

## **Commissioner's Meeting Minutes** **August 9, 2011**

### **Those Present:**

Rodney Sherman	Angi Keller	Kay Rupert	John McConnell	Donna Reinsel
Tess Snyder	Greg Faller	Steve Allison	Terry Shaffer	Wayne Brosius
Ron Wilshire				

### **Roll Call:**

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

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

**Approval of the Minutes:** On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the minutes dated July 26, 2011 as presented, the motion passed.

### **Correspondence:**

- ❖ A fax dated July 22, 2011 from Office of County Inspections and Services announcing 100% Compliance Achievement with Congratulations to Clarion County Corrections.
- ❖ A letter dated July 27, 2011 from the Commonwealth of Pennsylvania announcing the Drug and Alcohol Program fiscal year 201-2012 primary allocation from the Department of Public Welfare, Office of Mental Health and Substance Abuse Services. Amount Awarded - Behavioral Health Services Initiative: \$454,436//Act 152: \$174,958 – TOTAL \$626,394
- ❖ 2011 Black Fly Suppression Program conducted a treatment on Monday and Tuesday, August 1 and 2, 2011.
- ❖ A Public Notice given from the Counties of Clarion, Elk, Forest, and McKean announcing scheduled public workshops to invite public input and comment of the feasibility study report for developing the Knox-Kane Rail Corridor. August 16 Clarion Holiday Inn from 6-8 pm. August 17 Kane Middle School Auditorium 6-8 pm. August 18 Marienville Area Civic Association 7:30-9:30 pm.
- ❖ A letter dated July 15, 2011 from the Office of Child Development and Early Learning regarding a decreased adjustment on the Subsidized Child Care Grant for CCIS of Clarion/Jefferson Counties from \$1,958,689.01 to \$1,920,817.57. TANF \$(21,924.44) /Fund C-FT \$(7,099.00) totaling \$(29,023.44) for Clarion County and TANF \$(8,798.00) for Jefferson County.
- ❖ Treasurer's Report dated July 1 through July 31, 2011, balance as of July 31, 2011 \$4,928,245.32
- ❖ A letter dated August 8, 2011 from the Pennsylvania Department of Public Welfare announcing two separate invoices for the first quarter of FY 2011-12 advance payments for special grants processed in Clarion County. Independent Living Grant amount of \$16,194 and Special Grant Initiative in the amount of \$50,100. Kay Rupert stated this is the first time getting the advance instead of a quarterly payment.
- ❖ A letter dated July 29, 2011 from the Pennsylvania Department of Public Welfare announcing an Act 24 payment in the amount of \$500 representing compensation for services provided and submitted for reimbursement by the county's Clerk of Orphan's Court.

### **Announcements:**

- ❖ Sunday – Wednesday, August 14-17, 2011 – Commissioners will be at CCAP Conference

- ❖ Thursday, August 18, 2011 – 9 am Work Session, Commissioner’s Conference Room
- ❖ Friday, August 19, 2011 – 9 am Board of Inspector’s Meeting, Clarion County Corrections
- ❖ Tuesday, August 23, 2011 – 9 am Commissioners, Salary and Retirement Board Meetings, Commissioner’s Conference Room

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

**Business:**

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the final awards as presented, the motion passed.

1. Approval of the final awards for the bids submitted for the four (4) surplus county vehicles no longer in use; these were approved for advertisement at the Commissioners regular business meeting on July 13, 2011 and opened at a Commissioners regular business meeting on July 26, 2011.
  - A. 2004 Ford E350 VIN# 1FTSS34LX4HB53002 awarded to Grace Quality Used Cars bid of \$2,450
  - B. 2004 Ford E350 VIN#1FBSS31L74HB37364 awarded to Grace Quality Used Cars bid of \$2,450
  - C. 2004 Ford E350 VIN#1FBSS31L74HB43701 awarded to Grace Quality Used Cars bid of \$1,750
  - D. 2001 Ford Windstar VIN#2FTZA544X1BC13021 awarded to John Smail, Jr bid of \$200

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – absent

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the purchase of a new vehicle as presented, the motion passed.

2. Approval of the purchase of a 2011 Chevrolet Impala through COSTARS, for Transportation Administration Pilot Project; this has been approved by PennDOT. Cost: \$17,306 \*\*Note this is being funded through PennDOT

Discussion: Commissioner Reddinger commented “this vehicle will be for traveling on site.”



**APPLE**  
Chevrolet  
Cadillac

CLARION COUNTY TRANSPORTATION  
ATTN: MARY LUTZ  
214 SOUTH 7<sup>TH</sup> AVENUE  
CLARION, PA. 16214  
ATTN: ACCOUNTS PAYABLE

AUGUST 11, 2011

**INVOICE**

PURCHASE ORDER NUMBER 0910-1  
FOR (1) 2011 CHEVROLET IMPALA 4 DOOR SEDAN  
SERIAL NUMBER 2G1WF5EK1B1315468  
PER PENNA STATE COSTARS CONTRACT NUMBER 026-012

UNIT PRICE	\$17056.00
DELIVERY FEE	250.00
<b>INVOICE TOTAL</b>	<b>\$17306.00</b>

TERMS: NET 20 DAYS

1200 Loucks Road • York, PA 17404  
www.applechevrolet.com • (717) 848-1300 • (800) 233-9425  
www.applecadillac.com • (717) 843-8021

**Roll Call Vote:**

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

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve items 3 & 4 for facilities improvement as presented, the motion passed.

3. Approval of the purchase of electronic equipment for IT for facilities improvement between the Courthouse (421 Main Street) and the Administration Building (330 Main Street). Cost: \$1,342
4. Approval of installation of equipment with JLR CATV Inc to facilitate the final link for communications between the Courthouse (421 Main Street) and the Administration Building (330 Main Street). Cost: \$7,378.77 Effective date: August 9, 2011

Discussion: Commissioner Reddinger stated “this will give us a faster high speed internet and save \$400 a month as oppose to what we are paying Communications One and Verizon.”

**Roll Call Vote:**

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

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the new contract for a postage machine as presented, the motion passed.

5. Approval of a new contract with Pitney Bowes for the office of Children and Youth Services for a postage machine. Cost: The first 60 days free; \$19.99/month for the first 12 months with \$20.00 monthly credit towards postage. Effective date: August 9, 2011

**Roll Call Vote:**

Commissioner Cyphert – yes

Commissioner Hartle – absent  
Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the contract renewal as presented on a as needed basis, the motion passed.

6. Approval of a contract renewal with Cornell Abaraxs Group, Inc for the office of Children and Youth Services for residential services. Term: FY 10-11 Cost: \$151.65 // \$254.73\*\*//247.29\*\*  
Note \*\* MA fund. Effective August 9, 2011

Roll Call Vote:

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

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the re-allocation of funds as presented, the motion passed.

7. Approval of the request from Widmer Engineering, Inc. for the re-allocation of funds for an interim inspection of bridges necessary in 2013.

Discussion: Commissioner Cyphert stated “this is required by PennDOT.” Steve Allison asked “how many bridges do the county own?” Commissioner Cyphert stated “we own 1 and share 2 with another county.”

Roll Call Vote:

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

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

8. Approval of the State Offender Supervision Fund Agreement renewal for the Office of Probation FY 2011-2012. Effective: July 1, 2011 through June 30, 2012. Grant Amount \$106,073.00

Roll Call Vote:

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

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the two grant awards as presented, the motion passed.

9. Approval of two (2) grant awards from Hotel Motel Tax Committee for the Room Tax Grants totaling \$7,000.00
  - A. The Cook Forest Sawmill Center for the Arts requesting \$5,000
  - B. Allegheny Riverstone Center for the ARTS (ARCA) Scottish Festival requesting \$2,000

Discussion: Commissioner Cyphert stated “we are going to try and set up a meeting in the next month or two for an update with the Hotel Motel Tax Committee. It’s been a while and we would like for them to share how the money is spent.

