

## COMMISSIONER'S BOARD MEETING MINUTES APRIL 19, 2023

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer. Also present were Treasurer Stacey Barnes, Sheriff William Carbaugh, Chief Probation Officer Mark Rhoads and Joe Calla, member of the public.

- I. Pledge of Allegiance / Call to Order: The meeting was called to order by Commissioner Kingston at 10:00 a.m. after the Pledge of Allegiance and a moment of silence.
- II. Visitor Recognition / Public Comment: There was no public comment.
- III. Consent Agenda: Commissioner Snyder made a motion to approve the Consent Agenda as presented. Commissioner Wimer seconded the motion. The motion carried unanimously.
  1. Motion to approve the minutes of the April 5, 2023 Commissioner Board Meeting.
  2. Motion to approve the transfer of the following payments:

Pass Through Account	\$22,820.85	Transportation Account (SR/PWD)
Pass Through Account	\$27,283.00	Transportation Account (MATP)
Pass Through Account	\$50,000.00	Transportation Account (Service Stabilization)
Pass Through Account	\$12,500.00	General Fund (4 <sup>th</sup> qtr 22-23 HSDf)
Pass Through Account	\$1,161.00	General Fund (4 <sup>th</sup> qtr 22-23 HAP)
Pass Through Account	\$9,982.00	General Fund ( Probation Grant in Aid 7/1/22-12/31/22)
  3. Motion to approve the March Tax Claim Distribution and the Upset Sale Distribution as follows:

Forest County	\$22,814.12	March Report
Various Municipalities	\$2,781.21	March Report
Forest Area School District	\$49,547.46	March Report
Forest County	\$3,893.45	Upset Sale
Various Municipalities	\$183.40	Upset Sale
Forest Area School District	\$6,183.97	Upset Sale
  4. The Auditors are requesting approval to attend the Annual NW PA Society of County Auditors Meeting on May 18<sup>th</sup> at the Indiana County Conservation District Building. Cost is \$30.00 per person and mileage will be turned in upon return.
  5. Approval to order the following items:

Field King Backpack Sprayer (4 gallon)	\$84.97	Bldgs & Grounds
Roundup Pro Concentrate (2.5 gallons)	\$140.09	Bldgs & Grounds
Clear bags	\$227.74	Election Supply
Cleaning supplies		Bldgs & Grounds
Kitchen items/Paper products		Central Supplies
Lock for the District Court Safe	\$152.64	District Court Supplies
Vehicle cleaning items	\$50.00	Sheriff Vehicle
Maintenance		

- 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	\$63,592.09
General Fund Bills	\$26,823.74
Transportation Payroll	\$13,577.23
Transportation Bills	\$16,454.48
Children & Youth Payroll	\$12,577.23
Children & Youth Bills	\$39,367.79

V. Old Business:

1. One ambulance was brought to Tionesta for examination and checks in the amount of \$250,278.92 and \$219,300.00 were issued to Lynn Kolaja Fire Equipment Sales, Inc., 36820 Lake Road, Union City, PA 16438 for the two ambulances that were ordered. A USDA Grant will reimburse 50% of the total cost of the two ambulances. The County will maintain ownership and insure the vehicles until they are depreciated to less than \$219,300.00 level at which time the County may sell to the individual municipalities for \$1.00.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

Verizon	\$183.00	Account #450-778-786-0001-96
Tionesta Propane	\$280.00	Propane for generator at German Hill Tower Site
MCM Consulting	\$373.75	Invoice #GIS-01-2023 for GIS Services
Windstream	\$50.00	Account #021428743
General Fund	\$6,974.97	1 <sup>st</sup> quarter 2023 expense reimbursement
JC Ehrlich	\$657.00	Vegetation management at 911 Towers

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 Veterans' Transportation Account in the amount of \$308.45 payable to Forest County Transportation for March veteran co-pays and full fares. 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's Center Account:

Armstrong	\$69.95	Account # 0487032-01
UGI Utilities, Inc	\$71.03	Account #411007533655

Commissioner Wimer seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the County Treasurer to make a check out of the ERAP 2 Account in the amount of \$4,029.81 for Invoice #12 payable to Warren Forest Economic Opportunity Council for client assistance. Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Snyder made a motion for the County Treasurer to make the following transfers from the General Fund:

HSDF Account \$12,500.00 4<sup>th</sup> quarter 2022-2023 HSDF advance  
HSDF Account \$1,161.00 4<sup>th</sup> quarter 2022-2023 HAP advance  
Commissioner Wimer seconded the motion. The motion carried unanimously.

6. Commissioner Kingston made a motion to accept the bid from Brown Bark Tree Service for cutting two trees and trimming one tree to include stump grinding and clean up on the Courthouse lawn as the lowest responsible bidder to perform the work:

C&S Allio Tree Service \$4,600.00  
Brown Bark Tree Service \$4,400.00  
Matt's Stump Grinding & Tree Service  
Zimmerman Lumber  
Top Notch Tree Service

Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Community Specialists Corporation, 900 Agnew Road Pittsburgh, PA 15227 effective July 1, 2022 through June 30, 2023 for the provision of child welfare services. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion to approve Resolution #2 of 2023, Fair Housing Resolution in order to make publicly known that owners of real estate, developers and builders must be aware of their respective responsibilities and rights under the Federal Fair Housing Act. Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion to approve Amendment # 1 to the Electronic Monitoring Service Agreement between BI Incorporated and Forest County Probation for the Electronic Monitoring Services and Equipment Contract to be extended for a term January 1, 2023 through December 31, 2023 with an annual fee of \$1182.00. This fee will be paid from Probation Funds in the BI Account. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to approve the Agreement between Forest County (Children & Youth Services) and Avanco International, Inc. in order to provide technical support and project management services related to the Child Accounting Profile System (CAPS). Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve the Agreement for Forensic Services between the County of Forest and the County of Erie effective January 1, 2023 with no increase in fees. The retainer is \$3500.00. Commissioner Kingston seconded the motion. Commissioner Wimer abstained. The motion carried.
12. Commissioner Wimer made a motion to approve the Business Lease Agreement between Forest County and Sherman Enterprises, Inc. whereas the lessor agrees to lease a portion of the office building located at 623 Elm Street, Tionesta, PA 16353 beginning July 2, 2023 for a term of five years at a minimum rental sum of \$2,731.04 due on the first day of every month of the term. The County shall pay all public utility services rendered or furnished to the premises. Commissioner Snyder seconded the motion. The motion carried unanimously.

13. Commissioner Wimer made a motion to approve using the Courthouse Lawn for the National Day of Prayer service to be held on May 4, 2023 at noon. Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:15 a.m.

Commissioner Kingston opened the Salary Board Meeting immediately following the Commissioners Public Meeting.

VIII. Salary Board:

1. Commissioner Snyder made a motion to re-create the Sergeant's position on the Classification Plan at a start rate of \$16.00 per hour. Treasurer Barnes seconded the motion. The motion carried unanimously.
2. Treasurer Barnes made a motion to promote Robert Culp to Sergeant after one year of service with the County effective May 31, 2023. This will be a .24 per hour increase. Commissioner Snyder seconded the motion.
3. Commissioner Snyder made a motion to hire Mary Allen, Assistant Veterans Affairs Director from Warren County at a rate of \$15.59 per hour for 13 hours per week effective May 5, 2023. There will be a 90-day trial period, after which both counties will review to see if this agreement is appropriate and a contractual agreement will be made. In return for those wages Forest County will receive veteran services from the Warren County Veterans Affairs Director and the Assistant Veterans Affairs Director at Forest County one day per week plus a minimum half day per week for virtual appointments. Commissioner Wimer seconded the motion. The motion carried unanimously.

Commissioner Snyder made a motion to adjourn. Treasurer Barnes seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk