

**COMMISSIONER’S BOARD MEETING MINUTES APRIL 5, 2023**

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer. Also present were Sheriff Carbaugh, Chief Probation Officer Rhoads, Treasurer Barnes and Joe Calla. Present via telephone 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: There was none.
  
- 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 March 15, 2023 Commissioner Board Meeting.
  
  - 2. Motion to approve the Election Director, Jean Ann Hitchcock and Chief Clerk, Lynette Greathouse to attend the Western PA Election Officials Meeting at the Westmoreland County Community College on April 3<sup>rd</sup> and 4<sup>th</sup>. Lodging at \$129.00 plus taxes for one night, and meal and mileage reimbursement are being requested.
  
  - 3. Motion to approve the Conservation District Director, Donna Zofcin to attend the PACD Verbal Judo Series in Cranberry for 2 nights, all expenses will be paid from the Conservation District General Account.
  
  - 4. Motion for the County Treasurer to transfer the October (\$84.19), November (\$35.25) and December (\$34.42) Temporary Food Assistance Program (TEFAP) payments received in the Pass Thru Account to the Emergency Food & Shelter Account.
  
  - 5. Motion for the County Treasurer to transfer \$5,675.00 from the Pass Thru Account to the Payroll Account for the 21-22 MATP Funds received.
  
  - 6. Motion to approve the following purchases:
 

Paper towels		Bldgs & Grounds/Minor Supply
2 – Drawer Organizers 12.97/each		Treasurer’s Office
Various Central Supplies		Central Supply
Laser Jet Ink, 2 Staplers, Tape Dispenser 8.99/each and 5.48		Auditors
500 Envelopes		Assessment
Treatment Court Incentives \$348.69		Probation
Locksmith to repair safe \$200.00		District Court

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

General Fund Payroll	\$51,842.10
General Fund Bills	\$114,388.91
Transportation Payroll	\$13,456.79
Transportation Bills	\$14,894.47
Children & Youth Payroll	\$12,416.59
Children & Youth Bills	\$26,723.55

V. Old Business: Commissioner Snyder reported that the ambulances are in Union City. The Tionesta Ambulance will be delivered approximately April 20<sup>th</sup> and the Marienville Ambulance will be delivered upon delivery and installation of bumpers.

VI. New Business:

1. Commissioner Snyder made a motion to approve the Northwest Prep Subrecipient Service Contract Amendment that states that additional funds received by the Northwest Commission will be utilized for the benefit of the entire Northwest Commission group of counties. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion to approve the Care Coordination Agreement with Forest County Probation in order to provide for the human service needs of individuals who receive mental health and/or substance use disorder services. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to approve the Professional Services Agreement between MCM Consulting Group, Inc. and Forest County whereas MCM shall maintain, review and update the County's Hazard Mitigation Plan to enable the County to become more sustainable and disaster-resistant through selecting appropriate mitigation measures. The project shall be completed with FEMA APA approval by August 1, 2025. Total project cost \$98,730.64 to be paid for with Hazardous Mitigation Grant Funds. Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Tionesta Borough	\$105.82	Account #2161-0
Penelec	\$55.96	Account #100111996839
General Fund	\$69.95	Account #0487032-01 Reimbursement
General Fund	\$374.87	1 <sup>st</sup> Qtr. 2023 Cleaning Reimbursement

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

Forest County Extension	\$3,758.36	April personnel/allocation
Penelec	\$96.96	Account #100133270577
General Fund	\$307.73	1 <sup>st</sup> Qtr. 2023 Cleaning Reimbursement

Commissioner Snyder seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion for the County Treasurer to make the following checks out to the Veterans' Transportation Account:

Veteran	\$21.65	March mileage
Veteran	\$34.50	March mileage

Commissioner Wimer seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Liquid Fuels Account in the amount of \$2,401.69 payable to Kingsley Township to reimburse them for the aggregate purchased for the Kelletville Bridge. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

Clarion County 911 Fund	\$11,695.72	2 <sup>nd</sup> quarter 2023 Dispatch Services
Warren County 911	\$11,695.00	2 <sup>nd</sup> quarter 2023 Dispatch Services

Commissioner Wimer seconded the motion. The motion carried unanimously.
9. Commissioner Wimer made a motion for the County Treasurer to transfer the following from the Forest County Library Account:

Sarah Bovard Memorial Library	\$5,420.72	1 <sup>st</sup> quarter 2023 library tax
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Marienville Area Library                      \$4,617.65                      1<sup>st</sup> quarter 2023 library tax

Commissioner Snyder seconded the motion. The motion carried unanimously.

10. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Emergency Management Education and Training Account in the amount of \$5,000.00 payable to McCutcheon Enterprises, Inc. for the 2022 and 2023 Emergency Contractor Response Agreement. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$153.86 payable to Second Harvest Food Bank. This is for the October, November and December TEFAP payments received. 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 HSDF Account in the amount of \$700.00 payable to National Fuel for client fuel assistance. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve changing Robin Corapi's title from Interim Community and Economic Development Coordinator to Coordinator at the rate listed on the payscale for the position plus 3% for her years of job-related experience to be effective April 2, 2023. Her new rate shall be \$14.27 per hour. Commissioner Wimer seconded the motion. The motion carried unanimously.
14. Commissioner Wimer made a motion to approve hiring Jean Wincek as part time administrative assistant in the District Court Office effective March 20, 2023 at a rate of \$11.47 per hour. Commissioner Snyder seconded the motion. The motion carried unanimously.
15. Commissioner Snyder made a motion to for the County Treasurer to make a check out of the ARPA Money Market Account in the amount of \$250,278.92 payable to Lynn Kolaja Fire Equipment Sales as match to the ambulances purchased with an ARC Grant. Commissioner Wimer seconded the motion. The motion carried unanimously.
16. Commissioner Wimer made a motion to proclaim April as Child Abuse Prevention Month. 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 10:10 a.m.

Respectfully submitted by Lynette Greathouse, Chief Clerk