

## COMMISSIONER'S MEETING MINUTES, APRIL 6, 2017

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Present for the meeting were Commissioners Robert J. Snyder, Jr., and Basil D. Huffman. Commissioner Norman J. Wimer was absent due to a PCorp meeting in Harrisburg. Also present were Treasurer Pamela Millin, Sheriff Robert Wolfgang, and Saxon Daugherty of the Derrick.

**Call to Order:** Commissioner Snyder called the meeting to order at 10:00 a.m. after leading the group in the Pledge of Allegiance and a moment of silence.

**Approval of March 16, 2017 minutes:** Commissioner Huffman made a motion to approve the minutes of the March 16, 2017 meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.

**Approval of the following bills:** Commissioner Huffman made a motion to approve the following bills. Commissioner Snyder seconded the motion. The motion carried unanimously.

- General Fund bills                   \$120,697.16
- General Fund payroll               \$ 50,802.55
- Transportation bills                 \$ 13,707.31
- Transportation payroll              \$ 12,266.79
- Children & Youth bills             \$ 16,392.69
- Children & Youth payroll          \$ 11,731.33

### Department Requests:

Commissioner Huffman a motion to approve all of the department requests. Commissioner Snyder seconded the motion. The motion carried unanimously.

1. Steven Barnett, Chief Probation Officer is requesting approval of the following:
  - a. Steven Barnett to attend the DUI Coordinator's Conference in State College on May 18 and 19, 2017. The following expenses are requested:
    - Lodging           \$84.00/night @ 2 nights
    - Meal and fuel expense
  - b. Steven Barnett to attend the Annual Criminal Justice Advisory Board Conference in State College on April 4 and 5, 2017. The following expenses are requested:
    - Lodging           \$98/night @ 2 nights
    - Meal and fuel expense
  - c. Mark Rhoads to attend JTAC training in Ridgeway on April 24, 2017. The following expenses are requested:
    - Meal and fuel expense
2. Steven Barnett, Chief Probation Officer is requesting approval to purchase refreshments utilizing Administrative Fees for the Regional DUI Association Meeting, "Recognizing the Drug Impaired Subject" being hosted by Forest County Probation April 6, 2017.
3. Steven Barnett, Chief Probation Officer is requesting approval to purchase the following with ACT 198 Funds:
  - a. Prizes for the Starfish Carnival at WFES on April 11, 2017 in the amount of \$100.00
  - b. Transportation of EFES and WFES students to the SADD Conference in Warren on April 19, 2017, cost is estimated at \$500.00
  - c. \$100.00 donation to the Warren County SADD Chapter

4. Sheriff Robert Wolfgang is requesting to attend a Sheriff's Meeting with Chief Deputy Wm Carbaugh on May 22, 2017 in Harrisburg.  
Lodging \$116.00/night @ 1 night  
Meal and fuel expense
5. Donna Zofcin, Conservation District and Planning Director is requesting approval to order a battery back-up for her computer to be paid for with Conservation District and Planning Dept. General Fund and a pair of hip waders to be paid for with the Conservation District Dirt & Gravel Account.
6. District Judge Daniel Miller is requesting approval to order 4 boxes of window envelopes (2 For each office) at a cost of \$150.00.
7. Children & Youth Services is requesting approval to purchase a new 2017 Chevrolet Equinox AWD LS for Forest County Children & Youth Services. This purchase was previously approved by the Department of Human Services for FY 2016-2017, as submitted within the Needs Based Budget & Plan request of 8/15/2016. The total cost of the vehicle is \$23,489, purchased through the Central Westmoreland Council of Governments (CWCOG) Cooperative Purchasing Contract MV-016-017. This amount shall be allocated as general protective and child protective service costs, at an approximate reimbursement level of 80% state funding and 20% county funding. CYS is also requesting approval to trade in the Agency's 2008 Chevrolet Uplander, for the CWCOG wholesale quote of \$2500.00. This amount shall be applied against the purchase price for the new vehicle.
8. The Tax Claim Bureau is requesting approval for disbursement of an overpayment to Anthony Conti in the amount of \$22.90.
9. The Planning/Conservation office is requesting a letter of support for the Northwest Commission Department of Conservation and Natural Resources (DCNR) application to update the 2009 Northwest PA Greenways Plan for Clarion, Crawford, Forest, Venango, and Warren Counties.
10. The Maintenance Department is requesting approval to replace the joist and decking on the front porch of the Criminal Justice Building at a cost of around \$200.00.
11. The Probation Office is requesting to reimburse Forest-Warren Human Services for AA books purchased to hand out to drug court clients. A total of 16 books were purchased by Mary Kushner in the amount of \$242.80 to be paid from DUI administrative fees and grant reimbursement status determined as they are given to clients.

**Old Business:**

1. Thanks to CCAP providing Forest County with a tax law attorney, a settlement has been reached with the IRS regarding the audit finding of improper classification of employees/contractors. The County is to remit \$2507.00 for the year 2015. The claim of improper classification of Guardian-ad-Litem, Public Defender, Court-Appointed Attorneys and the Solicitor have all been justified and remain sub-contractors. The DUI Alcohol Instructor is to be made a part-time as needed employee of Forest County for the purposes of assisting in the instruction of the Alcohol Safety School.

**New Business:**

1. Commissioner Huffman made a motion to adopt Resolution #3 of 2017, Delinquent Per Capita Tax Collection by a Private Collection Agency, naming Statewide Tax Recovery as the collection agency

for Forest County per capita tax. Commissioner Snyder seconded the motion. The motion carried unanimously.

2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Food & Shelter Account in the amount of \$301.33 payable to Second Harvest Food Bank for the October and December TEFAP payments received on 3/16/17. Commissioner Snyder seconded the motion. The motion carried unanimously.

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

Tionesta Borough	\$96.49	Utilities
Penelec	\$89.85	Utilities
Evelyn Porta	\$30.00	Cleaning

Commissioner Snyder seconded the motion. The motion carried unanimously.

4. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account for expenses at the Fire-Wise Education Center:

Penelec	\$243.33	Utilities
Tionesta Business Park	\$133.47	Utilities
Dana Harmon	\$144.00	Cleaning

Commissioner Snyder seconded the motion. The motion carried unanimously.

5. Commissioner Huffman made a motion for the County Treasurer to transfer \$1663.21 from the Sheriff's Patrol Account to reimburse the General Fund for March patrols and mileage (\$1686.81) and speed timer postage (\$7.20) minus \$30.80 for double payment charged for TB Tests and speed timer postage in February. Commissioner Snyder seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to make the following check out of the 911 Fund:

General Fund	\$9437.19	1 <sup>st</sup> quarter 2017 reimbursement of expenses
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Commissioner Snyder seconded the motion. The motion carried unanimously.

7. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Emergency Management Education & Training Account in the amount of \$500.00 payable to McCutcheon Enterprises, Inc for the 2017 Emergency Response retainer. Commissioner Snyder seconded the motion. The motion carried unanimously.

8. Commissioner Huffman made a motion to approve the Consulting Services Agreement between Forest County and Richard Grossman to provide planning services relative to the Municipal Assistance Program grant, effective April 17, 2017-June 30, 2019 for the sum of \$10,000.00. \$5000.00 to be paid from the MAP grant and the remaining \$5000.00 from local cash funds. Commissioner Snyder seconded the motion. The motion carried unanimously.

9. Commissioner Huffman made a motion to approve the update of the Continuity of Government Operations Plan to be reviewed annually. Commissioner Snyder seconded the motion. The motion carried unanimously.

10. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the ARC account from Local Foods Local Places grant funds:  
Bruce Parkhurst    \$36.68 for supplies from Staples  
Pannier                \$732.00 for the 2<sup>nd</sup> batch of Forest County Logo signs  
Commissioner Snyder seconded the motion. The motion carried unanimously.
11. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Operating Reserve Fund in the amount of \$12,084.00 payable to Glass Erectors, Inc., PO Box 216 Reynoldsville, PA 15851 for the Kawneer Aluminum Storefront Door System with Bullet Resistant Glazing and installation of the doors at the Courthouse. These funds will be reimbursed by a grant from the AOPC specifically for security equipment and upgrades. Commissioner Snyder seconded the motion. The motion carried unanimously.
12. Commissioner Huffman made a motion for the County Treasurer to make a check out of the 911 Fund in the amount of \$52.46, payable to Windstream. Commissioner Snyder seconded the motion. The motion carried unanimously.
13. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13 Fund-Impact Fee Account in the amount of \$2502.03 payable to Tionesta Builders Supply for the cabinets in the assessment office. Commissioner Snyder seconded the motion. The motion carried unanimously.
14. Commissioner Huffman made a motion for the Sheriff's office to assist in various capacities during Crawford County Sheriff's Office move. The wages will be paid out of the patrol account. Commissioner Snyder seconded the motion. The motion carried unanimously.

**News to Note:**

No resolution yet on the PMRS Contract.

**Adjournment:** Commissioner Huffman made a motion to adjourn. Commissioner Snyder seconded the motion. The meeting adjourned at 10:35 a.m.

Submitted by, Jean Ann Hitchcock