

## COMMISSIONER'S BOARD MEETING MINUTES AUGUST 16, 2023

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer. Also present were Treasurer Stacey Barnes, Chief Probation Officer Mark Rhoads, Sheriff William Carbaugh and Mr. Kenneth Butler. Also present via telephone was Kara O'Neil from the Derrick Newspaper.

- 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: The Commissioners welcomed Mr. Kenneth Butler to the meeting.
- III. Consent Agenda: Commissioner Snyder made a motion to approve the Consent Agenda as presented. Commissioner Wimer seconded the motion. The motion carried unanimously.
  1. Motion to approve the minutes of the August 2, 2023 Commissioner Board Meeting.
  2. Approval to make the following transfers from the Pass-Through Account:

Transportation Account	\$25,811.15	Shared Ride/PWD
Transportation Account	\$176.00	Graphics
General Fund	\$4,927.00	Probation Grant in Aide
General Fund	\$306.20	PCCD Deputy Training Reimbursement
General Fund	\$407.12	PCCD Deputy Training Reimbursement
General Fund	\$12,500.00	FY 1 <sup>st</sup> quarter advance HSDF
General Fund	\$1,158.00	FY 1 <sup>st</sup> quarter advance HAP
  3. Approval for the Tax Claim Director to make the July Distribution from the Tax Claim Bureau Account as follows:

Forest County	\$37,425.39
Forest Area School	\$40,279.94
Municipalities	\$3,049.48
  4. Approval for the County Auditors to attend their annual Pennsylvania State Association of County Auditors Convention in Matamoras, PA on October 1 through October 4, 2023. Lodging is \$98.00 per room per night, registration is \$200.00 per attendee and the meal package is \$200.00 per attendee. Mileage and meals shall be requested upon return.
  5. Motion to order the following supplies:

Various office supplies	\$126.98	Central Supply
Copy paper	\$145.96	Central Supply
Kitchen items	\$21.48	Bldgs & Grds minor supply
3 boxes of window envelopes	\$174.00	District Court 37-4-03
Employee only signs	\$9.99	Bldgs & Grds minor supply
Black toner	\$70.89	Treasurer
Black and color ink	\$221.06	Sheriff
Fingerprint inkless pad	\$100.71	Sheriff
50 Cornplanter Maps	\$105.00	Assessment
  6. Lynette Greathouse requested to attend the 2023 Annual SCHRPP Conference, September 13-15 in Hershey PA. Registration is free for members, Lodging is \$169.00 per night for 2 nights.
- IV. Approval of Bills: Commissioner Wimer made a motion to approve paying all bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

General Fund Payroll	\$53,781.34
General Fund Bills	\$29,935.60
Transportation Payroll	\$13,993.71
Transportation Bills	\$13,154.34
Children & Youth Payroll	\$12,308.94
Children & Youth Bills	\$6398.88

V. Old Business:

1. The lease agreement for the Tionesta Ambulance between the Tionesta Ambulance Service and Forest County continues to be unsigned.
2. Commissioner Snyder reported that DCED has just approved a grant for the Tower in Yellowhammer. An environmental assessment will need to be performed as the next step.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Fund:

Windstream	\$50.00	Account #021428743
Verizon	\$183.00	Account #450-778-786-0001-96

Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to transfer \$207.25 from the Veteran's Transportation Account to the Transportation Account for July veterans' copays and full fares. Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Visitor Center Account in the amount of \$29.78 payable to UGI Utilities for gas utilities at the Visitor Center. Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to transfer \$1,976.22 from the Operating Reserve Fund to the Payroll Account. This amount was a credit received from the State related to over-paid payroll taxes. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve Resolution #4 of 2023 in support of the Pennsylvania Commission for the United States Semi-Quincentennial, also known as America250PA. Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion to Proclaim 2023 as "Abraxas Youth & Family Services' 50<sup>th</sup> Year of Service to Youth, Adults and Families. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Wimer made a motion to award the Marienville BVK Property feasibility study to the best qualified responding vendor for planning and development services in order to secure funding for the Nittany Oil Project to Herbert, Rowland & Grubic in the amount of \$25,800.00, which will be paid from grant funds. Commissioner Snyder seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion for the County Treasurer to make a check out of the Operating Reserve Fund in the amount of \$3,800.00 payable to Amos Rudolph, Architecture, LLC for architectural design of the Marienville Garage Addition Project that was done in 2019. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Snyder made a motion for the County Treasurer to transfer \$219,300.00 from the ARPA Account to the Operating Reserve Money Market Account to reimburse for the \$219,300.00 borrowed to pay for one of the ambulances on April 5, 2023. Commissioner Wimer seconded the motion. The motion carried unanimously.
  10. Commissioner Snyder made a motion to approve the 2023 PComp Safety Improvement Grant Application in the amount of \$25,254.25 for the excess cost of the generator purchased for the Courthouse and the installation costs associated with the generator. Commissioner Wimer seconded the motion. The motion carried unanimously.
  11. Commissioner Wimer made a motion to approve the Fiscal Year 2023-2024 County Human Services Plan, Budget and Assurance of Compliance, which describes and allocates how the 23-24 Human Services Block Grant Funds shall be utilized to benefit the County's most vulnerable citizens. 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 Operating Reserves Fund in the amount of \$3,000.00 payable to Carey Kline for the concrete slab to set the new courthouse generator on. Commissioner Wimer seconded the motion. The motion carried unanimously.
  13. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP 2 Account in the amount of \$3,044.50 payable to Warren-Forest EOC Invoice #16 for client assistance and administrative fees. Commissioner Wimer seconded the motion. The motion carried unanimously.
  14. Commissioner Snyder made a motion to approve the Supervision Funds Agreement between the Commonwealth of Pennsylvania and the County of Forest whereby the Probation Department shall assess \$45.00 per month for supervision fees for every individual on probation and these funds shall be utilized to pay salaries and benefits of adult probation personnel. Commissioner Wimer seconded the motion. The motion carried unanimously.
  15. Commissioner Snyder made a motion to approve the request from Mark Rhoads, Chief Probation Officer to spend down the remaining \$3,500.00 of Treatment Court Grant Funds (due to expire in September) to purchase gift cards as incentives for individuals in treatment court. His request is to cash a check from the Probation Administrative Funds Account to purchase the gift cards and submit receipts for the purchase to the Treasurer. He also stated that every card that is given to a recipient is signed and accounted for. Commissioner Wimer seconded the motion. The motion adjourned.
- VII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:18 a.m.

Chief Probation Officer Rhoads informed the Commissioners that there is no word yet on renewing the Regional Drug Treatment Court Grant. This grant has paid for drug testing items, staff wages as well as books and incentives for treatment court participants. He added that there is a possibility of a \$10,000.00 AOPC Grant that could be used for some of these expenses.

Respectfully submitted, Lynette Greathouse, Chief Clerk