

COMMISSIONER'S BOARD MEETING MINUTES MAY 18, 2022

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Present for the meeting: Commissioners Mark S. Kingston and Robert J. Snyder, Jr. Also present were Treasurer Stacey L. Barnes, Sheriff William Carbaugh and Kara O'Neil from the Derrick. Commissioner Huffman was absent due to illness.

- 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. Consent Agenda:  
Commissioner Snyder made a motion to approve the consent agenda as presented. Commissioner Kingston seconded the motion. The motion carried unanimously.
- a) Approval of the minutes of the May 4<sup>th</sup>, 2022 meeting.
  - b) The Coroner is requesting approval to attend the Annual State Coroner's Conference in Gettysburg September 18-23. Registration is \$850.00, hotel, mileage and a few meals will be requested upon return and 50% of all costs will be reimbursed by Act 154 Funds.
  - c) The Planning/Conservation District Office is requesting approval to purchase a stand for the new tax claim scanner at a cost of \$68.99 to be paid for with Conservation District Funds.
  - d) The District Attorney is requesting approval to attend the Pennsylvania District Attorney Association Annual Summer Meeting at a cost of \$2,160.05.
  - e) The Treasurer is requesting approval to order various office supplies for central supply.
  - f) The Treasurer is requesting approval to order paper supply for the Visitor Center and 2 boxes of air conditioner filters at a cost of \$219.32.
  - g) The Probation Department is requesting approval to order \$2,092.60 in PPE supplies to be paid for with Covid grant funds.
  - h) The Probation Department is requesting approval to have the Community Service Trailer repaired at a cost of \$300.00.
  - i) The Sheriff's Office is requesting approval to order 2 polo shirts for new hire Deputy Robert Culp at a cost of \$161.69.
- III. Approval of Bills: Commissioner Snyder made a motion to pay the following bills. Commissioner Kingston seconded the motion. The motion carried unanimously.

General Fund Payroll	\$58,748.97
General Fund Bills	\$13,117.53
Transportation Payroll	\$12,857.56
Transportation Bills	\$18,154.33
Children & Youth Payroll	\$11,880.03
Children & Youth Bills	\$46,251.94

- IV. Old Business:
- 1. Commissioner Snyder made a motion to approve Resolution #9 of 2022 whereby the County may dispose of the items posted for bid in Resolution #5 of 2022, having received no bids for the typewriter stand, printer stand, 3 drawer card file and 2 boxes of legal-size hanging folders. Commissioner Kingston seconded the motion. The motion carried unanimously.
- V. New Business:
- 1. Commissioner Snyder made a motion to change the dates of the Public Board Meetings of the County Commissioners as follows:  
June 1<sup>st</sup> meeting shall now be Wednesday, **June 8<sup>th</sup>** at 10:00 a.m.  
June 15<sup>th</sup> meeting shall now be Wednesday, **June 22<sup>nd</sup>** at 10:00 a.m.  
Commissioner Kingston seconded the motion. The motion carried unanimously.

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

Windstream	\$52.99	Account #021428743
Verizon	\$711.00	Account #450-778-786-0001-96

Commissioner Kingston seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Emergency Food and Shelter Account in the amount of \$77.48 payable to Second Harvest Food Bank. Commissioner Kingston seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP Account in the amount of \$1,188.14 for client rent and utility assistance from the ERAP 2 Funds. Commissioner Kingston 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 Veteran's Transportation Account:

Transportation Account	\$306.20	April Veteran co-pays and full fares
Veteran	\$18.15	April mileage reimbursement

Commissioner Kingston seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion to approve Resolution #10 of 2022, Tax Claim Bureau Schedule of Fees, whereas the Forest County Commissioners shall implement a fee schedule related to the operation of the Tax Claim Bureau. Commissioner Kingston seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to make a check out of the CDBG 2020 Account Funds in the amount of \$67,085.33 payable to Kingsley Township for the Kingsley Township Storm Water Project. Commissioner Kingston seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion for the County Treasurer to make a check out of the CDBG 2019 Account Funds in the amount of \$10,233.00 payable to the General Fund for the 4<sup>th</sup> quarter 2020 CDBG administration expenses. Commissioner Kingston seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

Evelyn Porta	\$73.50	Janitorial services for March and April
UGI	\$66.72	Account #411007533655
Armstrong	\$69.95	Account #0487032-01

Commissioner Kingston seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Fund in the amount of \$859.98 payable to Computer Guru for a Fujitsu Scan Snap SV600 scanner. This will allow old records to be scanned so that they are available electronically, while preserving the record books. Commissioner Kingston seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve an amended County Evacuation Policy at the request of the Safety Committee, effective immediately, stating that after everyone has exited the buildings located on Courthouse grounds all staff will find their way to the Tornado monument to further account for all individuals and await further instruction. Additionally, noting that the captain of each location is responsible for checking every restroom, lunchroom, etc. on their way out. The last person out of each room shall turn out the lights and close the door. Commissioner Kingston seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion to accept the resignations of the following part time deputy sheriffs:

Timothy Nease, effective May 14, 2022  
David Wilson, effective May 16, 2022

Commissioner Kingston seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion for the County Treasurer to make the following distribution of the Secure Rural Schools funds received:

Barnett Township	\$12,863.31
Green Township	\$8,164.96
Harmony Township	\$3,771.47
Hickory Township	\$51,251.65
Howe Township	\$204,804.99
Jenks Township	\$179,796.27
Kingsley Township	\$101,165.83
Tionesta Township	\$6,537.38
Forest Area School District	\$605,303.45
General Fund Administration	\$20,904.87

Commissioner Kingston seconded the motion. The motion carried unanimously.

VI. Public Comment:

1. Forest County Elections went well. There was a 39% voter participation county-wide.
2. Commissioners Kingston and Snyder attended a multi-agency meeting regarding EMS services in Crawford County recently and reported that legislators need to take action to assist in getting and keeping ambulance services in operation throughout the multi-county region. They stated it is hard to find instructors. There is to be 1 instructor per 6-7 participants. Currently Forest County has approximately 20 individuals interested in taking the EMT class. The County has agreed to cover the cost of the classes for Forest County participants utilizing Covid-19 grant funds.
3. Municipalities may only collect up to .5 mil in tax for ambulance and up to 3 mil for fire company services. Barnett Township is currently the only municipality in the County who collects and EMS tax.

VII. Adjournment: Commissioner Snyder made a motion to adjourn the meeting. Commissioner Kingston seconded the motion. The meeting adjourned at 10:30 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk