

COMMISSIONER'S BOARD MEETING MINUTES JULY 20, 2022

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

- 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 Snyder made a motion to approve the consent agenda. Commissioner Huffman seconded the motion. The motion carried unanimously.
 1. Approval of the July 6, 2022 meeting minutes.
 2. Denise Saxton, Tax Claim Director is requesting approval to make the June Distribution from the Tax Claim Bureau Account as follows:

Forest County	\$46,669.29
Forest Area School District	\$51,034.11
Various Municipalities	\$4,990.89
 3. Approval to purchase the following items:

Cleaning and PPE supplies	\$844.56	Probation Covid Grant
Ink Cartridges		Judges Chambers
Garbage bags, paper towels		Minor building supply
5 boxes of security envelopes/2 boxes folders		Prothonotary
3 boxes sleeve protectors		Treasurer
Paper products		Visitor Center
Telephone/Address Book		Chief Clerk

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	\$53,835.63
General Fund Bills	\$57,774.29
Transportation Payroll	\$12,402.86
Transportation Bills	\$17,134.01
Children & Youth Payroll	\$44,424.46
Children & Youth Bills	\$11,826.20

V. Old Business: There was none to discuss.

VI. New Business:

1. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Veteran's Transportation Account:

Veteran	\$30.00	June mileage reimbursement
Transportation Account	\$1,002.55	June veteran co-pays and full fares

 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 Visitor Center Account:

General Fund	\$93.93	Reimbursement for utilities
CertaSite	\$98.09	Invoice #12475509
MVS Security Services	\$371.40	Invoice #25701 Annual monitoring
UGI Utilities	\$25.99	Account #411007533655
Armstrong	\$69.95	Account #0487032.01

 Commissioner Huffman seconded the motion. The motion carried unanimously.
3. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserve Fund in the amount of \$1,100.00 payable to C&S Allio Tree Service, LLC for the removal of the dead hemlock in front of the Justice Building. This has been paid for with PCorp Grant funds. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

MCM Consulting Group, Inc	\$2,481.78	Invoice #GIS-02-2022
Windstream	\$52.99	Account #021428743
Verizon	\$711.00	Account #450-778-786-0001-96
Mobilcom	\$75.00	Invoice #59553 (for Licensing renewal)

 Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to make a check out of the ERAP Account in the amount of \$6,106.08 payable to Warren-Forest EOC for Invoice #4 for client rental and utility assistance. Commissioner Snyder seconded the motion. The motion carried unanimously.
6. 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 \$1,129.96 payable to Computer Guru for invoice #6655 for the purchase of switches needed for the new phone service. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Liquid Fuels Account in the amount of \$1,908.36 payable to Kingsley Township for the purchase of 64.8 ton of 2A limestone for maintenance at the Kelletville Bridge. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Funds (Transportation Capital Project-Risk Improvement Grants) in the amount of \$13,923.00 (\$15,470.00 less a 10% retainer) until a few items are addressed to pass inspection payable to The Other Half. \$13,090.00 represents the balance due on finished project. \$1280.00 is for the change order to install two doors and \$1100.00 is the change order for adjustment of deck ramp. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Perseus House, 1511 Peach Street, Erie, PA 16501 for the provision of child welfare services effective July 1, 2022 through June 30, 2023. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the Individual Agreement between Forest County (Children & Youth Services) and Terry Dreihaupt (Computer Guru), 1204 Tylersburg Road, Leeper PA 16233 for the provision of overall maintenance and support of Agency IT equipment at a rate of \$75.00 per first hour and \$50.00 thereafter. This

agreement is effective July 1, 2022 through June 30, 2023. Commissioner Snyder seconded the motion. The motion carried unanimously.

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

Respectfully submitted, Lynette Greathouse, Chief Clerk