

COMMISSIONER'S BOARD MEETING MINUTES DECEMBER 21, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman were present. Also present was 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: Commissioner Kingston acknowledge Commissioner Huffman's years of service to the County and that this was his last Commissioners' Meeting before his retirement on December 31, 2022. He added that he appreciated the mentoring that Basil provided to him as a new Commissioner in 2020 and that Basil will be missed by everyone who works for the County.
- 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 minutes from the December 7, 2022 Commissioner meeting.
- 2. Approval for the Tax Claim Director to make the November Distribution from the Tax Claim Bureau Account:

Forest County	\$4,389.76
Forest Area School District	\$6,662.60
Various Municipalities	\$1,008.04
- 3. Approval for the following to items to be ordered:

3 cases of copy paper		Central Supply
Binder clips		Central Supply
CJAB Supplies	\$100.00	Probation Department
Steel Desk	\$1450.00	Probation Department
Epson Color/Black Ink	\$102.95	Sheriff's Office
Bullet proof vest	\$352.80	Security Desk
- 4. Sheriff Carbaugh is requesting approval to attend the PA Sheriff's Association Training Conference in Grantville, PA February 23-25, 2023. Registration and lodging is \$200.00 for 2 nights.

- 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	\$49,684.78
General Fund Bills	\$56,279.35
Transportation Payroll	\$13,798.14
Transportation Bills	\$8,497.63
Children & Youth Payroll	\$12,116.13
Children & Youth Bills	\$7,974.38

- V. Old Business:

- VI. New Business:

- 1. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Pathways Adolescent Center, 370 N. Seneca Street, Oil City, PA 16301 for the provision of child welfare services effective July 1, 2022 through June 30, 2023. Commissioner Snyder seconded the motion. The motion carried unanimously.
- 2. Commissioner Snyder made a motion to approve the Agreement for Purchase of Services between Forest County and Warren County for the provision of housing and detention services of Forest County inmates at a cost of \$65.00 per day per inmate plus medical costs effective January 1, 2023 through December 31, 2023. Commissioner Huffman seconded the motion. The motion carried unanimously.

3. Commissioner Snyder made a motion to approve the Lease Agreement between Forest County and Michael and Susan Geyer, 117 Gilfoyle Road, Marienville, PA 16239 whereby the landlord (Geyers) agree to lease a 15'X15' parcel of land for a 112" pole to be placed as well as a small utility cabinet not to exceed 225 square feet in ground coverage. This pole will be used as part of the Forest County Broadband Initiative. 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 Operating Reserve Fund

Tionesta Builders Supply	\$2,472.62	Invoice #204874/Laminate flooring
CJ Snyder Construction, LLC	\$1,500.00	Invoice #122122/Flooring Installation

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

5. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Veteran's Transportation Account:

Forest County Transportation	\$391.30	November veterans' trips and copays
Veteran	\$7.50	November mileage
Forest County Transportation	\$1,152.00	Veterans hunt at Buzzard Swamp

 Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to transfer \$9,771.36 from the Act 44 Liquid Fuels Account to the Act 89 Bridge Only Account. Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Liquid Fuels Account in the amount of \$1500.00 payable to the General Fund for the truck bed repairs done on the maintenance truck. Commissioner Huffman 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-Impact Fee Account in the amount of \$749.97 payable to Computer Guru for the purchase of 3 Microsoft Home and Business for the Recorders Office computers. Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Title III Account for expenses at the Firewise Education Center:

Penelec	\$85.35	Account #100133270577
General Fund	\$284.48	4 th quarter cleaning reimbursement

 Commissioner Huffman seconded the motion. The motion carried unanimously.

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

General Fund	\$30.82	Reimburse for blinds purchased
UGI Utilities	\$70.11	Account #411007533655
Penelec	\$45.40	Account #100111996839
General Fund	\$499.18	4 th quarter cleaning reimbursement
Armstrong	\$69.95	Account #0487032-01

 Commissioner Huffman seconded the motion. The motion carried unanimously.

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

Windstream	\$52.50	Account #021428743
MCM Consulting, Inc	\$552.50	Invoice #GIS-04-2022
M. Curtis Kiefer	\$66.56	911 Addressing
General Fund	\$6,007.85	4 th quarter 2022 reimbursement of office expense

 Commissioner Snyder seconded the motion. The motion carried unanimously.

12. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP I Grant Funds in the amount of \$386.27 as requested by and payable to the "Department of Human Services" to closeout that portion of the ERAP program. Commissioner Huffman seconded the motion. The motion carried unanimously.

13. Commissioner Snyder made a motion to adopt Resolution #21 of 2022 whereby; a tax be and the same is hereby levied on all real property within the said County subject to taxation for the County purposes for the fiscal year 2023 as follows:

Tax rate for general County purposes: 19.91 mills on each dollar of assessed valuation;

Tax rate for Library purposes: .45 mills on each dollar of assessed valuation:

Per Capita Tax on all persons subject to taxation: \$5.00 for each person

That for the expenses of the County for the fiscal year 2023, tax revenues and other funds available for the fiscal year shall be utilized to support the budget of \$3,278,315.90 for the specific purposes set forth as itemized in the Annual County Budget on file in the office of the County Commissioners. Commissioner Huffman seconded the motion. The motion carried unanimously.

14. Commissioner Huffman made a motion for the County Treasurer to transfer \$250,000.00 from the General Fund Money Market Account to the General Fund for operating expenses of the County. 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 10:10 a.m.

Respectfully submitted, Jean Ann Hitchcock