

COMMISSIONER'S BOARD MEETING MINUTES JUNE 8, 2022

Present for the meeting: Commissioners Mark S. Kingston and Robert J. Snyder, Jr. Also present were the Prothonotary, Clerk of Courts, et al Dawn Millin, Treasurer Stacey Barnes, Chief Deputy Tom Stack and Kara O'Neil from the Derrick. Commissioner Basil Huffman was absent.

- 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: None
- III. Consent Agenda: Commissioner Snyder made a motion to approve the consent agenda as presented. Commissioner Kingston seconded the motion. The motion carried unanimously.
 1. Approval of the May 18, 2022 meeting minutes.
 2. Sheriff Carbaugh is requesting to order a polo shirt for Deputy Robert Culp.
 3. Chief Assessor Curt Kiefer is requesting approval to attend the Assessor's Association Recertification Class on July 22, 2022 in Knox, PA. Registration is \$145.00.
 4. Veterans' Affairs Director, Eric Cepek is requesting approval to attend the Annual PA County Directors' Conference in Gettysburg June 20-24, 2022. Registration is \$150.00. Lodging is approximately \$530.00.
 5. Planning and Conservation District Director, Donna Zofcin is requesting approval to attend the PACD/SCC Joint Annual Conference July 20-21, 2022 in Harrisburg. Total travel expenses will be approximately \$734.00 and will be paid from the Conservation District Account.
 6. The Tax Claim Bureau Director is requesting approval to make the May Distribution as follows:

Forest County	\$16,113.46
Forest Area School District	\$29,450.92
Municipalities	\$2,504.34
 7. The Treasurer is requesting approval to order the following supplies:

Bleach spray (3 pack)	Cleaning Supply
Paper products, plastic forks, cups	Buildings & Grounds
Binder clips	Central Supply
2 Notary Stamps	District Court
Garbage bags	Visitor Center
Phone message book	District Attorney
50 ID badge holders	Sheriff
20 photo size thermal pouches	Sheriff
50 letter size laminating pouches	Sheriff
 8. Sheriff Carbaugh is requesting approval to order another polo shirt for Deputy Reitz at a cost of \$72.85.

9. The Probation Department is requesting approval to purchase \$1000.00 of Youth Field Day prizes to be paid for with Administrative Funds.
10. The Probation Department is requesting approval to order ammunition at a cost of approximately \$500.00 to be paid for with Administrative Funds.
11. Sheriff Carbaugh is requesting approval to order 10 Retired Law Enforcement Instructor qualification cards.

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

General Fund Payroll	\$56,196.90 and \$52,634.76
General Fund Bills	\$202,480.38
Transportation Payroll	\$12,395.28 and \$12,794.66
Transportation Bills	\$14,299.96
Children & Youth Payroll	\$11,763.76 and \$12,032.89
Children & Youth Bills	\$13,416.36

V. Old Business:

1. The first EMT class has been advertised and registrations were due by June 7th and the class will begin July 21, 2022. Forest County will pay for the class for anyone successfully completing the certification and signing and 2-year agreement to volunteer for an ambulance service in Forest County. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Account in the amount of \$1480.00 payable to CCAC Public Safety Institute, West Hills Center, 1000 McKee Road Oakdale, PA 15071-1099 to pay for two EMT class registrants. This money will be reimbursed by funds in the Operating Reserves/Money Market Account/ARPA funds. Commissioner Kingston seconded the motion. The motion carried unanimously.

VI. New Business:

1. Commissioner Snyder made a motion to approve the Sale of Repository Property Control #17-10281 to John Jay Roberts, 924 Orchard Road Mercer, PA 16137 in the amount of \$104.96 for this lot. Commissioner Kingston seconded the motion. The motion carried unanimously.
2. Commissioner Snyder made a motion for the County Treasurer to open a Money Market Account at Northwest Bank in Titusville, PA to be named General Fund Money Market Account. Further it is approved to transfer \$850,000.00 in to this account from the General Fund. Commissioner Kingston seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to open a Money Market Account at Northwest Bank in Titusville, PA to be named Operating Reserves Money Market Account. Further it is approved to transfer \$635,000.00 in to this account from the Operating Reserve Account. Commissioner Kingston seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion to approve the proposal for the purchase of new compressors for the air conditioning system for the Courtroom from Rabe Environmental Systems, Inc. in the amount of \$8,669.00 to be paid from Operating Reserve Funds when the invoice is received upon completion of the repair. Commissioner Kingston seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Account in the amount of \$7,850.00 payable to the Second Harvest Food Bank. These funds were Emergency Food funds received through the Covid-19 Emergency monies and shall be earmarked to assist with the Forest Area backpack program and food purchases for the local food banks in Tionesta and Marienville. Commissioner Kingston seconded the motion. The motion carried unanimously.
6. Commissioner Snyder made a motion to approve the Lease Agreement between the County of Forest and Ken and Deborah Sheasley (Landlord), 1660 Orangeville Road, Hermitage, PA 16146 whereby the landlord agrees to lease and rent the premises at 134 Dead Horse Hollow Blvd, Marienville, PA 16239, 15'X15' square for \$1.00 per year, in exchange for the location and operation of a communication site consisting of a 112' pole and cabinet not to exceed 225 square feet in ground coverage. Commissioner Kingston seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Title III Account:

Penelec	\$73.61	Account #1001331270577
Forest Co. Extension	\$3,758.36	June personnel expenses and allocation

 Commissioner Kingston seconded the motion. The motion carried unanimously.
8. 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
Penelec	\$52.42	Account #100111996839
Evelyn Porta	\$52.50	May cleaning
General Fund	\$136.45	Cleaning supplies purchased/Snyder Bros. reimbursement

 Commissioner Kingston seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP 2 Funds in the amount of \$3,505.46 payable to Warren-Forest EOC for client assistance. Commissioner Kingston seconded the motion. The motion carried unanimously.

10. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:
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|---------------|----------|--------------------|
| J. C. Ehrlich | \$276.00 | Invoice #14607721 |
| J. C. Ehrlich | \$322.00 | Invoice #14607699 |
| MCI | \$32.85 | Invoice #409077772 |
| Windstream | \$52.99 | Account #021428743 |
- Commissioner Kingston seconded the motion. The motion carried unanimously.

11. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Account/Transportation Capital Project (Reimbursement by PCorp Grant) in the amount of \$13,090.00 payable to The Other Half for the deposit due on the porch, ramp and porch roof project at the Marienville Transportation Office Building. Commissioner Kingston seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Veterans' Transportation Account in the amount of \$174.75 payable to the Forest County Transportation Account for May veteran co-pays. Commissioner Kingston seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve the Service Agreement between Forest County and Experience, Inc. for the provision of routine daily transportation services for Agency clients that are persons of 65 years of age or older, effective July 1, 2022 through June 30, 2025. Commissioner Kingston seconded the motion. The motion carried unanimously.

VII. Public Comment:

1. Dawn Millin wanted to inform the Commissioners that staff are having difficulty with the County's Delta Dental Insurance being accepted by providers in our area.
2. Dawn Millin was concerned about accepting payments for the District Court Office and the defendants that may have warrants for arrest on them until payments are made. Her office has no way to rescind those warrants. If a defendant makes a payment and then gets picked up on the warrant, she does not want the responsibility to rest on her.

- VIII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Kingston seconded the motion. The meeting adjourned at 10:15 a.m.

Respectfully submitted, Lynette Greathouse Chief Clerk