

COMMISSIONER'S BOARD MEETING MINUTES AUGUST 3, 2022

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Present for the meeting: Commissioner Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey L. Barnes, Robin Corapi, Tina Flick, Kelly Gilligan, Tom Stack and 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 20, 2022 meeting minutes
  - 2. Approval of the following transfers from the Pass-Through Account to the correct by the County Treasurer:
 

PTA	\$98.10	Emergency Food and Shelter Account
PTA	\$126.09	Emergency Food and Shelter Account
PTA	\$3,462.77	ERAP Account
PTA	\$457.56	General Fund
  - 3. Approval for the Auditors to attend their Annual Conference in Lewisburg PA September 25<sup>th</sup> to September 29<sup>th</sup>. Costs will be submitted at a later date.
  - 4. Approval for the Chief Clerk/HR Director to attend the Annual Society for County Human Resource Professionals of Pennsylvania Conference in Erie, September 15 and 16. As a SCHRPP member registration is free and lodging is \$180.80 per night-only one night will be needed.
  - 5. Approval for District Attorney Busch and her Administrative Assistant Jennifer Nuttall to attend the PA Association of Treatment Court Professionals Conference in Orangeville, PA in October at a total cost of \$1,417.33 and is eligible for treatment court scholarship funds.
  - 6. Motion to approve the following purchases:
 

4 Way Sillock Key	\$11.69	Maintenance
Chair mat	\$37.35	Security Desk
8 pk of 9V batteries	\$29.01	Courts
Various lunchroom items		Bldgs & Grounds Minor Supply
Various office supplies		Central Supply
Hanging file folders		District Court Marienville
Locking file cabinet	\$176.26	Conservation & Planning
- 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	\$50,699.40
General Fund Bills	\$54,084.28
Transportation Payroll	\$13,429.50
Transportation Bills	\$2,829.87
Children & Youth Payroll	\$11,763.76
Children & Youth Bills	\$3,408.72
- V. Old Business:
  - 1. Broadband update- Commissioner Kingston stated that they are signing leases and moving ahead. There will be towers on Gilfoyle, Dead Horse Hollow and Taylor Roads. There is going to be a tower placed on a silo. Commissioner Snyder stated that they are hoping to be in place by Labor Day.
- VI. New Business:
  - 1. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Account (PCorp Safety Improvement Grant) in the amount of \$280.00 payable to Allio Stump Grinding, 20267 Neiltown Road, Pleasantville, PA 16341 to grind the stump in front of the jail and remove the grindings. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

Tionesta Borough	\$105.82	Account #2161-0
Penelec	\$50.81	Account #100111996839

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 Title III Account:

Penelec	\$117.08	Account #100133270577
Forest County Extension expense/Allocation	\$3758.36	August personnel

Commissioner Huffman seconded the motion. The motion carried unanimously.
  4. Commissioner Huffman made a motion for the County Treasurer to transfer \$6,814.81 from the 911 Account to the General Fund to reimburse for the 2<sup>nd</sup> quarter 2022 personnel and office expenses. Commissioner Snyder seconded the motion. The motion carried unanimously.
  5. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Account (Transportation Capital Project) in the amount of \$3875.99 payable to Tionesta Builders Supply for two doors for the transportation building. Commissioner Huffman seconded the motion. The motion carried unanimously.
  6. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$224.19 payable to Second Harvest Food Bank for the February and March payments received. Commissioner Snyder seconded the motion. The motion carried unanimously.
  7. Commissioner Snyder made a motion to approve a drawdown from Account #C000076533 CDBG 2020 Grant Funds in the amount of \$14,890.14 payable to Hickory Township for the Hickory Stormwater project when the funds are received. Commissioner Huffman seconded the motion. The motion carried unanimously.
  8. Commissioner Huffman made a motion to table the Human Services Block Grant Protective Assistance and Homeless Assistance Program Policy to amend the previous policy by increasing the funds available to clients from \$600.00 to \$800.00 per emergency event and to include the Human Services Block Grant Protective Assistance Program in the Homeless Assistance Program (HAP) policy. Commissioner Snyder seconded the motion. The motion carried unanimously.
  9. Commissioner Huffman made a motion to approve Resolution #11 of 2022 Request of a Multimodal Transportation Fund Grant in the amount of \$2,912,715.00 from the Commonwealth Financial Authority to be used for the Mayburg Bridge Multimodal Transportation Project. Commissioner Snyder seconded the motion. The motion carried unanimously.
  10. Commissioner Snyder made a motion to approve the Resolution #12 of 2022 Disposition of Assets, whereby the County has a 2008 Ford Expedition valued greater than \$1,000.00 for bid. The vehicle shall be posted and advertised for bid. Sealed bids shall be received by the Forest County Chief Clerk, 526 Elm Street, Tionesta, PA 16353 by 9:00 a.m. on August 17, 2022. Bid opening at 10:00 a.m. August 17, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
- VII. Adjournment: Commissioner Huffman made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:10 a.m.

Respectfully submitted, Jean Ann Hitchcock