

COMMISSIONER'S BOARD MEETING MINUTES JULY 5, 2023

Present for the meeting: Commissioners Robert J. Snyder, Jr. and Norman J. Wimer. Also present was Stacey Barnes. Commissioner Mark Kingston was absent from the meeting.

- I. Pledge of Allegiance / Call to Order: Commissioner Snyder led the group in the Pledge of Allegiance and a moment of silence.
- II. Visitor Recognition / Public Comment: None
- III. Consent Agenda: Commissioner Wimer made a motion to approve the consent agenda. Commissioner Snyder seconded the motion. The motion carried unanimously.
 - 1. Motion to approve the minutes of the June 21, 2023 Commissioner Board Meeting.

- 2. Motion to approve the following transfers from the Pass-Through Account:

General Fund	\$129.61	Temporary Food Assistance Program
General Fund	\$150.04	Temporary Food Assistance Program
General Fund	\$28.98	Temporary Food Assistance Program
Act 13 Impact Fee	\$62,832.46	Act 13 Legacy (\$25,000) and Impact Fees (\$37,832.46)
- 3. Approval for Robin Corapi to attend the CDBG Program Administrator Workshop July 25 through July 27 at Indiana, PA. Lodging for three nights at \$98.00 per night, registration at \$50.00 and mileage and meal reimbursement shall be requested upon return.
- 4. Approval for Jean Ann Hitchcock to attend the Election Officials' Conference in Lancaster, August 14-17, 2023. Registration fee is \$350.00 per person, lodging is \$169.00 per night plus taxes, meals and mileage reimbursement will be requested upon return.

- 5. Motion to approve ordering the following:

2 Receipt books	\$19.00	Tax Claim
Wireless mouse	\$23.61	Treasurer
3 Floodlights	\$63.99	Buildings & Grounds
Recessed Light	\$24.69	MDJ Bldgs & Maintenance
Legal envelopes	\$26.77	Central Supply
Laminating Pouches	\$16.24	Elections
Envelopes	\$232.00	Elections
2 DS-200 Scanners	\$11,780.00	Elections-paid for with Election Integrity Grant Funds

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

General Fund Payroll	\$51,214.11
General Fund Bills	\$130,135.97
Transportation Payroll	\$12,614.00
Transportation Bills	\$12,610.79
Children & Youth Payroll	\$12,147.46
Children & Youth Bills	\$13,366.74

- V. Old Business: None
- VI. New Business:

1. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Human Services Development Fund:

Forest County Children & Youth	\$1,582.67	Protective services for clients
UGI Utilities	\$101.83	Heating fuel for client

 Commissioner Snyder seconded the motion. The motion carried unanimously.

2. Commissioner Wimer made a motion for the County Treasurer to transfer \$308.63 from the General Fund to the Emergency Food & Shelter Account, to then make a check out of the Emergency Food & Shelter Account in the amount of \$308.63 payable to Second Harvest Food Bank of NWPA for the January, February and March TEFAP payments received. Commissioner Snyder seconded the motion. The motion carried unanimously.

3. Commissioner Wimer made a motion for the County Treasurer to transfer \$2,148.15 from the Operating Reserve Account to the Payroll Account to reconcile for the credit in the PA Employer Withholding Tax Portal that we have been unsuccessful at getting refunded to Forest County. Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Wimer made a motion for the County Treasurer to transfer \$25,000.00 from the Act 13 Impact Fee Account to the Act 13 Legacy Fee Account. Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion for the County Treasurer to make the following transfers from the Visitor Center Account:

General Fund	\$1,000.00	Reimbursement for security cameras
General Fund	\$52.09	Cleaning supplies reimbursement
General Fund	\$598.67	2 nd quarter 2023 cleaning services

 Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Wimer made a motion for the County Treasurer to transfer \$380.46 from the Title III Account to the General Fund to reimburse for 2nd quarter 2023 cleaning services. Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Operating Reserve Account in the amount of \$4,400.00 payable to Brown Bark Tree Service, PO Box 446, Shippenville, PA 16254 for the Tree Removal Project that was approved and paid for by the PCorp Grant. Commissioner Snyder seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the 911 Account:

Clarion County 911 Fund	\$11,695.72	9-1-1 Dispatch Services
Warren County 911	\$11,695.00	9-1-1 Dispatch Services

 Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Wimer made a motion to accept the resignation of Kelly Gilligan, CYS Fiscal Administrative Officer effective December 31, 2023 at which time she will be officially retiring after 21 years with Forest County with regrets and heartfelt thanks and best wishes. Commissioner Snyder seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion to table the request to hire Danielle Oswald as CYS Fiscal Technician at a rate of \$18.00 per hour, effective August 21, 2023. Commissioner Snyder seconded the motion. The motion carried unanimously.

VII. Adjournment: Commissioner Wimer made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk