

**COMMISSIONER’S BOARD MEETING MINUTES JUNE 7, 2023**

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Present for the meeting: Commissioners Mark S. Kingston and Robert J. Snyder, Jr. Also present were Chief Probation Officer Mark Rhoads, Sheriff William Carbaugh and Kara O’Neil from the Derrick. Commissioner Norman Wimer was attending a Coroner’s Meeting and was unable to attend.

- 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 Kingston seconded the motion. The motion carried unanimously.
  - 1. Motion to approve the minutes of the May 17, 2023 Commissioner Board Meeting.
  
  - 2. Motion to approve the following transfers from the Pass-Through Account:
 

\$4,927.00	Probation Grant in Aide	General Fund
\$15,263.00	Medical Assistance Transportation Program	Transportation Account
  
  - 3. Motion to approve the following purchases:
 

Avery labels and card stock	Sheriff’s Office
Various office supplies	Central Supply
Fingertip moisteners	Tax Claim
Paper products	Buildings & Grounds Minor Supply
4 cases of copy paper	Central Supply
Disposable gloves	Cleaning Supply
Cleaning supplies	Annex Building
  
  - 4. Curt Kiefer, Chief Assessor is requesting approval to renew his CPE License at a cost of \$225.00 utilizing the County credit card. This is a 2-year license.
  
- I. Approval of Bills: Commissioner Snyder made a motion to approve paying the following bills. Commissioner Kingston seconded the motion. The motion carried unanimously.

General Fund Payroll	\$53,140.57 and \$54,471.19
General Fund Bills	\$166,963.92
Transportation Payroll	\$13,603.86 and \$12,746.97
Transportation Bills	\$9,210.05
Children & Youth Payroll	\$12,147.48 and \$12,255.12
Children & Youth Bills	\$21,780.09

- II. Old Business: There was none.
  
- III. New Business:
  - 1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Title III Account:
 

Forest County Extension Office	\$3,758.36	June personnel expenses and allocation
Penelec	\$82.03	Account #100133270577

 Commissioner Kingston seconded the motion. The motion carried.
  
  - 2. 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 Water/Sewer Service

Penelec \$50.77 Account #100111996839

Commissioner Kingston seconded the motion. The motion carried.

3. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:  
Mobilcom \$2,440.00 Invoice #61933/Replace fire repeater antenna at Tionesta Tower  
Windstream \$50.00 Account #021428743  
Commissioner Kingston seconded the motion. The motion carried.
4. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ARPA Account in the amount of \$118.00 payable to Burns & Burns Associates, Inc. for the title work of the Tionesta ambulance. Commissioner Kingston seconded the motion. The motion carried.
5. Commissioner Snyder made a motion to approve Resolution #3 of 2023, Disposition of Assets, whereby the County has 9 padded office chairs with arms to be placed out for bid. Bids are to be received by June 21<sup>st</sup> at 9:00 a.m. Commissioner Kingston seconded the motion. The motion carried.
6. Commissioner Snyder made a motion for the County Treasurer to make a check out of the HSDF Account in the amount of \$5,827.10 payable to Forest County Transportation for February and March adult transportation trips. Commissioner Kingston seconded the motion. The motion carried.
7. Commissioner Snyder made a motion to approve the proposal of \$3,189.00 from Jefferson Paving Corp. for sealing and painting lines at the Marienville District Court Office parking area. This will be paid from the Act 13 Impact Fee Account when completed and the invoice is received. Commissioner Kingston seconded the motion. The motion carried.
8. Commissioner Snyder made a motion to approve the Agreement between McCutcheon Enterprises, Inc., a state-certified Hazardous Materials Response Team and the County of Forest whereby McCutcheon Enterprises will provide HAZMAT response coverage for the county for an annual retainer of \$2,500.00. Commissioner Kingston seconded the motion. The motion carried.
9. Commissioner Snyder made a motion to approve the Provider Agreement between Forest County (Children & Youth Agency) and Andmoragan Sharp, Attorney at Law operating with Swanson, Bevevino & Sharp, PC for the provision of solicitor services for the Children & Youth Agency. At a rate of \$100.00 per hour for these services. This agreement shall be effective July 1, 2023 through June 30, 2024. Commissioner Kingston seconded the motion. The motion carried.
10. Commissioner Snyder made a motion to approve the Joint Resolution by the Forest County Commissioners and the Forest-Warren Court of Common Pleas of the 37<sup>th</sup> Judicial District whereby naming the Forest County Justice Building the Steven T. Barnett Criminal Justice Building in recognition of his years of service to the citizens of Forest County and to the Court as Chief Probation Officer. Commissioner Kingston seconded the motion. The motion carried.
11. Commissioner Snyder made a motion to approve Sheriff Carbaugh's request to hire Brandon K. Heller as a part time deputy at a rate of \$15.25 per hour effective only after all required Act 57 terms are completed. Commissioner Kingston seconded the motion. The motion carried.
12. Commissioner Snyder made a motion to approve the purchase for 70 email subscriptions and defender protection from Microsoft Outlook for an annual cost of \$3,360.00. Commissioner Kingston seconded the motion. The motion carried.

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

Respectfully submitted, Lynette Greathouse, Chief Clerk