

COMMISSIONER’S BOARD MEETING MINUTES SEPTEMBER 6, 2023

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Norman J. Wimer. Also present were Sheriff William Carbaugh, CDBG Coordinator Robin Corapi, Treasurer Stacey Barnes and Betsy Miller. Also present via telephone was 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:

1. Betsy Miller was present with the County Human Services Plan. Ms. Miller explained the priorities that have been named for the fiscal year 2023-2024 grant application to be as follows:

- a. Recruitment and retention of staff – offering a \$20,000.00 college tuition initiative for 4th year of students.
- b. Permanent housing - building a duplex on a piece of property in Warren County for individuals who qualify.
- c. Meeting the needs of vulnerable citizens - providing housing, transportation and food to individuals in need.
- d. Collaboration improvement – building better community partner relationships, especially in regard to case management communications.

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 16, 2023 Commissioner Board Meeting.

2. Approval to make the following transfers from the Pass-Through Account:

General Fund	\$5,017.90	RTC Enhancement Grant 2 nd quarter 2023
General Fund	\$8,576.04	Game Lands PILT payment

3. Approval for the County Treasurer to transfer \$100,000.00 from the General Fund Money Market Account to the General Fund.

4. Motion to order the following supplies:

Various office supplies	\$265.05	Central Supplies
Paper products/trash bags	\$168.09	Buildings & Grounds/Minor Supply
Chair mat	\$39.53	Treasurer
Kyocera Ink/stapler	\$86.48	Elections
Cleaning supplies	\$173.27	Buildings & Grounds/Cleaning
Ink, card stock, envelopes	\$517.56	Conservation & Planning
Drug tests	\$3,051.00	Probation

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

General Fund Payroll	\$50,634.47
General Fund Bills	\$137,783.44
Transportation Payroll	\$13,555.25
Transportation Bills	\$16,875.32
Children & Youth Payroll	\$12,147.47
Children & Youth Bills	\$54,446.53

V. Old Business:

1. The lease agreement with Tionesta Ambulance Service for the ambulance purchased in April of this year is still not signed. The matter is in the hands of the solicitors for the County and the Tionesta Ambulance Service.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Title III Account:
Forest County Extension \$3,758.36 September Allocation and Personnel Expenses
Penelec \$137.58 Account #100133270577
Commissioner Wimer seconded the motion. The motion carried unanimously.
2. Commissioner Wimer made a motion for the County Treasurer to make the following check out of the Visitor Center Account:
Penelec \$54.48 Account #100111996839
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 911 Account in the amount of \$52.31 payable to Windstream for account #021428743. Commissioner Wimer seconded the motion. The motion carried unanimously.
4. Commissioner Wimer made a motion for the County Treasurer to transfer \$600.00 from the Human Services Development Fund to the General Fund for reimbursement of client assistance. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion for the County Treasurer to make the following transfers from the General Fund:
Human Services Development Fund \$1,158.00 1st quarter 2023 HAP Advance
Human Services Development Fund \$12,500.00 1st quarter 2023 HSDF Advance
Commissioner Wimer seconded the motion. The motion carried unanimously.
6. Commissioner Wimer made a motion to Proclaim September as "Hunger Action Month" by the Forest County Commissioners in order to raise awareness and educate our citizens about the role and importance of food banks in addressing hunger issues in our community and to encourage the public to help end hunger by taking action through volunteer shifts and donations to our local food banks. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion to approve the proposal from Rabe Environmental Systems, Inc. for replacement of a compressor and condenser motor on Unit #2 Air Conditioner at the courthouse in the amount of \$5,450.00. Commissioner Kingston seconded the motion. The motion carried unanimously.
8. Commissioner Wimer made a motion to approve the 2023 Citizen Participation Plan for the Community Development Block Grant Program to provide for and encourage citizen participation in the CDBG Program. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to approve the 2023 Section 504 and Transition Plan whereby, according to the Rehabilitation Act of 1973 that no qualified person with handicaps shall be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal assistance, Section 794 24 C.F. R. Commissioner Wimer seconded the motion. The motion carried unanimously.
10. Commissioner Wimer made a motion to approve the 2023 Section 3 Action Plan to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent

feasible be directed to low- and very low-income persons. 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 10:20 a.m.

VIII. Salary Board:

Commissioner Kingston opened salary board at 10:20 a.m.

1. Commissioner Snyder made a motion to hire Robert Porter effective September 6, 2023 to fill the part-time position of Veteran's Affairs Director for Forest County at an annual salary of \$15,000.00. Commissioner Wimer seconded the motion. The motion carried unanimously.

Treasurer Barnes made a motion to close salary board. Commissioner Snyder seconded the motion. The meeting closed at 10:30 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk