

COMMISSIONER'S BOARD MEETING MINUTES NOVEMBER 16, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey Barnes, Community & Economic Development Coordinator Robin Corapi and Kara O'Neil from the Derrick News.

- 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 none.
- III. Consent Agenda:
  - 1. Approval of the minutes from the November 2, 2022 Commissioner meeting.
  - 2. Approval for the Tax Claim Director to make the October Distribution to the following:
 

Forest County	\$5,299.09	
Forest Area School District	\$9,571.39	
Various Municipalities	\$1,212.24	
  - 3. Approval for the Probation Department to advertise on Explore Clarion for 2 full time Probation Officer positions.
  - 4. Approval for the following to items to be ordered:
 

2 Boxes Copy paper	\$69.98	Central Supply
Labels		Central Supply
Kitchen utensils		Bldgs. & Grounds
Parchment paper and file folders		Probation
Veterans' grave flags	\$1,224.00	Veteran's Affairs
Ink, Pens, Binders	\$507.61	District Attorney
100 Marriage License Certificates	\$75.00	Orphans Court
Truck bed cover	\$541.00	Planning & Conservation
- IV. Approval of Bills: Commissioner Snyder made a motion to approve paying the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$50,616.10
General Fund Bills	\$67,349.05
Transportation Payroll	\$14,306.21
Transportation Bills	\$32,958.75
Children & Youth Payroll	\$4,010.58
Children & Youth Bills	\$11,965.71

- V. Old Business: No old business discussed.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP 2 Account in the amount of \$1,067.01 payable to Warren-Forest EOC for Invoice #6, client assistance. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Snyder made a motion for the County Treasurer to make a check out of the 911 Account to pay the following bills:

Verizon	\$683.65	Account #450-778-786-0001-96
Windstream	\$52.50	Account #021428743

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 Visitor Center Account in the amount of \$44.47 payable to UGI Utilities, Inc. for account #411007533655. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. 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 \$5040.01 payable to Luton’s Plumbing, Heating & A/C Inc. for the installation of two circulator pumps, three manual reset high limit Aquastats and complete the control wiring for the Aquastats. Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion to approve the estimate of \$2,153.74 from MVS Security for the upgrade of the Courthouse, CYS Building, Transportation Building and Visitor Center to 5G network cellular for compatibility with the new phone system that is internet based. This expense shall be paid for from the Act 13 Impact Fee Account when billed. 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 Veteran’s Transportation Account in the amount of \$618.55 payable to the Forest County Transportation Account. Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion to approve the Memorandum of Understanding between the County of Forest and the County of Warren for the provision of 911 emergency dispatch services beginning January 1, 2023 through December 31, 2027 to include annual 3% increases. 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 Act 13 Legacy Fee Account in the amount of \$12,000.00 payable to the Commonwealth of Pennsylvania, Department of Environmental Protection for 2022 Black Fly Suppression Spray. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve an application for the Loss Control Program through PCorp in the amount of \$4,500.00 to replace the torn carpet in two probation offices and the lunchroom with laminate flooring. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion for the County Treasurer to make a check out of the C000076533 CDBG 2020 Funds in the amount of \$22,084.33 payable to Jenks Township for the Jenks Curb Ramps once the funds have been received into the account. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion for the County Treasurer to make a check out of the C000073822 CDBG 2019 Funds in the amount of \$4,301.82 payable to Jenks Township for the Hemlock & Spruce Street Sidewalks once funds have been received into the account. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Subrecipient Agreement between the County of Forest and Jenks Township whereas, the County shall appropriate \$175,086.00 of the FFY 2021 CDBG Funds for the Walnut Street Stormwater Project. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve the Addendum to Resolution # 18 of 2022, whereby the County of Forest agrees to repay any portion of CDBG Funds that are deemed to be ineligible costs or those that do not meet the national objective as determined by the Department of Community and Economic Development. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion to approve the advertisement of the 2023 Proposed Budget for the General Fund at \$3,249,744.49. This budget proposal shall be available for public inspection until December 21, 2022 when final action will be taken to adopt the budget. 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 10:14 a.m.

VIII. Public Comment: The Commissioners responded to news reporter Kara O’Neil that there will be no tax increase this year. The proposed budget was balanced with this year’s carry-over general funds. They also commented that there was an 11% increase to the County’s healthcare costs this year making it extra difficult to balance the budget.

Respectfully submitted, Lynette Greathouse, Chief Clerk