

COMMISSIONER'S BOARD MEETING MINUTES SEPTEMBER 7, 2022

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman were present as well as Treasurer Stacey Barnes, Sheriff William Carbaugh, Community & Economic Development Coordinator Robin Corapi and Kara O'Neil from the Derrick were present.

- 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 Huffman seconded the motion. The motion carried unanimously.

- 1. Approval of the August 17, 2022 meeting minutes.
- 2. Approval of the following transfers from the Pass-Through Account to the correct by the County Treasurer:

PTA	General Fund	\$10,000.00 (Department of Health Grant)
PTA	General Fund	\$850.00 (Election Re-Count)
PTA	General Fund	\$4,876.00 (Probation Grant in Aid)
PTA	General Fund	\$13,905.93 (Probation Covid Grant)
PTA	General Fund	\$3,520.10 (Treatment Court Grant)
PTA	Transportation	\$23,423.85
PTA	Transportation	\$27,284.00 (MATP)
PTA	General Fund	\$8,576.04 (PILT)
PTA	General Fund	\$17,914.73 (Election Integrity Grant)
PTA	General Fund	\$1,380.24 (Probation Covid Grant)

3. Motion to approve the 2023 Holiday Schedule as presented.

- 4. Approval of the following purchases:

Various office supplies		Central Supply
Paper products		Bldgs & Grounds (minor supply)
500 W-2 envelopes	\$79.95	Payroll
Cleaning supplies, paper products		Visitor Center
Binders/dividers	\$49.22	Commissioners
Regular and window envelopes	\$170.00	Commissioners
Voter Envelopes	\$34.00	Elections
5 Shelf Storage	\$882.45	Coroner
Court sign (No Cell Phones)	\$86.06	Bldgs & Grounds (minor supply)

5. Approval for Curt Kiefer to attend a one-day PA NENA Conference in State College on Wednesday, September 14th. Registration is \$125.00 plus mileage will be requested upon return. All will be paid with 911 Funds.

6. Approval for Miriah Tkach and Jennifer Brady to attend an AOPC Fiscal Training in Harrisburg on September 27 through September 29th. Lodging, meals and mileage will be requested upon return.

7. Approval for Cheri Switzer to attend a free Real Estate Conference in Hershey on October 21, 2022. Lodging is \$249.00 per night, mileage and meals will be requested upon return.

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

General Fund Payroll	\$47,732.38
General Fund Bills	\$149,622.82
Transportation Payroll	\$13,472.10
Transportation Bills	\$10,793.22
Children & Youth Payroll	\$11,763.76
Children & Youth Bills	\$30,442.15

V. Old Business:

1. Broadband update: Lease agreements are being worked on in the Red Brush area. Environmental Reviews are in process on Taylor Road, Deadhorse Hollow Road, Yellowhammer and Gilfoyle Road.
2. EMT class update: The County has only issued registrations for two individuals for the upcoming class. There are still not 15 students registered, but they will waive that requirement in order to put a class through.

VI. New Business:

1. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the Visitor Center Account:
Penelec \$51.32 Account #100111996839
Evelyn Porta \$42.00 August Cleaning
Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account:
Penelec \$121.55 Account #100133270577
Forest Co. Extension \$3,758.36 September personnel expenses and allocation
Commissioner Snyder seconded the motion. The motion carried unanimously.
3. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:
Mobilcom \$2,587.00 Invoice #59761 (Battery replacement German Hill)
M. Curtis Kiefer \$114.96 911 Addressing mileage
Commissioner Huffman seconded the motion. The motion carried unanimously.
4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Human Services Development Fund in the amount of \$600.00 to help a client prevent electric shut off. Commissioner Snyder seconded the motion. The motion carried unanimously.
5. Commissioner Snyder made a motion to approve the purchase of a 2022 Chevrolet Silverado Truck to be utilized by the Forest County Conservation District & Planning Department. All expenses related to this purchase shall be paid for from Act 13 Block Grant Funds. The cost of this vehicle is \$57,723.00 with an estimated delivery date of September 11, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.
6. Commissioner Huffman made a motion for the CDBG Coordinator to initiate a drawdown from CDBG 2020 Grant Funds in the amount of \$15,272.21 for the 2nd quarter of 2021 administrative fees and for the County Treasurer to transfer the funds to the General Fund when received. Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Bid opening for the 2008 Ford Expedition:
Steve Barnett \$325.00
Henry's Garage \$425.00
BJ Scherer \$350.00
Jeffrey Isovitch \$258.00
Harry Flanigan \$400.00
Commissioner Snyder made a motion to accept the bid from Henry's Garage, 172 Henry Lane, Leeper, PA 16233. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve hiring Hannah Fox to fill the Part Time Administrative Assistant position in the Tionesta District Court Office effective August 22, 2022 at \$11.25 per hour for 24 hours per week. Ms. Fox is replacing Raelene Grida who vacated the position on August 8, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Snyder made a motion to promote Olivia Stouffer from Caseworker I to Caseworker II effective September 5, 2022 at a rate of \$15.97. Commissioner Huffman seconded the motion. The motion carried unanimously.
10. Commissioner Huffman made a motion to approve Ms. Susie Miller to the Forest County Children & Youth Advisory Board to fill a vacant position through January 2025. Ms. Miller is the current Forest County Public Health Nurse and should be a good fit for the advisory board. Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Snyder made a motion to approve enrollment in the Postage by Phone scheduled payment program, this will eliminate writing checks and the wait period involved in adding postage to the machine. The payments shall be monthly at \$2000.00 per month and may be adjusted as needed. Commissioner Huffman seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion to approve the Purchase of Service Agreement between Forest County (Children & Youth Services) and Cornell Abraxas, 2840 Liberty Avenue Suite 300, Pittsburgh, PA 15222 for the provision of child welfare services effective July 1, 2022 through June 30, 2023. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Snyder made a motion to approve the Provider Service Contract between Forest County (Children & Youth Services) and Warren County Children's Advocacy Center, 110A East Saint Clair Street, Warren, PA 16365 for the

provision of a multidisciplinary investigative team approach and response to child abuse and sexual assault cases involving Forest County children. This agreement shall be effective July 1, 2022 through June 30, 2023. Commissioner Huffman seconded the motion. The motion carried unanimously.

14. Commissioner Huffman made a motion to approve the Forest County 2022 Citizen Participation Plan whereby the Commissioners are encouraging citizens to participate in the Community Development Block Grant Program. Commissioner Snyder seconded the motion. The motion carried unanimously.
15. Commissioner Snyder made a motion to approve the Forest County Section 504 and Transition Plan. Commissioner Huffman seconded the motion. The motion carried unanimously.

VII. Public Comment:

1. Kara O'Neil from the Derrick inquired as to what the Section 504 Plan is and CDBG Coordinator Robin Corapi explained that it is the County stating that it recognizes the need to ensure all County buildings are accessible to people with physical disabilities and this plan provides the public with the information to call if they come across County facilities that are non-compliant.
2. Ms. O'Neil also inquired about the Citizen Participation Plan and it was explained that it is a tool to encourage citizens of the County to attend the public meetings that are held for discussions on how the Community Development Block Grant might be utilized.
3. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:20 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk