

## Commissioner's Minutes December 13, 2011

### Those Present:

Butch Campbell   Rex Munsee   Donna Reinsel   Kay Rupert   Scott Seeley   Randall Stahlman  
Greg Faller   Patricia S. Sears   Steve Allison   Frank Stacy   Angi Keller   Brianna Kline

### Roll Call:

Commissioner Cyphert – present  
Commissioner Hartle – present  
Commissioner Reddinger – present

**Approval of the Agenda:** On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the agenda as presented, the motion passed.

**Approval of the Minutes:** On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the minutes dated November 23, 2011 as presented, the motion passed.

### Correspondence:

- ❖ A letter dated November 9, 2011 from Pennsylvania Emergency Management Agency (PEMA) regarding the payment of funds in the amount of \$9,065.92 for FFY 2011 Emergency Management Performance Grant Program expenses. Effective period: 7/01/2011 – 9/30/2011.
- ❖ A letter dated November 22, 2011 from the PA Office of Child Development and Early Learning regarding CCIS of Clarion/Jefferson Counties. The Subsidized Child Care Grant for Jefferson County will decrease by \$20,000.00.
- ❖ A letter dated October 31, 2011 for the Pennsylvania Emergency Management Agency (PEMA). Based upon the site visit and inspection conducted October 21, 2011, which included representatives from PEMA, DEP, Office of the State Fire Commissioner, and Dept. of Health, McCutcheon Enterprises Inc., Hazardous Material Response Team (HMRT) has successfully satisfied the requirements for re-certification and may continue to function as a state-certified HMRT.
- ❖ A letter dated November 29, 2011 from the Pennsylvania Department of Transportation concerning the “Parker Truss Preventative Maintenance Project”, Armstrong and Clarion Counties, District 10 traffic detour during a project to perform preventative maintenance to the existing bridge carrying State Route 368 over the Allegheny River in Parker City and Perry Townships. The detour will be in place from March, 2012 through October 2012.
- ❖ A letter dated December 2, 2011 from County Commissioners Association of Pennsylvania (CCAP) announcing a dividend distribution to Clarion County in the amount of \$51,633.00
- ❖ Treasurer's report dated November 1 through November 30, 2011 Total: \$2,641,062.18
- ❖ A letter dated November 28, 2011 from the United States Department of Agriculture advising that Clarion County has been designated eligible for Farm Service Agency (FSA) Emergency loans to cover loss for established family farm operations that occurred June 1, 2011 through August 30, 2011.

### Announcements:

- ❖ Friday, December 16, 2011 – 9 am Board of Inspectors Meeting, Clarion County Corrections
- ❖ Tuesday, December 20, 2011 – 9 am Commissioners Work Session, Commissioner's Conference Room

- ❖ Thursday, December 22, 2011 – 9 am Commissioners Work Session, Commissioner’s Conference Room - Correction to this announcement – Thursday, December 22 will not be a work session but rather the final Commissioners Meeting for the year.

**Public Concerns and Comments:** There are no comments or concerns at this time

**Business:**

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to award the surplus vehicle to BF Auto Services of Strattanville, Pa, the motion passed..

1. Opening of the bids submitted for the surplus County Transportation vehicle. This was approved for advertising at a regular Commissioner business meeting on November 23, 2011.

**2007 Dodge Minivan VIN# 1D4GP25E17B209940**

Name of Bidder	Amount of Bid & 10 %	Results
BF Auto Service, Strattanville, Pa	\$2,150.00 \$215.00	Highest Bid
Sulli Motors Ambridge, Pa	\$2,130.00 \$213.00	
Grace Quality Used Cars Morrisville, Pa	\$1,243.00 215.00	

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve resolution #14 as presented, the motion passed.

2. Approval of Resolution #14 of 2011, Complying with Act 106: Changes to Public Bonding



**RESOLUTION #14 OF 2011  
ACT 106 OF 2011: Changes to Public Official Bonding**

**WHEREAS**, on November 23, 2011, Act 106, became immediately effective, authorizing counties to obtain individual bonds, blanket bonds, or crime insurance covering county officers and employees, replacing prior requirements that certain individual officers of the County have separate bonds;

**WHEREAS**, pursuant to sub-section 1130(a) of the Act which requires the County Commissioners, as the governing body of the County of Clarion, to establish a procedure by which it "shall annually determine the form and required amount of required security that will be reasonably sufficient to protect against the risks of loss in compliance with this subchapter;"

**WHEREAS**, sub-section 1130(b) of the Act permits the County Commissioners to appoint a risk manager to "compile and submit information relevant to the determination of an amount of required security under subsection (a);"

**WHEREAS**, section 1129 of the Act requires that "the form and contents of a bond and insurance obtained in compliance with this subchapter shall be approved by the governing body of the county, after review by the county solicitor and consultation with the county risk manager...;

**THEREFORE IT IS HEREBY RESOLVED** that the County shall hereby adopt the following procedure for compliance with the provisions of the Act:

1. The County's Risk Manager is hereby designated to compile and submit information to the Board of Commissioners prior to close of every calendar year as to the amount of security that the risk manager recommends that the County maintain during the succeeding year and otherwise to provide the information as set forth below to enable the Board of Commissioners to place into force the bond and insurance required by the Act for the succeeding year;
2. In the course of performing the duties assigned under 1. above, the County's Risk Manager and the solicitor shall confer to determine the form and content of the bond and insurance would comply with the form and content of the bond and insurance would comply with the provisions of the Act;
3. In consultation with the Risk Manager, the County's Purchasing Department shall concurrently initiate a competitive process to obtain quotes on that bond and insurance that would comply with the form and content required by the Act as determined by the Risk Manager and Solicitor;
4. Following receipt of quotes by the Director of Purchasing, at least two weeks prior to the close of every calendar year the Risk Manager shall present to the Board of Commissioners for its consideration and approval the form and amount of the required security, together with a recommendation as to the bond and policy satisfying the criteria set forth in the Act and the competitive policies established by the County's Procurement Policy.

**ADOPTED** this 13th day of December, 2011.

David G. Cyphert

**CLARION COUNTY COMMISSIONERS**  
  
Donna R. Hartle

Timothy P. Reddinger

Chief Clerk/County Administrator Deputy

**Roll Call Vote:**

- Commissioner Cyphert – yes
- Commissioner Hartle – yes
- Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve resolution #15 as presented, the motion passed.

3. Approval of Resolution #15 of 2011, Establishing fund Balance Policies as Required By GASB54



RESOLUTION #15 OF 2011  
Establishing Fund Balance Policy as Required by GASB 54

**WHEREAS**, the Governmental Accounting Standards Board (“GASB”) has adopted Statement 54 (“GASB54”), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010 and,

**WHEREAS**, Clarion County elects to implement GASB54 requirements, and to apply such requirements to its financial statements as of January 1, 2011; and

**NOW THEREFORE BE IT RESOLVED THAT** Clarion County hereby adopts the following policy:

**FUND BALANCE POLICY**

Fund balance measures the net financial resources available to finance expenditures of future periods.

Clarion County’s Unassigned General Fund Balance will be maintained to provide Clarion County with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Commissioners.

Fund Balance of Clarion County may be committed for a specific source by formal action of the Board of Commissioners. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Commissioners.

When it is appropriate for fund balance to be assigned, the Board of Commissioners may assign the fund balance by motion at a public meeting.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.



**AND BE IT RESOLVED** that financial goal is to have a sufficient balance in the operating fund with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. Clarion County shall strive to maintain a yearly fund balance in the general operating fund in which the total fund balance is five (5) percent of the total operating expenditures and the Unassigned fund balance is five (5) percent of the total operating expenditures.

The above Resolution is adopted this 13 day of December, 2011.

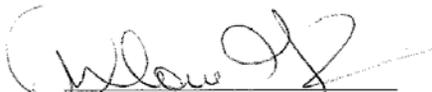
CLARION COUNTY BOARD OF COMMISSIONERS

  
David G. Cyphert

  
Donna R. Hartle

  
Timothy P. Reddinger  
12/13/11

Attest:

  
Arloue Galan, Deputy Chief Clerk

Discussion: Commissioner Reddinger stated "We are able to comply with the regulations as we had Susquehanna Group Advisors review and make sure our system is ready."

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve resolution #16 as presented, the motion passed.

4. Approval of Resolution #16 of 2011, Allegheny County Industrial Development Authority Tax-Exempt Mortgage Revenue Note, Series 2011 (Passavant Memorial Homes Project)



RESOLUTION #16 OF 2011

ALLEGHENY COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY  
TAX - EXEMPT MORTGAGE REVENUE NOTE, SERIES 2011  
(PASSAVANT MEMORIAL HOMES PROJECT)

APPROVAL OF APPLICABLE ELECTED REPRESENTATIVE  
COUNTY OF CLARION, PENNSYLVANIA

**WHEREAS**, Section 147(f) of the Internal Revenue Code of 1986, as amended, (the "Code") requires that an issue of obligations be approved by the applicable elected representative of the governmental unit where the project to be financed with the proceeds of such obligations is located and of the governmental unit on behalf of which such obligations are issued after a public hearing following reasonable public notice; and

**WHEREAS**, Passavant Memorial Homes, a non-profit corporation organized under the laws of the Commonwealth of Pennsylvania, (the "Borrower") has requested that the Allegheny County Industrial Development Authority (the "Authority") issue its tax - exempt revenue note (the "Note") in the aggregate principal amount not to exceed \$12,000,000 for the purpose of refinancing certain indebtedness of the Borrower (the "Refunding Project") and paying all or a portion of the costs of issuance (collectively, the "Project"); and

**WHEREAS**, the issuance of the Note by the Authority for the benefit of the Borrower will not constitute an obligation of the County of Clarion in any way; and

**WHEREAS**, a duly advertised public hearing was held on December 5, 2011 at the offices of the Authority, 425 Sixth Street, Suite 800, Pittsburgh, Pennsylvania, on behalf of Clarion County, at which time public comments were sought and none were received; and

**WHEREAS**, the undersigned are the "applicable elected representatives" within the meaning of Section 147 of the Code; and

**WHEREAS**, the approval is for purposes of satisfying the requirements of Section 147(f) of the Code and does not constitute an approval, for any purpose, of the form of the financing, the security therefore, the marketing thereof and does not impose any liability whatsoever on the County of Clarion for the repayment thereof or the viability or security of the Project.

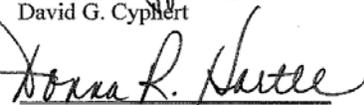
**NOW, THEREFORE**, the undersigned applicable elected representative, in satisfaction of the public approval requirements of the Code, hereby approves the Note and the Project for which the Note will be issued.

ATTEST:

COUNTY OF CLARION BOARD OF COMMISSIONERS

  
Arloue Galan, Deputy Chief Clerk

  
David G. Cyphert

  
Donna R. Hartle

  
Timothy P. Reddinger

Date: December 13, 2011

Discussion: Commissioner Cyphert stated "Passavant Memorial Homes has some property that is in southern Clarion County, and they do provide services in our area. They are applying for a \$12 million dollar bond and we must be okay with that, this is why we are passing this resolution. There is no commitment on our part."

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the revised MOU as presented, the motion passed.

5. Approval of the revised Memorandum of Understanding for Act 22 Services. Effective December 13, 2011. Term: Through December 31, 2012



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### MEMORANDUM OF UNDERSTANDING FOR ACT 22 SERVICES (Revised December 5, 2011)

This Agreement, entered into this 13 day of December, 2011, by and between **The Prison Inmate Medical Cost Containment Program (PIMCC)**, Dauphin County, Pennsylvania, hereinafter referred to "PIMCC", and Clarion County, Pennsylvania, hereinafter referred to as the "County."

**WHEREAS:** Pursuant to the implementation of the Inmate Medical Cost Cap Provisions from Act 22, 2011, which allows county inmates to qualify for Medical Assistance coverage for hospitalizations, and caps Medical Provider rates at Medicaid rates for inmates not qualified and provides Medicare for outpatient services provided to inmates, which was signed into law with an effective date of July 1, 2011; and

**WHEREAS:** **PIMCC** in cooperation with the Pennsylvania Department of Public Welfare and the Pennsylvania Department of Corrections will become part of the payment system for the reimbursement of inmate Medicaid claims;

**WHEREAS:** **PIMCC** has agreed to serve as an intermediary between the Pennsylvania Department of Corrections and Pennsylvania Department of Public Welfare to collect and remit the County's share of inmate medical costs that result from the County's inmate hospitalizations;

**WHEREAS:** **PIMCC** is the State approved liaison between the Pennsylvania Department of Public Welfare and all 67 counties and will be the single entity for counties to reconcile their portion of hospital bills for their qualified Inmates;

**WHEREAS:** The Pennsylvania Department of Public Welfare will provide Pennsylvania Department of Corrections with the billing for all county prisons;

**WHEREAS:** The Pennsylvania Department of Corrections will then provide **PIMCC** with the billing for the county prisons and **PIMCC** will

Discussion: Steve Allison asked “What is Act 22?” Commissioner Hartle replied “This is the program that has been established for savings on medical cost for the inmates.”

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the new contract as presented, the motion passed.

6. Approval of a new contract for GIS with GeoDecisions for the GeoPrime Web Mapping Solutions and Hosting web application. Cost: \$32,000.00 Effective: December 13, 2011 Term: 1 year

Discussion: Commissioner Reddinger stated “This is a new software tool for our GIS Department. This program will generate income to cover the cost and will stop us from outsourcing. We will save money in the long run.”

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the contract renewals as presented, the motion passed.

7. Approval of a contract renewal for Clarion County Children and Youth Services and:
  - Appalachian Youth Services for Community residential services Cost: \$138.38-\$164.61/day County Match: \$55.53-\$65.84/day Term: July 1, 2011 through June 30, 2012
  - Brenda Manno, Project Point of Light (PPOL) for sex offender and victim assessment and treatment. Cost: \$83,000 maximum. County Match: \$16,600 maximum. Term: July1, 2011 through June 30, 2012

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the contract renewal as presented, the motion passed.

8. Approval of a contract renewal for the office of Buildings & Grounds and TruGreen for lawn care service at 421 Main Street. Effective December 13, 2011 Cost: \$425.00 – Term: for the year 2012 services.

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the purchase as presented, the motion passed.

9. Approval of the purchase of TimeClock Plus 6.0 Professional Upgrade software from TimeClock Plus for the Clarion County Corrections Facility. Cost: \$1,347.00

Roll Call Vote:

Commissioner Cyphert – yes  
Commissioner Hartle – yes  
Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the purchase as presented, the motion passed.

10. Approval of the purchase of one HP Server through GovConnection for Information Technology. Cost: \$6,681.00

Roll Call Vote:

Commissioner Cyphert – yes  
Commissioner Hartle – yes  
Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the grant application as presented, the motion passed.

11. Approval of Emergency Management Performance Grant application for the Office of Emergency Services for partial reimbursement of the salaries and benefits for the EMA Coordinator, Training/Operations, and Planner positions. Effective: October 1, 2011 through September 30, 2012.

Roll Call Vote:

Commissioner Cyphert – yes  
Commissioner Hartle – yes  
Commissioner Reddinger – yes

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the general fund with an amendment to the date as November 19 through December 9, 2011 the motion passed.

12. Approval of the General Fund bills which includes all expenditures including those over \$300; dated November 30 to December 9, 2011 Total: \$1,196,596.91

Roll Call Vote:

Commissioner Cyphert – yes  
Commissioner Hartle – yes  
Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the transfers as presented, the motion passed.

13. Budget Transfers dated November 19 to December 9, 2011 Total: \$23,037.01

November 19 to Dec 9, 2011			
CLARION COUNTY BUDGET TRANSFERS			
DEPARTMENT	FROM	TO	TOTAL
ADULT PROBATION	MAINTENANCE VEHICLES	TRAVEL	\$50.00
PLANNING	PROFESSIONAL SERVICES	TRAVEL	\$60.13
COURTS	TRAINING	MATERIALS & SUPPLIES	\$650.00
JURY COMMISSIONERS	TRAVEL	MATERIALS & SUPPLIES	\$400.00
JUVENILE PROBATION	TRAINING	TRAVEL	\$600.00
DOMESTIC RELATIONS	LEGAL SERVICES	PROFESSIONAL SERVICES	\$500.00
DOMESTIC RELATIONS	LEGAL SERVICES	TRAVEL	\$100.00
ASSESSMENT	CONTINGENCY RESERVE	PROFESSIONAL SERVICES	\$2,500.00
COMMUNICATIONS	MAINTENANCE EQUIPMENT	MAINTENANCE BUILDING	\$1,300.00
PUBLIC DEFENDER	TRAINING	RESEARCH ACCOUNT	\$161.00
ELECTIONS	TELEPHONE	RENT	\$1,540.00
ELECTIONS	TELEPHONE	ELECTION OFFICERS	\$169.00
SHERIFF	MATERIALS & SUPPLIES	MAINTENANCE VEHICLES	\$50.00
COMMUNICATIONS	MAINTENANCE EQUIPMENT	MAINTENANCE BUILDING	\$150.00
COUNTY BUILDINGS	CO. PARK'S MATERIALS & SUPPLIES	MAINTENANCE BUILDINGS	\$300.00
CORONER	PROFESSIONAL SERVICES	TELEPHONE	\$217.00
REGISTER & RECORDER	PRINTING & REPRODUCTION	CONTRACTED MAINTENANCE	\$200.00
CENTRAL ACCOUNTING	TRAINING	DUES	\$50.00
DISTRICT ATTORNEY	TRAINING	MATERIALS & SUPPLIES	\$500.00
DISTRICT ATTORNEY	EXTRADITION	LIBRARY	\$205.00
AUDITORS	MAINTENANCE EQUIPMENT	TRAVEL	\$100.00
AUDITORS	CONTINGENCY RESERVE	TRAVEL	\$500.00
HUMAN RESOURCE	MEDICAL INSURANCE	ADVERTISING	\$333.00
PUBLIC DEFENDER	POSTAGE	WATER & SEWAGE	\$60.00
DISTRICT COURT 18-3-01	ELECTRIC	WATER & SEWAGE	\$530.00
COUNTY BUILDINGS	TELEPHONE	MAINTENANCE EQUIPMENT	\$500.00
ADMINISTRATIVE BUILDING	UTILITIES FUEL	UTILITIES ELECTRIC	\$550.00
ELECTIONS	MAINTENANCE EQUIPMENT	ELECTION OFFICERS	\$2,072.00
ASSESSMENT	CONTINGENCY RESERVE	PROFESSIONAL SERVICES	\$1,200.00
COMMUNICATION/EMA	COMMUNICATION MAINTENANCE COMPUTERS	EMA UTILITIES/ELECTRIC	\$3,400.00
ASSESSMENT	BOARD OF APPEALS	TRAINING	\$280.00
COURTS	PROFESSIONAL SERVICES	MEDIATION	\$1,600.00
DISTRICT COURT 18-3-03	MAINTENANCE BUILDINGS	TRAVEL	\$160.00
DISTRICT COURT 18-3-01	POSTAGE	CONSTABLE FEES	\$710.00
DISTRICT COURT 18-3-01	POSTAGE	MATERIALS & SUPPLIES	\$600.00
COUNTY BUILDING/CO.PARK	CO. PARK MATERIALS & SUPPLIES	CO. BLDG MATERIALS & SUPPLIES	\$700.00
PLANNING	PROFESSIONAL SERVICES	RECYCLING	\$39.88
TOTAL			\$23,037.01

**Roll Call Vote:**

Commissioner Cyphert – yes

Commissioner Hartle – yes

Commissioner Reddinger – yes

**Other Business:**

There is no other business at this time

**Questions and Answer Period:**

Angi Keller asked “the resolution for Passavant, is it for development in Clarion County?” Commissioner Cyphert stated “we do not know what they will be doing with the bond, we are just letting them know we are okay with it due to the property they have in Clarion.”

**Adjournment:**

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to adjourn the meeting at 9:14 am, the motion passed.