

COMMISSIONER'S BOARD MEETING MINUTES MAY 4, 2022

Present for the meeting: Commissioners Mark S. Kingston and Robert J. Snyder, Jr. Also present was Treasurer Stacey L. Barnes, Sheriff William Carbaugh and Kara O'Neil from the Derrick News. Commissioner Basil D. Huffman was absent.

- 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 no public comment.
- III. Consent Agenda: Commissioner Snyder made a motion to approve the consent agenda. Commissioner Kingston seconded the motion. The motion carried unanimously.
 1. Approval of November 12, 2021 meeting minutes.
 2. Approval of the department requests as listed:
 - a) The Tax Claim Director is requesting approval to make the following April Distribution from the Tax Claim Bureau Account:

1. Forest County	\$10,698.28
2. Forest Area School District	\$24,354.98
3. Municipalities	\$1,594.76
 - b) Forest County Probation is requesting approval to purchase treats for the Starfish Carnival costing approximately \$100.00 to be paid from Act 198 Funds.
 - c) Forest County CDBG Coordinator is requesting approval to purchase 2 color and 2 black toner cartridges.
 - d) The Prothontary's Office is requesting approval to purchase time machine ribbons at a cost of \$75.00 and a paper shredder at a cost of \$200.00 to be paid from the Recorder's Improvement Fund.
 - e) The Election Office is requesting approval to purchase 2 Kyocera toner cartridges at a cost of \$71.04 each and 2 reams of legal-size yellow paper at a cost of \$48.68.
 - f) The Treasurer is requesting approval to order miscellaneous central office supplies as well as various cleaning items for the Justice Building that will be paid for with Probation Covid grant funds.
 - g) The Sheriff is requesting approval to attend the PA Sheriff's Association Conference in Blair County 7/13-7/16. Registration of \$500.00 is required as well as lodging at a cost of \$109.00 per night for 3 nights.
 3. Budget revision for the PREP Program, moving \$4,415.00 to Office Equipment/Supplies.
- IV. Approval of Bills: Commissioner Snyder made a motion to approve paying all of the bills as presented. Commissioner Kingston seconded the motion. The motion carried unanimously.

General Fund Payroll	\$56,248.46
General Fund Bills	\$36,787.35
Transportation Payroll	\$13,066.40
Transportation Bills	\$1,282.04
Children & Youth Payroll	\$11,817.59
Children & Youth Bills	\$10,814.38

V. Old Business: There was no old business.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to transfer the balance of \$451,058.22 plus interest from the American Rescue Plan Account to the Operating Reserves where it can be further used for Broadband and other applicable uses. Commissioner Kingston seconded the motion. The motion carried unanimously.
2. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP Account in the amount of \$19,969.00 payable to the Department of Human Services. This money has been identified as ERAP 1 Grant Funds that remain unspent by the County. Commissioner Kingston seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserves in the amount of \$55,361.11 payable to Municipal Corrections Finance, C/O The Geo Group, Inc-Tax Department, 4955 Technology Way, Boca Raton, Florida 33431 as directed by Court Order No. 158 of 2019 issued on March 28, 2022. Commissioner Kingston seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion to approve Resolution #7 of 2022, Authorizing the Submittal and Modification of Pennsylvania Department of Transportation DotGrant Objects by the Transportation Director or a designated Commissioner. Commissioner Kingston seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve Resolution #8 of 2022 Requesting Appropriate Funding to Support the Crumbling Mental Health System in the FY 2022-0223 State Budget. Commissioner Kingston seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion for the County Treasurer to make the following payments from the Operating Reserves/Transportation Capital Project Funds:

Newell Plumbing & Heating	\$6,428.72	New gas, electrical and drain lines
Clarion Electric Supply Co.	\$57.57	Invoice #484398
Ochs Building Supply, Inc.	\$758.35	Invoice #54068, 54069, 54023
General Fund	\$515.00	5 – 4’ LED lights for Transportation Office Building
Robert J. Snyder	\$49.09	Reimburse for Transportation Bldg remodel supplies
Computer Guru	\$287.49	Wireless router, Cat5 cable, Internet lines

 Commissioner Kingston seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion to make the following check out of the 911 Account:

MCI	\$97.69	Invoice #409075189
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 Commissioner Kingston seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion for the County Treasurer to make the following check out of the Visitor Center Account:

General Fund	\$167.85	1 st quarter postage, utilities/cleaning supplies
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 Commissioner Kingston seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion for the County Treasurer to make the following check out of the Title III Account:

Forest County Extension	\$3,758.36	May allocation/personnel expenses
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 Commissioner Kingston seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Human Services Development Fund Account in the amount of \$600.00 to pay client utility assistance. Commissioner Kingston seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to open sealed bids received for the following duly advertised items. Items are sold in “as is” condition with no implied warranties or guarantees. The County reserves the right to reject any and all bids. Commissioner Kingston seconded the motion. The motion carried unanimously.

Item	Bidder/Bid	Bidder/Bid	Bidder/Bid
18'X21' Storage Shed	Kelly Clark \$514.00	Curt Kiefer \$227.00	Brown Bark \$300.00
Standing Desk Riser	Kathy Watters \$50.00		
Standing Desk Riser	Tionesta Boro \$30.00		
2 Drawer Metal File Cabinet	Bob Snyder \$10.01		
Metal Typewriter Table			
Wooden Printer Stand			
3 Drawer Metal Card File			
2 Boxes of Legal-Size File Folders			

VII. Adjournment: Commissioner Snyder made a motion to close. Commissioner Kingston seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk