

COMMISSIONER'S BOARD MEETING MINUTES AUGUST 2, 2023

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer. Also present was Mark Rhoads, Chief Probation Officer and Treasurer Stacey Barnes.

- 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 as presented. Commissioner Wimer seconded the motion. The motion carried unanimously.
 1. Motion to approve the minutes of the July 19, 2023 Commissioner Board Meeting.
 2. Approval to make the following transfers from the Pass-Through Account:

General Fund	\$457.56	PA Fish & Boat PILT
Transportation	\$27,284.00	MATP 2 nd quarter FY 22-23
Transportation	\$25,644.55	PWD and Shared Ride May 2023 payment
Transportation	\$145,002.00	Funds for new vans
 3. Approval to order the following:

Personal hearing device	\$32.95	Court of Common Pleas
100 pack of DVD-R/16 GB Flash Drive	\$52.28	District Attorney's Office
 4. Approval for Jennifer Nuttall to attend the Pennsylvania District Attorney's Institute "Key Personnel Conference" in State College to be held October 13th and 14th. The total cost is \$451.96, but the Regional Treatment Grant and/or scholarship funds will reimburse registration and lodging (\$220.00) and possibly the mileage if the scholarship is granted.
 5. Approval for Curt Kiefer to attend the PEMA NENA Conference in State College on September 14, 2023. Registration of \$100.00 is payable by credit card and can be reimbursed with 911 Funds.
- 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	\$48,470.73
General Fund Bills	\$80,649.64
Transportation Payroll	\$13,167.32
Transportation Bills	\$159,162.26
Children & Youth Payroll	\$12,308.97
Children & Youth Bills	\$4,457.26

- V. Old Business:
 1. The Agreement between The County of Forest and the Forest EMS Authority has been signed.
 2. The County is still waiting for the Tionesta Ambulance Service to sign the Agreement for the Lease of the Ambulance they have been operating their ambulance since April.
- VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to transfer \$207.45 from the Veterans' Transportation Account to the Forest County Transportation Account for May veteran trips. Commissioner Wimer seconded the motion. The motion carried unanimously.

2. Commissioner Wimer made a motion for the County Treasurer to make the following checks out of the Operating Reserve Fund:

Cody D. Slater	\$1,186.83	Generator install at the Transportation Building
Shoup's Hardware	\$129.00	26R Wet Cell Battery for the Generator for the Transportation Building

Commissioner Kingston seconded the motion. The motion carried. Commissioner Snyder abstained.

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

Tionesta Borough	\$107.06	Account #2161-0 for water/sewer
Penelec	\$55.17	Account #100111996839
MVS Security Services	\$335.86	Invoice #27986
CertaSite	\$159.99	Invoice #12556775
General Fund	\$12.98	UGI Account #411007533655 reimbursement

Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Title III Account:

Penelec	\$133.98	Account #100133270577
Forest Co. Extension	\$3,758.36	August personnel expenses/Allocation
General Fund	\$5,000.00	EMA Coordinator related to Fire-Wise Education

Commissioner Wimer seconded the motion. The motion carried unanimously.

5. Commissioner Wimer made a motion for the County Treasurer to make the following payments from the 911 Fund:

ESRI	\$3,000.00	Software License 2023/2024
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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 Operating Reserve Money Market Account in the amount of \$39,776.07 payable to Clarion Electric Supply Co. for the generator that was ordered in 2020. PCorp Grant funds were awarded in the amount of \$31,589.00 to help pay for this generator. Commissioner Wimer seconded the motion. The motion carried unanimously.

7. Commissioner Snyder made a motion for the County Treasurer to make a check out of the ERAP 2 Funds in the amount of \$593.76 payable to the General Fund for administration services from May 1, 2023 – July 20, 2023. Commissioner Wimer seconded the motion. The motion carried unanimously.

8. Commissioner Wimer made a motion to approve the Child Welfare Information System Data Sharing Agreement whereby, the CWIS will provide and exchange certain information to the County Children & Youth Agency. Act 29 of 2014 allows the Department of Human Services to establish a Statewide Database of Protective Services and to collect reports of child abuse and children in need via an electronic database. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Snyder made a motion to approve the Provider Service Agreement between Forest County Children & Youth Services and Warren County Children's Advocacy Center for the provision of multidisciplinary investigative team approach and response to child abuse and sexual assault cases. Commissioner Wimer seconded the motion. The motion carried unanimously.

10. Commissioner Wimer made a motion to approve the following new hires for part-time transportation drivers:

Sharon Taylor	Driver
Richard Kenney	Driver
Randall Nicklas	Driver

Commissioner Snyder seconded the motion. The motion carried unanimously.

11. Commissioner Wimer made a motion to approve the re-appointment of Cynthia Crytzer to Forest County's private sector seat on the Northwest Commission Board. The term shall run from July 1, 2023 through June 30, 2025. Commissioner Snyder seconded the motion. The motion carried unanimously.

12. Commissioner Wimer made a motion to approve the 2024-2025 Needs Based Plan and Budget as presented by Kelly Gilligan and Tina Flick in the amount of \$1,053,573. Commissioner Snyder seconded the motion. The motion carried unanimously.

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

VIII. Salary Board: Commissioner Kingston called the meeting to order at 10:16 a.m.

1. Commissioner Wimer made a motion to approve an increase to Denise Saxton's hourly rate, effective July 23, 2023 to correct the promotion pay rate that should have been done at the time of her promotion from Tax Claim Clerk to Tax Claim Director on July 4, 2022 from \$15.97 to \$16.76 per the County's Pay & Promotion Policy that was effective March 2, 2022. Treasurer Barnes seconded the motion. The motion carried unanimously.
2. Treasurer Barnes made the motion to approve a one-time retroactive pay adjustment for Denise Saxton in the amount of \$1,872.00 for the difference in the pay rate she should have received from July 4, 2022 through July 22, 2023. Commissioner Wimer seconded the motion. The motion carried unanimously.
3. Commissioner Wimer made a motion to hire Dawn Millin effective July 24, 2023, as the part-time administrative assistant in District Court Judge Miller's Office at a rate of \$13.80 due to her previous years of service with the courts in Forest County. Treasurer Barnes seconded the motion. The motion carried unanimously.
4. Discussion regarding placing a part time mechanic on the Classification Plan was tabled for further discussion.

Treasurer Barnes made a motion to adjourn. Commissioner Wimer seconded the motion. The meeting adjourned at 10:50 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk