

COMMISSIONER'S BOARD MEETING MINUTES OCTOBER 5, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman.

- 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 as presented. Commissioner Huffman seconded the motion. The motion carried unanimously.
 1. Approval of the September 21, 2022 meeting minutes.

2. Approval of the following transfer requests from the County Treasurer:

PTA	\$7,628.43	General Fund 21/22 Supervision Fees
PTA	\$24,197.90	Transportation Account Shared Ride/PWD
PTA	\$12,500.00	General Fund - Human Services Development Fund
PTA	\$1,158.00	General Fund – Homeless Assistance Program
PTA	\$28,626.00	Transportation Account Shared Ride/PWD

3. Approval of the following purchases:

Garbage bags/Styrofoam cups Minor bldg. supply		
Avery Labels (2 boxes)		Tax Claim
HP 952 Ink		CDBG
Checkmark Payroll	\$374.00	Payroll
File Folders	\$105.55	Prothonotary
PDF Editor		Elections

4. Approval for Cassandra Wagner to attend the PA Treatment Court Professional’s Conference in State College September 26-28, 2022. Registration is \$275.00, two night’s lodging at \$208.68 with meals and mileage reimbursement to be requested upon return. Registration, mileage and lodging fees will all be reimbursed to the County through a scholarship received.

5. Approval for Mark Rhoads to attend the Pennsylvania Council of Chief Juvenile Probation Officers Conference and Cassandra Wagner to attend the Juvenile Justice Conference, both to be held November 2-4, 2022 in Harrisburg. Registration is \$660.00, two nights’ lodging for two rooms at \$519.48 is requested as well as any out-of-pocket meal expenses.

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	\$54,040.04
General Fund Bills	\$86,800.71
Transportation Payroll	\$13,861.13
Transportation Bills	\$14,091.14
Children & Youth Payroll	\$11,920.50
Children & Youth Bills	\$34,982.17

V. **Old Business:** There was none to report.

VI. **New Business:**

1. Commissioner Snyder made a motion for the County Treasurer to transfer \$1,828.47 from the Operating Reserve Fund to the General Fund to reimburse for the down payment made on the new phone system. Commissioner Huffman seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion to approve Resolution #15 of 2022 whereby bids for the 2010 Dodge Charger shall be opened and the vehicle will be sold to James Cavolo, 2223 Holy Acres, Tionesta, PA 16353 with the highest bid of \$952.00.

Henry’s Garage	\$625.00	
B. Taylor	\$250.00	
J. Cavolo	\$952.00	
K. Miller	\$470.00	
J. Gillenwater	\$400.00	

 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 Visitor Center Account:

Tionesta Borough	\$105.82	Water/Sewer Service
General Fund	\$631.62	3 rd quarter 2022 Janitorial Services
Evelyn Porta	\$44.00	Cleaning for the month of September

 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 Title III Account:

General Fund	\$334.08	3 rd quarter 2022 Janitorial Services
Forest Co. Extension	\$3,758.36	October Allocation/Personnel Expenses

 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 Fund:

Clarion County 911 Fund	\$11,355.07	4 th quarter 2022 Dispatch Services
Warren County 911	\$10,283.10	4 th quarter 2022 Dispatch Services
General Fund	\$7,437.59	3 rd quarter 2022 Office expense reimbursement
MCM Consulting, Inc.	\$633.75	3 rd quarter 2022 GIS Services

 Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to make the following transfers from the Library Board Account:

Sarah Bovard Memorial Library	\$5,420.72	4 th quarter 2022 Library Tax
Marienville Area Library	\$4,617.65	4 th quarter 2022 Library Tax

Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to mail the final payment to The Other Half in the amount of \$1,547.00. This check was created on August 8, 2022 to be included in a grant request for the Transportation Building Project. The project was completed and approved by Bureau Veritas on September 28, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the sale of Repository Property, Control #16-08062 for \$1.00 to purchase the former gas station in the Village of Marienville in an effort to allow the remediation of the property by the Forest County Industrial Development Authority. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to approve the Letter of Agreement between the Forest County Veterans' Affairs Office and the Warren-Forest Counties Economic Opportunity Council in order to provide coordinated services to consumers. This shall be a two-year agreement 7/1/22-6/30/24. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve the Letter of Agreement between the County of Forest and the Warren-Forest Counties Economic Opportunity Council in order to provide coordinated services to consumers with regard to Emergency Solutions Housing, Homeless Assistance, Head Start, Weatherization, Energy Assistance as well as all other programs of the EOC. This shall be a two-year agreement 7/1/22-6/30/24. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve the Contract for Services between DEVENT Property Tax and CAMA Software License and Maintenance Support and the County of Forest in order to ensure consistency of interface and operation of the County's databases. This contract is a five-year agreement (with the last two years of the agreement to be optional) with a payment schedule as follows:

November 1, 2022-October 31, 2023	\$8,352.87	Payable quarterly	
November 1, 2023-October 31, 2024	\$8352.87	Payable quarterly	
November 1, 2024-October 31, 2025	\$8352.87	Payable quarterly	
November 1, 2025-October 31, 2026	\$8352.87	Payable quarterly -	Optional
November 1, 2026-October 31, 2027	\$8352.87	Payable quarterly -	Optional

Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to accept the resignation letter of Eric Cepek as Forest County Veterans' Affairs Director effective November 11, 2022. Commissioner Snyder seconded the motion. The Board unanimously accepted the resignation with many regrets.
13. Commissioner Snyder made a motion to approve Resolution #16 of 2022, Proposed Revision to the 2019 and 2020 CDBG Programs, in that the 2020 CDBG Program Jenks Curb Ramps shall be decreased by \$4,301.82 and the 2019 CDBG Program Hemlock Street & Spruce Street Sidewalks shall be added. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion for the County Treasurer to make a check out of CDBG 2019 Contract #C000073822 in the amount of \$86,166.73 payable to Jenks Township once the drawdown is received for the Hemlock Street & Spruce Street Sidewalks. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion for the County Treasurer to make a check out of CDBG 2020 Contract #C000076533 in the amount of \$1,898.47 payable to Jenks Township once the drawdown is received for the Jenks Curb Ramps. 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 10:15 p.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk