

## COMMISSIONER'S BOARD MEETING MINUTES AUGUST 19, 2020

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Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman, Treasurer Stacey Barnes and Kara O'Neil from the Derrick.

- I. Call to Order: Commissioner Kingston called the meeting to order via teleconference after leading the group in the Pledge of Allegiance and a moment of silence.
- II. Approval of the August 5, 2020 meeting minutes: Commissioner Huffman made a motion to approve the minutes of the August 5, 2020 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- III. Approval of the following bills: Commissioner Snyder made a motion to pay the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$52,043.69
General Fund Bills	\$48,351.82
Transportation Payroll	\$11,890.79
Transportation Bills	\$7,399.37
Children & Youth Payroll	\$12,551.86
Children & Youth Bills	\$31,251.01

- IV. Department Requests: Commissioner Huffman made a motion to approve the following department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.
  1. The Probation Department is requesting approval to contribute \$400.00 from Act 198 Funds to the 4-H Development Fund Council for a portion of the liability and fire insurance at the 4-H Center.
  2. The Probation Department is requesting approval to utilize the Probation Scorecard Rewards to obtain a microwave and an air-fryer for the Justice Building lunchroom.
  3. The Sheriff's Office is requesting approval to purchase the following items:

Magazine holder	\$30.99
Pepper spray holder	\$28.99
8 cans of pepper spray	\$127.92
1 can pepper spray	\$13.99
  4. The Tax Claim Director is requesting approval to purchase 2 boxes of regular envelopes and 6 boxes of window envelopes from the Forest Press.
  5. The Coroner is requesting approval to purchase a liver temperature probe at a cost of \$60.00 to be paid from the Coroner's Act 122 Funds.
- V. Old Business:
  1. Paving and resealing project of Courthouse Drive, the Justice building and Annex building parking lots is to begin this Friday.

VI. New Business:

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

General Fund	\$21.54	Reimburse for supplies purchased
UGI Utilities	\$22.41	Utilities
Evelyn Porta	\$52.50	Cleaning July and August 7 <sup>th</sup> , 2020

Commissioner Huffman seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the County Treasurer to transfer \$3,500.00 from the Sheriff's Patrol Account to the General Fund to reimburse for the 2020 Insurance Law Enforcement Surcharge that is for active patrolling. Commissioner Huffman seconded the motion. The motion carried unanimously.

3. Commissioner Snyder made a motion for the County Treasurer to transfer \$4,800.00 from the Operating Reserve to the General Fund as this amount was reimbursed twice to the Operating Reserve Fund. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

Transportation Account	\$423.70	July Veterans' copays and full fares
Client	\$45.00	Mileage for veteran's July trips
Client	\$15.00	Mileage for veteran's July trips

Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Snyder made a motion for the County Treasurer to transfer \$13,658.00 from the General Fund to the Forest County Human Services Development Fund Account. This represents the 1<sup>st</sup> quarter Fiscal Year 20-21 advance received for the HAP and HSDF payments. Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the 911 Fund:

Verizon	\$865.00	Account #450-778-786-000-96
Windstream	\$197.22	Account #021613493
Windstream	\$186.00	Account #021613494
Windstream	\$192.85	Account #021808867
MCI	\$43.15	Account #814-944-3828
Keuranic Power Systems, Inc.	\$1,250.00	Invoice #17295 (new tower shelter)
Starr Image Products	\$83.06	Invoice #2745 (2 rolls paper)

Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Snyder made a motion to approve the Proposal from Mobilcom in the amount of \$2,100.00 to install RAD IPMUX at the Marienville Tower for wireline control of that repeater by Warren County dispatch to be paid for with 911 Funds. Commissioner Huffman seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion to approve the Proposal from Mobilcom in the amount of \$14,021.00 to purchase a tower mounted Ubiquiti Airfiber AF-11FX licensed, 11

GHz microwave backhaul link to replace the existing unlicensed backhaul link. This will provide much higher data throughput than the existing link. Mobilcom will assist with obtaining FCC licensing as part of this proposal. This will be paid for with the CARES County Relief Grant Funds. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Snyder made a motion to approve the Proposal from Mobilcom in the amount of \$17,648.00 for the installation of equipment to create a multicast system for the Forest County Sheriff to improve the two way radio system and enhance communications for the Sheriff and will be paid for with 911 Funds. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Hermitage House, 748 Edinboro, PA 16412 for the provision of community based residential services for Forest County children and youth. This agreement is effective July 1, 2020 through June 30, 2021. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve the Proposal from Mobilcom in the amount of \$6,460.00 for the installation of a wireless backhaul link from the Marienville Tower to the Abraxas Youth Facility in order to provide broadband service to the facility and will be paid from the CARES County Relief Grant Funds. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Proposal from Mobilcom in the amount of \$6,460.00 for the installation of a wireless backhaul link from the Marienville Tower to the Pigeon Tower to extend broadband internet to the underserved areas in Howe and Jenks Townships and will be paid for with CARES County Relief Grant Funds. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve the Proposal from Mobilcom in the amount of \$10,503.00 to install wireless access points on both the Tionesta and Marienville Towers to provide broadband internet to underserved areas in Tionesta Borough and Jenks Township and will be paid for with CARES County Relief Grant Funds. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion to approve the Proposal from Mobilcom for the installation of a Ubiquiti Edge Router Infinity to interface with the Zito fiber equipment at the Tionesta site, Install a Ubiquiti 24 port Edge Switch at both Tionesta and Marienville sites and includes a spare router and switch to reduce outage time in the event of equipment failure and will be paid for with CARES County Relief Grant Funds. Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Public Comment: There was no public comment.

VIII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:15 a.m.

Commissioner Kingston opened the Salary Board Meeting with Commissioners Snyder and Huffman and Treasurer Barnes present.

IX. Salary Board:

1. Commissioner Snyder made a motion to approve the addition of a full time janitorial position at 30 hours per week for cleaning the various buildings of the County. Stacey Barnes seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to hire Donna Hunsbarger to fill the janitorial position at the Courthouse, Annex , CYS Building and the Visitor Center at a rate of \$10.50 per hour to include benefits beginning September 1, 2020. Her hire date shall be August 10, 2020. Stacey Barnes seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to Re-hire Chip Bickel as a Part Time Driver for Transportation at a rate of \$10.10 per hour due to his previous experience with the department. Commissioner Huffman seconded the motion. The motion carried unanimously.

Commissioner Huffman made a motion to close the meeting. Commissioner Snyder seconded the motion. The meeting closed at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk