the payroll records. Treasurer Barnes seconded the motion. The motion carried unanimously.

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

Respectfully submitted, Lynette Greathouse