

COMMISSIONER'S BOARD MEETING MINUTES OCTOBER 19, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey L. Barnes, Economic & Community Development Coordinator Robin Corapi, Sheriff William Carbaugh 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 were no visitors.

III. Consent Agenda: Commissioner Snyder made a motion to approve the Consent Agenda. Commissioner Huffman seconded the motion. The motion carried.

1. Approval of the October 5, 2022 meeting minutes.
2. Approval for the Tax Claim Director to make the September Distribution from the Tax Claim Account:

Forest County	\$22,100.32	
Forest Area School	\$26,098395	
Municipalities	\$3,836.12	
3. Approval of the following transfer requests from the County Treasurer:

PTA	\$28,486.00	Transportation (van money)
PTA	\$11,136.00	Transportation (van money)
PTA	\$14,909.00	Transportation (van money)
4. Approval of the Probation Department’s request to purchase a new HP laptop for the Courtroom at a cost of \$1,289.00 plus a \$100.00 set-up fee. This will be reimbursed by an AOPC Grant.
5. Approval of the following purchases:

Quill Sapphire Membership	\$49.99	Annual purchasing agreement
Checks and envelopes	\$199.00	District Court 37-4-03
Envelopes	\$60.00	District Court 37-4-93
IPhone 12 Case	\$59.98	Probation On-Call Emergency Phone
2- 5 pack waiting area chairs	\$275.99	Probation Department
Stapler	\$9.70	Commissioner’s Office
2023 Calendars		Central Supply
Various office supplies		Central Supply
Paper products		Minor building supply
12 pack 3 ring binders, folder covers, gold seals		Treasurer’s Office
Ink, file folders and file folder labels		Treasurer’s Office
33 gallon trash bags		Justice Bldgs & Grounds

IV. Approval of Bills: Commissioner Huffman made a motion to pay the following bills.

General Fund Payroll	\$48,614.11
General Fund Bills	\$64,845.72
Transportation Payroll	\$14,471.88
Transportation Bills	\$78,004.68
Children & Youth Payroll	\$12,019.54
Children & Youth Bills	\$37,479.55

Commissioner Kingston seconded the motion. Commissioner Snyder abstained. The motion carried.

V. Old Business: None was discussed.

VI. New Business:

1. Commissioner Snyder made a motion to advertise that the public meeting of the Board of Commissioners to set the salary schedule for county elected officials running for the 2024 term shall be set for November 8th at 7:00 p.m. in the Commissioners’ Office at 526 Elm Street, Tionesta, PA. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to approve Resolution #17 of 2022 Supporting Operation Green Light for Veterans, Whereas the Forest County Commissioners declares November 7th through November 13th a time to salute and honor the service and sacrifice of our men and women in uniform by displaying a green light in a window of their place of business or residence. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to make the following checks from the Veterans’ Transportation Account:

Transportation Account	\$358.70	September veterans’ co-pays and full fares
Veteran	\$19.85	September mileage reimbursement

 Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the ERAP II Account in the amount of \$14,224.65 payable to Warren-Forest EOC for Invoice #6. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

Verizon	\$720.12	Account #450-778-486-0001-96
Windstream	\$52.99	Account #021428743

 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 Visitor Center Account:

UGI	\$30.40	Account #411007533655
Armstrong	\$69.95	Account #0487032.01

Commissioner Snyder seconded the motion. The motion unanimously.

7. 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. These funds are the 2nd quarter 2022-2023 HSDF and HAP advances received. Commissioner Huffman seconded the motion. The motion carried unanimously.
 8. Commissioner Huffman made a motion to approve Resolution #18 of 2022, this is a Resolution of Approval of the Community Development Block Grant Application for fiscal year 2022-2023. Commissioner Snyder seconded the motion. The motion carried unanimously.
 9. Commissioner Snyder made a motion to approve the Fair Housing Resolution #19 of 2022 whereby the County of Forest shall cause owners of real estate, builders and landlords to become aware of their responsibilities and rights under the Federal Fair Housing Act. Commissioner Huffman seconded the motion. The motion carried unanimously.
 10. Commissioner Huffman made a motion to approve the Four-Factor Analysis Plan as completed and that there are no items identified from the analysis that will trigger the need for a language access plan. Commissioner Snyder seconded the motion. The motion carried unanimously.
 11. Commissioner Snyder made a motion to approve the Section 3 Action Plan for 2022, whereby the employment and other economic opportunities shall be ensured for the low and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide employment opportunities to low and very low-income persons. Commissioner Huffman seconded the motion. The motion carried unanimously.
 12. Commissioner Huffman made a motion to approve the purchase of 6 pallets of salt and other winter road materials from the Liquid Fuels Account at a cost of \$2,717.95 for winter maintenance of Courthouse Drive and the Elm Street Bridge. Commissioner Snyder seconded the motion. The motion carried unanimously.
 13. Commissioner Snyder made a motion for the County Treasurer to transfer \$1500.00 from the Liquid Fuels Account the General Fund for truck bed repairs done on the maintenance truck. This truck does winter maintenance and transports the brush cutting materials to the Elm Street Bridge and performs winter maintenance on Courthouse Drive. Commissioner Huffman seconded the motion. The motion carried unanimously.
 14. Commissioner Snyder made a motion to approve the Notice of Assessment Appeal Decision dated October 12, 2022. Titusville Area Hospital/Tionesta Medical Center has met the five-prong test established by the PA Code for tax exempt status. Beginning tax year 2023, 73% of the property shall be tax exempt, the additional 27% of the property leased to the credit union shall be taxable. Commissioner Huffman seconded the motion. The motion carried unanimously.
 15. Commissioner Snyder made a motion to approve the submission of the Pennsylvania Commission on Crime and Delinquency Grant Application as completed by the Sheriff's Office. This is application is for \$383,660.00 to be used to replace outdated equipment and purchase a transport van. Commissioner Huffman seconded the motion. The motion carried unanimously.
 16. Commissioner Snyder made a motion to hire Peter Wadlow to fill the Part-Time Emergency Management Coordinator position effective November 1, 2022 with a salary of \$7,500.00 annually and shall go to \$8,000.00 annually upon completing all certifications. Commissioner Huffman seconded the motion. The motion carried unanimously.
 17. Commissioner Snyder made a motion to encumber \$4,983.00 in the Liquid Fuels Account for seal coating Courthouse Drive in 2023 as estimated by Jefferson Paving. Commissioner Huffman 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 10:20 a.m.

Respectfully submitted by Lynette Greathouse, Chief Clerk