

COMMISSIONER'S BOARD MEETING MINUTES FEBRUARY 2, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were CED Interim Coordinator Robin Corapi, Sheriff William Carbaugh, Treasurer Stacey Barnes and Kara O'Neil from the Derrick via telephone.

- I. 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. Public Comment: Carmina Taylor to speak regarding a Civic Saturday event she is planning for April 23rd at the West Forest High School, if approved by the school board of directors. The telephone was not working and she was unable to speak.
- III. Approval of meeting minutes: Commissioner Huffman made a motion to approve the minutes of the January 19, 2022 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- IV. Approval of bills: Commissioner Huffman made a motion to approve the following bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

General Fund Payroll	\$49,325.63
General Fund Bills	\$24,108.31
Transportation Payroll	\$9,999.62
Transportation Bills	\$6,920.86
Children & Youth Payroll	\$11,692.71
Children & Youth Bills	\$12,345.91

- V. Department Requests: Commissioner Huffman made a motion to approve the following department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.
 1. Sheriff Carbaugh is requesting approval to order one polo shirt for Part time Deputy Tim Nease.
 2. The Tax Claim Director is requesting approval to make the following distributions from the Tax Claim Bureau Account:

Susan A. Hopkins-Kranz	\$943.93	2021 Upset Sale Overage
Norma Repack	\$943.92	2021 Upset Sale Overage
Forest County	\$6,707.01	2021 Upset Sale Distribution
Forest Area School District	\$9,044.60	2021 Upset Sale Distribution
Municipalities	\$825.39	2021 Upset Sale Distribution
Forest County	\$2,370.53	2021 Judicial Sale Distribution
Forest Area School District	\$3,188.12	2021 Judicial Sale Distribution
Municipalities	\$182.77	2021 Judicial Sale Distribution
Forest County Sheriff	\$368.40	2021 Judicial Sale Distribution
Northwest Bank	\$1,890.82	2021 Judicial Sale Distribution
Howe Township (lien)	\$5,358.95	2021 Judicial Sale Distribution
Sena Kean Manor (lien)	\$1,383.74	2021 Judicial Sale Distribution
Commonwealth of PA (lien)	\$615.03	2021 Judicial Sale Distribution
 3. The Treasurer's Office is requesting approval of the following purchase requests:

Canon PFI-107MBK (Black)	\$72.45	911 Account
Colored card stock/Toner Cartridges (Multi)	\$479.08	Conservation & Planning
Hanging folder frames/Avery labels		Elections

Ink cartridges (Multi/black)	\$114.69	CDBG
Ink cartridges (Multi/black)	\$549.96	Prothonotary, et al
Ink cartridges (2 black)	\$89.99	Auditors
Avery labels (2 boxes)	\$50.00	Tax Claim
Security cards (25)	\$120.75	Security
Page reinforcements	\$98.00	Recorder of Deeds
Swiffer pad refills		Cleaning

4. Coroner Wimer is requesting approval to send Cody Magill to two days of training in Williamsport, PA on April 19th. The entire cost of this training will be paid for with Act 154 funds.
5. The Probation Office is requesting approval to purchase up to \$100.00 of Treatment Court Graduation supplies. This will be reimbursed by the RTC Grant.
6. Chief Assessor, Curtis Kiefer is requesting approval to attend and online class on February 8, 2022 on the subject of alternative energy facilities at a cost of \$50.00. This class will provide some necessary CPE credits.

VI. Old Business: There was no old business.

VII. New Business:

1. Commissioner Snyder made a motion to approve the proposal for vegetation management services for the 2022 growing services from Ehrlich at a cost of \$322.00 at the Marienville Tower and \$276.00 at the German Hill Tower. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to regretfully accept the resignation of Tori Oberlander effective February 4, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to accept the resignation of Ken Alsop with regrets effective February 4, 2022. Commissioner seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion to approve the Individual Agreement for Data Entry Services between the County of Forest and Cody Magill, whereby Mr. Magill shall provide data entry on behalf of the Coroner's Office to be used by the PA Department of Health in order to collect and report comprehensive information on overdose and/or violent deaths due to the opioid crisis. This agreement shall be effective January 1, 2022-December 31, 2022 and Mr. Magill shall be paid \$350.00 per month, not to exceed \$3,500.00. 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 Human Services Development Fund in the amount of \$438.02 payable to Melzer's Fuel Service for client heating oil. 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:

Tionesta Borough	\$103.16	Account #2161-0
UGI Utilities	\$105.47	Account #411007533655
Penelec	\$63.72	Account #100111996839
Armstrong	\$69.95	Account #0487032-01
General Fund	\$97.53	Reimbursement for gas supplier charges

 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 Title III Account:

Penelec	\$88.00	Account #10013270577
Forest County Extension	\$3,758.36	Personnel Expenses/Allocation

 Commissioner seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion to approve the proposal from Mobilcom for the provision of three Wi-Fi enabled environment monitors for County buildings at a cost of \$1,179.00. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to approve the Juvenile Probation Services Grant Agreement in the amount of \$42,534.00 for the period of July 1, 2021 through June 30, 2022. Commissioner seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Operating Reserve Account:

Computer Guru	\$2,729.97	Windows Server 2019, firmware, labor
Corrections Development Inc.	\$9,750.00	Probation Case Management System

 These payments will be fully reimbursed through the Covid-19 Grant. Commissioner Snyder seconded the motion. The motion carried unanimously.

11. Commissioner Snyder made a motion for the County Treasurer to transfer \$13,658.00 from the General Fund to the Human Services Development Fund. This is the FY21-22 HAP and HSDF 3rd quarter advance payments. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Tax Data Processing Agreements between the County of Forest and each of the 9 municipalities for the provision of tax data processing services at a rate of \$275.00 annually to each municipality. Commissioner seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion to approve the Transportation Covid-19 Policy and Procedures in order to maintain the health and safety of both staff and the public. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the CDBG Account when funds are available for the West Hickory Volunteer Fire Department Siren project:

West Hickory Volunteer Fire Department	\$6,831.38	Contract #C000070740 (CDBG 2018)
West Hickory Volunteer Fire Department	\$10,718.62	Contract #C000073822 (CDBG 2019)

Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$1,362.12 payable to Second Harvest Food Bank. These funds were received on January 27, 2022 as a one-time price adjustment from the Department of Agriculture. Commissioner Huffman seconded the motion. The motion carried unanimously.
16. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserve Account in the amount of \$8,940.92 payable to Newell Plumbing & Heating, Inc. for the purchase and installation of a Bradford White Boiler System at 128 Cherry Street, Marienville in what will be the new transportation building. Commissioner Snyder seconded the motion. The motion carried unanimously.
17. Commissioner Snyder made a motion for the County Treasurer to make a check out of the 911 Account in the amount of \$270.00 payable to Ray H. Saxton for winter maintenance of Tower Road Tionesta, PA. Commissioner Huffman seconded the motion. The motion carried unanimously.
18. Commissioner Snyder made a motion to approve the Energy Use Policy for all County buildings. Effective immediately, thermostats should be lowered in the evenings during the winter months in order to conserve energy. Commissioner Huffman seconded the motion. The motion carried unanimously.
19. Commissioner Snyder made a motion to appoint Chief Clerk Lynette Greathouse as the Part-time Risk Manager for the County as related to the Unemployment Compensation Trust, PCorp and PComp Insurance Programs offered through the County Commissioners Association of Pennsylvania. Commissioner Huffman seconded the motion. The motion carried unanimously.
20. Commissioner Huffman made a motion to appoint the following individuals to the Forest County Safety Committee:
Norman Wimer, Jennifer Nuttall, Curt Kiefer, Eric Augenstein, Brenda McCanna, Annette Kiefer and Lynette Greathouse. This provides representation from a wide variety of departmental areas. Anyone with a safety concern may contact any of these individuals so that the issue may be brought up and discussed at the next scheduled meeting date. Commissioner Snyder seconded the motion. The motion carried unanimously.
21. Commissioner Snyder made a motion to approve Resolution #2 of 2022, Authorizing Commissioner Mark S. Kingston, Commissioner Robert J. Snyder, Jr. and Commissioner Basil D. Huffman be designated agents with individual authority to execute for and in behalf of Forest County all required forms and documents necessary for the purpose of purchasing and/or title transfer of County owned vehicles. Commissioner Huffman seconded the motion. The motion carried unanimously.

VIII. Public Comment:

1. Commissioner Snyder reported that the flooring for the new Transportation Office Building is in and installed within a few weeks. He added a ditch for proper drainage needs to be dug and also that the utilities will be fed from the new building to the existing garage building which will consolidate the bills.

- IX. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:15 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk