

COMMISSIONER’S BOARD MEETING MINUTES JULY 19, 2023

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Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer were present. Also present was Treasurer Stacey L. Barnes, Sheriff William D. Carbaugh and Kara O’Neil from the Derrick.

- 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. Commissioner Wimer seconded the motion. The motion carried unanimously.
  - 1. Approval of the minutes of the July 5, 2023 Commissioner Board Meeting.
  - 2. Approval of the following transfers from the Pass-Through Account:
  - 3. Approval to order the following:
 

Light truck kit for wheel balancer	\$395.21	Transportation
Misc office supplies		Central Supply
Cleaning supplies		Bldgs & Grounds/Minor Supply
Paper products and cleaning supply	\$52.34	Visitor Center
Copy Paper (4 cases)	\$145.94	Central Supply
500 Checks	\$118.49	Tax Claim
Youth Field Day items	\$1,000.00	Probation/Act 198 Funds
Toner	\$58.48	Veterans’ Affairs
Weed Eater String		Bldgs & Grounds/Minor Supply
  - 4. Curt Kiefer is requesting approval to attend the NW Chapter Assessment Association Uniform Standards of Professional Appraisal Practice Course on July 21, 2023 in Knox PA. Class cost is \$85.00 and CPE credits will be earned.
  - 5. Denise Saxton is requesting approval to attend the PA Tax Claim Bureau Association Conference, October 18-20, 2023 in Seven Springs. Registration is \$450.00 and includes lodging and most meals. Mileage and meal reimbursement will be requested upon return.

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

General Fund Payroll	\$50,068.12
General Fund Bills	\$28,882.21
Transportation Payroll	\$13,224.58
Transportation Bills	\$8,642.35
Children & Youth Payroll	\$12,209.91
Children & Youth Bills	\$12,173.09

- V. Old Business:
  - 1. The 2<sup>nd</sup> Ambulance ordered and purchased with a USDA Grant and match paid by the County was delivered on July 12. This unit is for an Ambulance Service on the East side of the County and will be delivered to them once the Agreement with them is signed by both parties. The 1<sup>st</sup> unit was for the Ambulance Service operating out of Tionesta Borough.

VI. New Business:

1. Commissioner Snyder made a motion to approve the June Distribution from the Tax Claim Bureau Account as follows:

Forest County	\$29,552.26	
Forest Area School	\$30,375.60	
Various Municipalities	\$3,322.18	

Commissioner Wimer 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 Account:

General Fund	\$6,202.11	2 <sup>nd</sup> quarter 2023 reimbursement of 911 wages/expenses
Verizon	\$183.00	Account #450-778-786-0001-96
Windstream	\$50.00	Account #021428743

Commissioner Wimer seconded the motion. The motion carried unanimously.
  
3. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:

General Fund	\$37.00	Reimburse for advertisement seeking volunteers for the Visitor Center
Armstrong	\$69.95	Account #0487032-01

Commissioner Snyder seconded the motion. The motion carried unanimously.
  
4. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Operating Reserve Account in the amount of \$5,649.00 payable to Shoup's Hardware for the purchase of a generator to be installed at the Transportation Building. PCorp Risk Control Grant Funds have been received to pay for this project. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
5. Commissioner Wimer made a motion to approve the Agreement between Forest County Children & Youth Services and Justice Works Youth Care effective July 2023 for the provision of community-based services and that the agency shall utilize appropriate grant funding and/or Act 148 funding to pay for the services. Commissioner Snyder seconded the motion. The motion carried unanimously.
  
6. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP 2 Account in the amount of \$475.93 payable to Warren Forest EOC for Invoice # 15 for EOC administration fees. Commissioner Wimer seconded the motion. The motion carried unanimously.
  
7. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Liquid Fuels Account in the amount of \$4,761.00 payable to Jefferson Paving for edging, cleaning and seal coating Courthouse Drive. Commissioner Snyder seconded the motion. The motion carried unanimously.
  
8. Commissioner Snyder made a motion for the County Treasurer to transfer \$1,500.00 from CDBG 2019 Funds (Contract #C000073822) once they are received to the General Fund for Environmental Review and Labor Standards performed on the Hickory Township Bridge #1 (Queen Road). Commissioner Wimer seconded the motion. The motion carried unanimously.
  
9. Commissioner Wimer made a motion for the County Treasurer to make a check out of CDBG 2019 Funds (Contract #C000073822) in the amount of \$46,027.50 once they are received to Hickory Township for the Hickory Township Bridge #1 (Queen Road) Project. Commissioner Snyder seconded the motion. The motion carried unanimously.

10. Commissioner Snyder made a motion for the County Treasurer to transfer \$3,590.35 from CDBG 2019 Funds (Contract #C000078322), once received, to the General Fund for a portion of the 1<sup>st</sup> quarter 2022 administration fees. Commissioner Wimer seconded the motion. The motion carried unanimously.
11. Commissioner Wimer made a motion for the County Treasurer to transfer \$6,067.05 from CDBG 2019 Funds (C#000078322), once received, to the General Fund for the remainder of the 1<sup>st</sup> quarter 2022 administration fees. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ARPA Account in the amount of \$912.00 payable to the Forest County General Fund to reimburse the County for solicitor services to draft lease agreements between the County and Tionesta Borough and Jenks Township for the Ambulances purchased. Commissioner Wimer seconded the motion. The motion carried unanimously.
13. Commissioner Wimer made a motion for the County Treasurer to transfer \$130.50 from the Veterans Transportation Account to the Forest County Transportation Account for June veterans' copays. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Snyder made a motion to approve Isabella Pennybacker and Margaret Carns as volunteers at the Forest County Visitor Center effective immediately. Commissioner Wimer seconded the motion. The motion carried unanimously.
15. Commissioner Wimer made a motion to approve the amended Forest County Human Services Development Fund Block Grant and Homeless Assistance Program Policy. This policy adds language from the Department of Human Services regulations that limits assistance to individuals seeking assistance in a 24-month period. Commissioner Snyder seconded the motion. The motion carried unanimously.
16. Commissioner Snyder made a motion to advertise for a new position within Forest County to work assisting the Director of Conservation and Planning as well as the 911 Coordinator whereby the individual will work with the County Dirt, Gravel and Low Volume Road Program, Erosion & Sediment Pollution Control Program, have or be willing to obtain a GIS certification, among many other duties. Commissioner Wimer seconded the motion. The motion carried unanimously.
17. Commissioner Snyder made a motion to update the Forest County Hiring Procedures to not require Civil Service candidates to complete the County Employment Application or to submit a separate resume with the condition that the Civil Service Application must be turned in to the HR Department of the County for the personnel file. Commissioner Kingston seconded the motion. Commissioner Wimer opposed. The motion carried.

VII. Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:15 a.m.

VIII. Salary Board:

Commissioner Kingston opened Salary Board at 10:15 a.m.

1. Treasurer Barnes made a motion to update the title CYS Fiscal Administrator on the Classification Plan to CYS Fiscal Technician. Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Treasurer Barnes made a motion to hire Danielle Oswald as the Forest County Children & Youth Services Fiscal Technician at a starting rate of \$18.00 per hour with the condition that if she is not successful during a 90-day probationary period, she will be terminated. Commissioner Wimer seconded the motion. The motion carried unanimously.

3. Commissioner Snyder made a motion that all requests for a salary increase must be presented in writing to the Salary Board and will be done in a Salary Board Meeting. Commissioner Wimer seconded the motion. The motion carried unanimously.

Commissioner Snyder made a motion to adjourn Salary Board. Treasurer Barnes seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Jean Ann Hitchcock