

COMMISSIONER’S BOARD MEETING MINUTES MARCH 1, 2023

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer. Also present were Sheriff William D. Carbaugh, Chief Probation Officer Mark Rhoads, Treasurer Stacey L. Barnes, Community & Economic Development Coordinator Robin Corapi, Rob Dickenson, Penn State Extension Client Relationship Manager and Justin Heasley, 4-H Extension Educator, Kara O’Neil from the Derrick News and Joe Calla, member of the public.

- 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: The Commissioners introduced Justin Heasley, 4H Extension Educator and Rob Dickenson, Penn State Extension Client Relationship Manager who were here to receive a proclamation from the Commissioners regarding the 4-H Education Program.

- III. Consent Agenda: Commissioner Snyder made a motion to approve the Consent Agenda. Commissioner Wimer seconded the motion. The motion carried unanimously.
 1. Approval of the minutes of the February 15, 2023 Commissioners Meeting.

 2. Chief Clerk Lynette Greathouse is requesting approval to attend the SCHRPP Regional Discussion Forum on April 14th at Cranberry, PA. Registration is \$25.00 and mileage reimbursement would be requested.

 3. Robin Corapi, CDBG Coordinator is requesting approval to attend the Annual CD&H Conference on May 1st and 2nd at the Penn Stater Hotel & Conference Center. The registration fee is \$200.00 and one night of lodging is \$103.00. Meals and mileage reimbursement will be requested upon return.

 4. Sheriff Carbaugh is requesting a cell phone stipend for Deputy Rob Culp.

 5. Approval to order the following items:

5 pack of USB flash drives 16 GB	Central Supplies
Address labels (300 count)	Central Supplies
12 pack Bic Cristal pens	Central Supplies
10 USB flash drives 16 GB	Sheriff’s Office
Post-it Flags, Chair mat	Recorder’s Office
Pair of rear weather-tech mud flaps	Planning & Conservation
Tractor oil change supplies	Maintenance Department

- IV. Approval of Bills: Commissioner Wimer made a motion to approve paying the following bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

General Fund Payroll	\$51,825.77
General Fund Bills	\$85,784.00
Transportation Payroll	\$14,774.48
Transportation Bills	\$1,768.72
Children & Youth Payroll	\$12,201.29
Children & Youth Bills	\$9,391.61

V. Old Business: There was none.

VI. New Business:

1. Commissioner Snyder made a motion to Proclaim March 13 through 17, 2023 as Pennsylvania 4-H Week throughout Forest County in order to encourage citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower our youth with a foundation of success for a lifetime. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Forest County Improvement Funds in the amount of \$3,749.85 payable to Computer Guru to complete 15 Microsoft Office upgrades. 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:

General Fund	\$174.14	Reimbursement of internet and gas bills
General Fund	\$83.25	Reimbursement of exit sign batteries/supplies
Penelec	\$57.50	Account #100111996839

Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Title III Account:

Penelec	\$100.18	Account #100133270577
Forest County Extension	\$3,758.36	March 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 Forest County Human Services Development Funds:

Forest County CYS	\$95.72	Baby gates, outlet protection and safety latches
Second Harvest Food Bank	\$6,000.00	Food bank allocation

Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion for the County Treasurer to make the following check out of the 911 Fund:

County Commissioners Association of PA	\$200.00	GIS Pros Dues
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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 Operating Reserve Fund in the amount of \$10,060.00 payable to Cardio Partners, Inc. for the purchase of 5 AED kits and 9 sets of FRx Smart Pads for the AED's currently in use, this will all be reimbursed by the PCorp Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion to approve the Collection Agreement between Statewide Tax Recovery, LLC 612 West Hamilton Street, Suite 401, Allentown, PA 18101 and the County of Forest whereby, Statewide will provide collection services for unpaid per capita taxes in consideration of receiving a commission on each debt collected. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Snyder made a motion to approve the request from Kingsley Township Supervisors to provide Liquid Fuel Funds for 4 tri-axle loads of 2A Limestone for both approaches to the Kelletville Bridge. Kingsley Township supervisors will provide equipment and labor for spreading the material. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to regretfully accept the resignation of Evelyn Porta as a volunteer effective immediately after 45 plus years of service to the community. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion to table ordering new chairs for the law library to be paid for from the Operating Reserves until a price can be determined. The current chairs are original to the 2008 Renovations that were done. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion for the County Treasurer to drawdown \$7,817.25 from Contract #C000076533 CDBG 2020 funds to reimburse the General Fund for a portion of the 4th quarter 2021 administration fees due. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion for the County Treasurer to drawdown \$3,523.97 from Contract #C000083199 CDBG 2021 funds to reimburse the General Fund for a portion of the 4th quarter of 2021 administration fees due. Commissioner Snyder seconded the motion.
14. Commissioner Snyder made a motion to approve hiring Crissa Woodworth to fill an upcoming vacancy as Recorder's Clerk in the Clerk of Courts, Prothonotary, Recorder of Deeds and Register of Wills/Clerk of Orphan's Court Office beginning March 6, 2023 at a starting wage of \$12.75 per hour. This rate includes the 2% increase to the classification plan that will be approved at the Salary Board meeting directly following this meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

VII. Adjournment: Commissioner Snyder made a motion to adjourn the meeting at 10:15.

VIII. Annual Salary Board Review Meeting: Meeting opened at 10:20 a.m. with Commissioner members Mark Kingston, Robert Snyder and Norman Wimer present as well as Salary Board member Treasurer Stacey Barnes. Kara O'Neil from the Derrick News was also present.

1. Treasurer Barnes made a motion to approve the 2023 Classification Plan with a 2% increase to all hourly start rates effective immediately. Commissioner Snyder seconded the motion. The motion carried unanimously.
2. Treasurer Barnes made a motion to increase the rate of Jennifer Brady from \$12.88 to \$14.02 effective March 6, 2023. This increase is for training for her role as Deputy Prothonotary, Clerk of Courts, et al. that will occur on April 28, 2023 and her additional duties training the new employee hired to fill her position. Commissioner Snyder seconded the motion. The motion carried unanimously.

2023 Classification Plan				
ADMINISTRATOR	SUPERVISOR	ADMINISTRATIVE OFFICER	PROBATION STAFF (DEGREE REQ'D)	DIRECTOR
\$22.96	\$18.94	\$16.83	\$15.81	\$15.81
CYS Administrator (40)	CYS Caseworker Supervisor (40)	CYS Fiscal Officer (40)	Probation Officer I	Chief Assessor/911 (40)
Chief Probation Officer (40)	Probation Officer III (40)	Chief Clerk/Human Resources (40)		Elections/Payroll (40)
		Director of Transportation (40)		Conservation/Planning (40)
		Probation Officer II		Tax Claim (35)
CASEWORKER 1 (40)	SHERIFF'S CHIEF DEPUTY (WITH REQ'D TRAINING)	SHERIFF DEPUTY (WITH CERTS)	ROW OFFICER'S DEPUTY	COORDINATOR
\$15.81	\$16.32	\$15.30	\$14.02	\$13.77
CASEWORKER 2 (40)	Chief Deputy Sheriff (40)	(5) Part Time as Needed Deputy (Minimum 160 hrs/annually)	Deputy Clerk of Courts (35)	Community & Economic Development (40)
\$16.28			Deputy Treasurer (30)	
CASEWORKER 3 (40)				
\$16.77				
OFFICE MANAGER	SECURITY OFFICER	ADMINISTRATIVE ASSISTANT II (Legal)	MAINTENANCE	ADMINISTRATIVE ASSISTANT
(Mgr of other staff/mult offices)	\$13.26	\$12.75	\$12.75	\$11.47
\$13.51		District Attorney Office (35)	Courthouse Maintenance (40)	CYS Social Services Aide (40)
District Court Office (30)		Probation Aide (35)	Van Mechanic (40)	Transportation Adm Asst (40)
		Sheriff's Clerk (30)		Tax Office Clerk (30)
		Recorder's Clerk (35)		Part Time District Ct Adm Asst (24 hrs)
CUSTODIAN	DRIVER			
\$10.71	\$10.55	Salaried Positions	Based on	Rate
Cleaning Courthouse, Annex, CYS, VC (30)	(3) Full Time Driver (40)	Public Defender	Part Time (SCI appointed billed @ \$70/hr)	\$50,000 annually
Part Time Justice Bldg	(15) Part Time Drivers	Veteran's Affairs Director	12-15 hours per week	\$8,000.00 annually
Part Time Transportation Bldg	(Minimum 160 hours/annually)	EMA Coordinator	12 hours per week	\$7500-\$8000 after certification
		Chief Deputy Coroner	24/7 unless otherwise unavailable	\$6,500.00 annually
Part Time/as Needed Office - \$10.71		Tipstaff	Courts established daily rate	\$80.98/per diem

Commissioner Wimer made a motion to adjourn the meeting. Commissioner Snyder seconded the motion. The meeting adjourned at 10:40 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk