

COMMISSIONER’S BOARD MEETING MINUTES JUNE 22, 2022

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

- I. Pledge of Allegiance / Call to Order: Commissioner Kingston opened the meeting with the Pledge of Allegiance and a moment of silence at 10:00 a.m.
- II. Visitor Recognition / Public Comment: There was none.
- III. Consent Agenda: Commissioner Snyder made a motion to approve all items on the consent agenda. Commissioner Huffman seconded the motion. The motion carried unanimously.

1. Approval of the June 8, 2022 meeting minutes.

2. Approval to order the following items:

Fax cartridge (PC-301)	\$47.99	Transportation
2 Tactical bags, 2 Tactical backpacks, 6 Cat tourniquets	\$643.49	Probation Covid Grant
2 Hand sanitizer dispenser, 3 refills, wipes	\$702.02	Probation Covid Grant
Heavy Duty Office Chair	\$256.40	Visitor Center
Various Office Equipment for Marienville Office	\$605.14	Econ. Dev. Prep Grant
Computer/IT Hardware for Marienville Office	\$1,459.97	Econ. Dev. Prep Grant
2 Window Air Conditioners	\$699.06	Econ. Dev. Prep Grant
Paper products for the Courthouse		
Broom	\$17.95	Vault in Prothonotary’s Office
Paper products for the District Court Office		Marienville Office
2 Lock boxes	\$65.98	Sheriff’s Office request

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

General Fund Payroll	\$49,250.94
General Fund Bills	\$58,669.93
Transportation Payroll	\$12,077.94
Transportation Bills	\$9,111.63
Children & Youth Payroll	\$12,095.32
Children & Youth Bills	\$38,601.47

V. Old Business: The EMT class scheduled for July 21, 2022 has been rescheduled to August due to a lack of registrations.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserves in the amount of \$3,305.03 payable to Corrections Development Inc. for a portion of the 2023 Probation Case Management System maintenance, support and licenses. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Legacy Fee Account in the amount of \$1,122.50 payable to HRG Engineering for professional services related to the Mayburg Bridge grant application. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserves Money Market Account (ARPA funds) in the amount of \$872.50 payable to HRG Engineering for professional services related to P25 radio grant application. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion to make the following checks out of the Human Services Development Fund Account:

Forest County Children & Youth Services	\$979.29	Protective Assistance
Forest County General Fund	\$5,463.00	Administration Services
Forest County General Fund	\$18,000.00	Information and Referral Services
Forest County Transportation	\$17,155.58	Full fares and Co-pays for shared ride

Commissioner Huffman seconded the motion. The motion carried unanimously.
5. Commissioner Huffman made a motion for the County Treasurer to transfer \$5000.00 from the Title III Account to the General Fund for 2021 Emergency Management Coordinator payroll expenses as relative to Fire-Wise Education/Training. Commissioner Snyder seconded the motion.
6. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

Verizon	\$711.00	Account #450778786000196
Warren Co. 911	\$10,283.10	3 <sup>rd</sup> quarter 2022 dispatch services
Clarion Co. 911 Fund	\$11,355.07	3 <sup>rd</sup> quarter 2022 dispatch services

Commissioner Huffman seconded the motion. The motion carried unanimously.
7. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Veteran's Transportation Account in the amount of \$42.35 payable to a veteran for mileage reimbursement for the month of May. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Snyder made a motion for the County Treasurer to make a check out of the 2019 CDBG Contract #C000073822 Funds in the amount of \$11,790.16 payable to the General Fund for 1<sup>st</sup> quarter 2021 Administration expenses for the CDBG program. Commissioner Huffman seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

UGI	\$33.15	Utilities
Armstrong	\$69.95	Account #0487032-01

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

Sarah Bovard Memorial Library	\$5,420.72	3 <sup>rd</sup> quarter 2022 Library Tax
Marienville Area Library	\$4,617.65	3 <sup>rd</sup> quarter 2022 Library Tax

Commissioner Huffman seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve the Provider Agreement between Forest County and Andmoragan Sharp, Attorney at Law operating with Swanson, Bevevino and Sharp, PC for the provision of solicitor services for Children & Youth Services of Forest County. This agreement is for \$100.00 per hour for attorney services and \$75.00 per hour spent at trainings relative to CYS and shall be effective July 1, 2022 through June 30, 2023. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to accept the resignation of Misty Ditz as Tax Claim Director effective July 1, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to hire Glenn Temple as a part time transportation driver at a rate of \$10.05 per hour effective 6-10-22. Commissioner Huffman seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion to hire Raelene Grida as a part time administrative assistant in the District Court Office in Tionesta at a rate of \$11.25 per hour effective June 20, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
15. Commissioner Snyder made a motion to suspend the meeting to conduct a Salary Board meeting. Commissioner Huffman seconded the motion. The motion carried unanimously.

**Commissioner Kingston called Salary Board to order.**

1. Commissioner Snyder made a motion to change the Tax Claim Director position on the Classification Plan from 35 hours per week to 40 hours per week. The Assessment and Tax Claim Office will attempt to fulfill all duties of the office with two staff

at 40 hours per week, thus eliminating one 30 hour per week tax clerk position. This shall be revisited in October to see how it is working out. Commissioner Huffman seconded the motion.

Commissioner Huffman made a motion to close Salary Board. Stacey Barnes seconded the motion. The meeting adjourned at 10:15 a.m.

**Commissioner Snyder made a motion to re-open the Regular Public Board Meeting. Commissioner Huffman seconded the motion. The meeting re-opened.**

16. Commissioner Huffman made a motion to promote Denise Saxton to Tax Claim Director at an hourly rate of \$15.50 per hour effective July 4, 2022. She may work 8 hours per day beginning June 27, 2022 and her PTO hours advanced shall be adjusted to reflect the 40 hour work week from June 27 through December 31, 2022. Should she decide to go back to tax office clerk at any time the rate of pay, work week hours and PTO shall revert to her current rate of pay and hours worked. Commissioner Snyder seconded the motion. The motion carried unanimously.
  17. Commissioner Snyder made a motion to approve the purchase of a heavy-duty commercial color copier from Titusville Copy Products at a cost of \$5,350.00 for the Children & Youth Services Agency, this was a part of the approved 2022-2023 Needs Based Budget. Commissioner Huffman seconded the motion. The motion carried unanimously.
- VII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:25 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk