

Present for the meeting: Commissioners Mark Kingston, Robert Snyder, Jr. and Basil Huffman. Also present were Sheriff William Carbaugh, Treasurer Stacey Barnes and Prothonotary Stacey Barnes.

- 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 minutes from the November 16, 2022 Commissioner meeting.
 - 2. Approval for the following to items to be ordered:

Various items for Santa visit to FASD	\$500.00	Probation ACT 198 Funds
3 boxes of Miracle Boxes	\$370.80	Central Supply
Kitchen Supplies	@\$300.00	Minor Bldg. Supply
Various Office Supplies	@\$95.00	Central Supply
Window envelopes/letterhead	\$156.00	Treasurer's Office
Shark stick vacuum	\$192.85	Annex Bldg.
Cleaning Supply	\$105.99	Justice Bldg.
Sweeper	\$185.99	District Court Marienville
Card Stock paper	\$19.20	Clerk of Courts
Envelopes, file folders	\$105.49	Conservation/Planning
Postage Machine Ink	\$108.98	Mailroom
 - 3. Approval to transfer the following funds from the Pass-Through Account:

General Fund	\$42,534.00	Juvenile Probation Wage Grant
Transportation Account	\$29,506.20	Shared Ride/PWD
Emergency Food & Shelter Acct	\$108.29	June TEFAP
Emergency Food & Shelter Acct	\$170.39	July TEFAP
Emergency Food & Shelter Acct	\$70.42	August TEFAP
Emergency Food & Shelter Acct	\$57.13	September TEFAP
General Fund	\$5,236.84	RTC Grant 7/1-9/29
 - 4. The District Attorney is requesting approval to attend the Juvenile Prosecutors Conference in Gettysburg, PA April 4-5, 2023. Registration in the amount of \$175.00 is requested to be paid prior to 2/17/23. Meals and mileage (at the reimbursement rate at the time of travel) will be reimbursed upon return.
- 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	\$53,023.16 and \$53,425.21
General Fund Bills	\$57,832.52
Transportation Payroll	\$14,515.17 and \$13,446.47
Transportation Bills	\$11,671.25
Children & Youth Payroll	\$13,311.34 and \$11,858.86
Children & Youth Bills	\$14,953.90

- V. Old Business:
 - 1. Many new lease agreements have been signed in order to further Broadband Expansion across the County. New poles will be set in 2023.
- 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 \$1932.40 payable to Warren Forest EOC for Invoice #8 related to client assistance. Commissioner Huffman seconded the motion. The motion carried unanimously.
 - 2. Commissioner Huffman made a motion for the County Treasurer to make checks out of the Title III Account to pay the following bills:

Forest County Extension	\$3,758.06	December allocation and personnel expenses
Penelec	\$69.51	Account #100133270577

 Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 3. Commissioner Snyder made a motion for the County Treasurer to make checks out of the Visitor Center Account to pay the following bills:

Armstrong	\$69.95	Account #0487032-01
Penelec	\$42.07	Account #100111996839
Tionesta Borough	\$105.82	Account #2161-0

 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 Act 13 Impact Fee Account in the amount of \$16,324.13 payable to Changing Times Telephone Service for the purchase of new phones for all County offices. 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 Act 13 Impact Fee Account in the amount of \$2,119.96 payable to Computer Guru for the purchase of an HP Desktop Pro Desk 600, Microsoft Home and Business, dual monitors and set up for the Chief Probation Office. 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 \$406.23 payable to Second Harvest Food Bank for the June, July, August and September funds received. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Liquid Fuels Account:

Shoup's Hardware	\$1,151.50	2 pallets of winter road material
J&J Feeds and Needs, LLC	\$661.50	2 pallets of rock salt for road and bridge

Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion to approve the Lease Agreement between the County of Forest and Gregory C. Mellon, 3695 Little Hickory Road, Tionesta, PA for the lease of a 15'X15' parcel of land for the installation of a 112' pole to serve as a communication site to further broadband internet service in the area. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the Lease Agreement between the County of Forest and Robert Wagner, 233 John Deere Lane, Tionesta, PA for the lease of a 15'X15' parcel of land for the installation of a 112' pole to serve as a communication site to further broadband internet service in the area. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to approve the Lease Agreement between the County of Forest and Larry Osten, 657 Poland Hill Road Tionesta, PA for the lease of a 15'X15' parcel of land for the installation of a 112' pole to serve as a communication site to further broadband internet service in the area. Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion to approve an Addendum to Resolution #16 of 2022 Proposed Revision to Forest County's FFY 2020 Program whereas, funding for the Jenks Curb Ramps shall be decreased by \$8.00 and the Sidewalk Improvements Hemlock & West Spruce Streets shall be increased by \$8.00, thereby making the check payable to Jenks Township \$4,309.82 for the curb ramps. 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 CDBG 2020 grant funds in the amount of \$14,890.54 payable to the General Fund once they have been drawn down from DCED for the 3rd quarter of 2021 program administrative funds. Commissioner Huffman seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion for the County Treasurer to make a check out of the CDBG 2020 Grant funds in the amount of \$20,789.00 payable to Tionesta Borough once they have been drawn down from DCED for Tionesta Storm Water. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion to approve the Contract Service Provider Agreement Guardian-Ad-Litem between Forest County (Children & Youth Services) and Cynthia Klenowski, Attorney-at-Law at a rate of \$84.05 per hour not to exceed \$8,600.00 annually. This agreement shall be effective July 1, 2022 through June 30, 2023. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Huffman made a motion to approve a 3% cost of living increase to all staff shall be beginning on January 8th. Commissioner Snyder seconded the motion. The motion carried unanimously.
16. Commissioner Kingston announced that the Board of Commissioners will be hosting a Christmas Luncheon on Thursday, December 22nd at 1:00 p.m. during which time the offices shall be closed. Ham will be provided and everyone is asked to bring a dish to share. Employees may leave for the remainder of the day any time after 1:00 p.m. (prior approval from Judge Skerda was given for court employees).

VII. Adjournment: Commissioner Huffman made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:10 a.m.

VIII. Salary Board:

Commissioner Kingston called Salary Board to order at 10:25 a.m. with the arrival of Chief Probation Officer Mark Rhoads. All other members present at the Commissioner meeting remained.

1. Judge Maureen Skerda is requesting re-titling positions within the probation department as well as making changes to what is now considered the IP Officer position with regards to duties and hours.

2. Mark Rhoads presented the request on behalf of Judge Skerda to do the following:

Re-Title the positions of Adult, Juvenile and IP Treatment Officer to:

Probation Officer I \$15.50

Probation Officer II \$16.50

Probation Officer III \$18.57

The classification they will be shall be dependent upon training, education and qualifications.

Additionally, the previous IP Officer position shall be increased from a 32.5 hour per week position to a 40 hour per week position. All positions shall be paid as 50% adult wages and 50% juvenile wages.

Commissioner Snyder approved the above request. Commissioner Huffman seconded the request. The request was unanimously approved.

Treasurer Barnes made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:35 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk