

COMMISSIONER’S BOARD MEETING MINUTES JUNE 21, 2023

Present for the meeting: Commissioners Mark S. Kington and Robert J. Snyder, Jr were present for the meeting. Also present were County Treasurer, Stacey Barnes, Sheriff, William Carbaugh and Kara O’Neil from the Derrick. Commissioner Wimer was absent due to a mandatory Coroner training.

- 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:
- III. Consent Agenda: Commissioner Snyder made a motion to approve the Consent Agenda. Commissioner Kingston seconded the motion. The motion carried unanimously.

- 1. Motion to approve the minutes of the June 7, 2023 Commissioner Board Meeting.
- 2. Motion to approve the following transfers from the Pass-Through Account:

General Fund	\$2,313.07	Treatment Court Grant Reimbursement
Secure Rural Schools	\$1,299,682.73	National Forest Funds-SRS monies to be distributed
Transportation	\$23,221.50	Shared Ride and PWD monies
- 3. Motion to approve Donna Zofcin, Conservation District and Planning Director’s request to attend the PACD/SCC Joint Annual Conference July 19-20, 2023 in Grantville, PA. All expenses (approximately \$440.00) will be paid by the Conservation District General Account.

- 4. Motion to approve the following purchases:

Paper products	\$131.21	Buildings & Grounds/Minor Supply
Cleaning supply	\$7.50	Buildings & Grounds/Cleaning
Wall Clock	\$39.99	Annex Conference Room/Title III
Uniform/Equipment	\$1,143.88	Sheriff’s Office Budget
Typewriter	\$230.00	Planning/Conservation
CJAB meeting food	\$100.00	Probation Budget
Building Dedication food	\$150.00	Probation Admin Account
Advertising for Officers	\$205.00	Probation Budget
Intrinsic Interventions	\$3000.00	Treatment Court Grant (Reimbursement)

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

General Fund Payroll	\$54,462.93
General Fund Bills	\$20,463.23
Transportation Payroll	\$12,987.11
Transportation Bills	\$3,700.29
Children & Youth Payroll	\$12,156.07
Children & Youth Bills	\$34,937.88

- V. Old Business:
 - 1. No bids were received for the old law library chairs. Commissioner Snyder made a motion to dispose of the chairs. Commissioner Kingston seconded the motion. The motion carried unanimously.

VI. New Business:

1. Commissioner Snyder made a motion to approve an unpaid internship agreement between Kathryn Johnston and Forest County Probation. Commissioner Kingston seconded the motion. The motion carried unanimously.
2. Commissioner Snyder made a motion to approve the May Distribution from the Tax Claim Bureau Account as follows:

Forest County	\$17,309.04	
Forest Area School	\$38,158.07	
Various Municipalities	\$2,216.06	

Commissioner Kingston 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	\$75.23	Reimbursement for Snyder Brothers, Inc. utility bill
UGI Utilities	\$43.43	Account #411007533655
Penelec	\$48.86	Account #100111996839
Armstrong	\$69.95	Account #0487032-01

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 2 Account in the amount of \$246.27 payable to Warren-Forest EOC for invoice #14 related to grant administration. Commissioner Kingston seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion for the County Treasurer to make the following check out of the 911 Account:

Verizon	\$183.00	Account #450-778-0001-96
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Commissioner Kingston seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Title III Account:

Forest County Extension	\$3,758.36	July Allocation and personnel expenses
Penelec	\$90.92	Account #100133270577

Commissioner Kingston seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to transfer the 2nd quarter 2023 Library Tax from the Library Board Account to the following:

Marienville Area Library	\$4,617.65
Sarah Bovard Memorial Library	\$5,420.72

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 HSDF Account in the amount of \$3,821.85 for May 2023 adult transportation trips. Commissioner Kingston seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion for the County Treasurer to make the following distribution from the Secure Rural School Funds Account:

Barnett Township	\$12,930.07
Green Township	\$8,207.33
Harmony Township	\$3,791.04
Hickory Township	\$51,517.63
Howe Township	\$205,867.87

Jenks Township	\$180,729.37
Kingsley Township	\$101,705.68
Tionesta Township	\$6,571.30
Forest Area School District	\$608,459.65
General Fund Admin	\$21,013.89
Title III Account	\$98,888.89

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 Account in the amount of \$7,970.00 payable to the General Fund to reimburse for the payment to Ibis Tech for the Sheriff's Interceptor outfitting package that was paid March 1, 2023. Commissioner Kingston seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve the Individual Agreement between Forest County (Children & Youth Services) and Terry Dreihaupt for the provision of IT services, including equipment and installations of hardware and software at a rate of \$75.00 per hour for the first hour and \$50.00 per hour after that. This agreement shall be effective July 1, 2023 through June 30, 2024. Commissioner Kingston seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion to approve the Agreement between Forest County (Children & Youth Services) and MHY Family Services for the provision of multi-systemic therapy services at a rate of \$85.00 per hour, effective July 1, 2023 through June 30, 2024. Commissioner Kingston seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve the 2023 Tax Data Processing Agreement between the Forest Area School District and Forest County at a rate of \$6,800.00 for the provision of data processing related to school real estate tax bills. Commissioner Kingston seconded the motion. The motion carried unanimously.

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

Respectfully Submitted, Jean Ann Hitchcock