

COMMISSIONER'S BOARD MEETING MINUTES APRIL 6, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey L. Barnes and Kara O'Neil from the Derrick.

- 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.
- IV. Approval of meeting minutes: Commissioner Huffman made a motion to approve the minutes of the March 16, 2022 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.

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

General Fund Payroll	\$54,057.40
General Fund Bills	\$99,777.73
Transportation Payroll	\$13,024.47
Transportation Bills	\$24,584.67
Children & Youth Payroll	\$11,763.76
Children & Youth Bills	\$29,483.72

VI. Department Requests:

1. Commissioner Snyder made a motion to approve the Election Director's request to purchase a battery back-up for the Election Office at a cost of \$89.99 and a 27" LED monitor at a cost of \$199.00. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to approve the Tax Claim Director's request to make the March Distribution from the Tax Claim Bureau Account to the following:

Forest County	\$9,308.80
Forest Area School District	\$29,212.71
Various Municipalities	\$1,403.40

 Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion to approve the District Attorney's request to purchase the following items: CD's, Post It Notes, DVD Sleeves, Zebra Pens, Ink Cartridge and File Labels at a cost of approximately \$254.48. Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion to approve the District Court Office request to order 2 boxes of window envelopes and a 2-pack printer ink cartridge at an approximate cost of \$137.79. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve the Probation Department request to order turn-out gear in the amount of \$1,000.00 to be paid for with Administrative Funds with a condition that future requests be accompanied by a list of items to be ordered. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion to approve the Probation Department's request to order items in the amount of \$1,683.00 for Treatment Court that will be reimbursed by the Treatment Court Grant, funds need to be expended by March 31st. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion to approve the Treasurer's Office's request to order the following:

Cleaning Items	
Central Supply	\$88.27
Locking money bag	\$32.99

 Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the County Treasurer's request to have a check written in the amount of \$200.00 payable to Stacey L. Barnes, Treasurer in order to fund a petty cash drawer. This will enable other offices to get change when needed due to the bank in town closing on April 14, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.

- VII. Old Business: The contractor for the Broadband project recently staked out the locations for a tower at Yellowhammer and a pole at Gilfoyle Road/Route 66.

VIII. New Business:

1. Commissioner Snyder made a motion to Proclaim April as Child Abuse Prevention Month and urge all citizens to utilize this period to learn to better understand, recognize and respond to this grievous problem. And further we commend foster parents for providing a safe environment for abused and neglected children. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the County Treasurer to approve making the following checks out of the Visitor Center Account:

Tionesta Borough	\$105.82	Account #2161-0
Penelec	\$63.98	Account #100111996839
General Fund	\$193.23	Reimbursement for Snyder Brothers bill

 Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to approve making the following checks out of the Title III Account:

Penelec	\$91.94	Account #100133270577
Forest Co. Extension	\$3,758.36	April allocation and personnel expenses

 Commissioner Huffman seconded the motion. The motion carried unanimously.

4. Commissioner Snyder made a motion to approve the Cooperative Law Enforcement Agreement between the Forest County (Sheriff's Office) and the USDA Forest Service, Allegheny National Forest to enhance State and local law enforcement activities on NFS lands for a five-year period ending December 31, 2026 unless terminated sooner by either party. The annual obligation shall not exceed \$5500.00 at a rate of \$32.39 per hour per officer and \$12.00 per hour per vehicle. Commissioner Huffman seconded the motion. The motion carried unanimously.

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

General Fund	\$6,165.40	1 st quarter 2022 personnel reimbursement
Clarion Co 911 Fund	\$2,026.93	Reconciliation of 4 th quarter 2021 payment
Clarion Co 911 Fund	\$11,355.07	2 nd quarter 2022 dispatch agreement
Warren County 911	\$10,283.10	2 nd quarter 2022 dispatch agreement
MCI	\$93.43	Account #814-944-3828
Windstream	\$52.99	Account #021428743

 Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to make the following transfers from the Forest County Library Account:

Sarah Bovard Memorial Library	\$5,420.72	2 nd quarter 2022 Library Tax
Marienville Area Library	\$4,617.65	2 nd quarter 2022 Library Tax

 Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the ERAP Account:

General Fund	\$3,311.99	ERAP I Administration 3/6/21-2/22/22
Warren-Forest EOC	\$543.00	Invoice #10 Client Rental Assistance
Warren-Forest EOC	\$5,400.00	Invoice #10 Client Rental Assistance
Warren-Forest EOC	\$107.49	Invoice #10 EOC Admin

 Commissioner Kingston seconded the motion. The motion carried. Commissioner Snyder abstained.

8. Commissioner Snyder made a motion to approve the Agreement between the County of Erie and the County of Forest, whereas Forensic Pathologist Services shall be provided at a cost of \$1,100.00 per autopsy. A \$3,500.00 fee shall be sent as a retainer. This agreement shall be effective January 1, 2022 through December 31, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to accept the lowest responsible bid for removal of the dead hemlock tree in front of the Justice Building and stump ground and grindings removed, that being the bid from C&S Allio Tree Service. Commissioner Snyder seconded the motion. The motion carried unanimously.

C&S Allio Tree Service	\$1,380.00
Brown Bark Tree Service	\$1,500.00
Top Notch Tree/Stump Service	\$2,400.00

10. Commissioner Snyder made a motion for the County Treasurer to transfer \$163.80 from the Act 13 Legacy Fee Account to the General Fund to reimburse for solicitor services related to the Douglas Carlson Land Trust Ordinance. Commissioner Huffman seconded the motion. The motion carried unanimously.

11. 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 \$719.97 payable to Computer Guru for three Microsoft Office 2019 Home and Business programs. Commissioner Huffman seconded the motion. The motion carried unanimously.

12. Commissioner Snyder made motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$89.63 payable to Second Harvest Food Bank for the payments received on 4/1/2022. Commissioner Huffman seconded the motion. The motion carried unanimously.

13. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Operating Reserve Account from the Transportation Capital Project Funds:

Tionesta Builders Supply	\$129.55	Supplies for the new building remodel
Explore Your Town	\$299.00	Advertisement for bids for the new porch, ramp and porch roof at the new Transportation Office Building

 Commissioner Snyder seconded the motion. The motion carried unanimously.

14. Commissioner Snyder made a motion for the County Treasurer to make a check out of the CO-000-73822 CDBG 2019 Grant in the amount of \$14,700.00 payable to Tionesta Borough for contractor fees for the Tionesta Library ADA Restroom Facilities Project. Commissioner Huffman seconded the motion. The motion carried unanimously.

15. Commissioner Huffman made a motion for the County Treasurer to make a check out of the C0-000-70740 CDBG 2018 Grant in the amount of \$1,510.00 payable to the General Fund to partially reimburse for the 3rd quarter 2020 grant administration fees. Additionally, the County Treasurer shall make a check out of the C0-000-73822 CDBG 2019 Grant in the amount of \$7,827.52 payable to the General Fund to pay the balance due for the 3rd quarter of 2020 grant administration fees. Commissioner Snyder seconded the motion. The motion carried unanimously.

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