Roll Call Vote:

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

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the Community Development Block Grants Plans as presented, the motion passed.

10. Approval of Clarion County Community Development Block Grant (CDBG):

- A. Program Income Reutilization Plan
- B. Code of Conduct
- C. Residential Anti-Displacement and Relocation Assistance Plan

Roll Call Vote:

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

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

11. Approval of two (2) reappointments to the Clarion County Airport Authority for a three (3) year term. This is retroactive to January 1, 2011; new terms to expire December 31, 2013

- A. James L. Papke  
1999 Madison St Ext  
Sligo PA
- B. Norman J Wagner  
PO BOX 405  
Marienville PA 16239

Roll Call Vote:

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

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the request for use of Memorial Park as submitted, the motion passed.

12. Approval of a request submitted by Bruce Wilson on behalf of Liberty Street Church of God for use of Memorial Park to hold its Live Nativity on December 2 – 3, 2011

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the general fund bills as presented, the motion passed.

13. Approval of the General Fund bills dated July 31 through August 5, 2011 Total: \$1,432,101.05  
 Discussion: Commissioner Reddinger advised “there are tow large transfers for pass through in the general funds at this time.”

Roll Call Vote:

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

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

14. Budget Transfers dated July 25 through August 8, 2011 totaling \$5,502.70

DEPARTMENT	FROM	TO	TOTAL
PUBLIC DEFENDER	INVESTIGATORS	COURT APPOINTED ATTORNEY	\$5,000.00
ASSESSMENT	MATERIALS & SUPPLIES	ADVERTISING	\$340.70
SHERIFF	MATERIALS & SUPPLIES	CAPITAL EXPENSE	\$62.00
REGISTER & RECORDER	TRAINING	TRAVEL	\$50.00
REGISTER & RECORDER	ADVERTISING	TRAVEL	\$50.00
TOTAL			\$5,502.70

Roll Call Vote:

Commissioner Cyphert – yes

Commissioner Hartle – absent

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to approve the county requisitions as presented, the motion passed.

15. Approval of County Requisitions dated July 26 through August 5, 2011 Total: \$704,405.50

DATE	REQ #	AMOUNT	DEPARTMENT	DESCRIPTION
7/26/2011	82398	\$ 748.40	Co Corrections	food
7/26/2011	81404	\$ 2,021.58	Co Corrections	food
7/26/2011	82399	\$ 777.75	Co Corrections	food
7/26/2011	82400	\$ 403.80	Co Corrections	food
7/26/2011	82409	\$ 359.63	Co Corrections	materials & supplies
7/26/2011	82408	\$ 463.94	Co Corrections	materials & repairs
7/26/2011	82401	\$ 727.65	Co Corrections	food
7/26/2011	82707	\$ 597.40	Co Corrections	materials & repairs
7/26/2011	82406	\$ 676.00	Co Corrections	medical
7/26/2011	82618	\$ 1,000.00	Central Postage	various
7/26/2011	82617	\$ 3,750.00	Miscellaneous	Clarion Co Promise
7/26/2011	82471	\$ 12,266.00	Various	stuc
7/26/2011	82430	\$ 82,430.00	Treasurer	food bank
7/26/2011	81956	\$ 1,500.00	Communications 911	cap outlay
7/26/2011	81955	\$ 9,970.00	Communications 911	cap outlay
7/26/2011	81800	\$ 497,093.00	MH Admin	transfer to general fund
7/26/2011	75955	\$ 2,850.00	CYS	IL-H rent
7/26/2011	75950	\$ 717.40	CYS	supplies
7/26/2011	75956	\$ 15,841.00	CYS	APLC-adoption subsidies
7/26/2011	81959	\$ 1,450.00	Communications 911	telephone
7/26/2011	81958	\$ 3,172.50	Communications 911	cont comp maint
7/26/2011	82483	\$ 957.50	Parks	mowing Helen Fur
7/26/2011	81741	\$ 599.60	Register & Recorder	travel
7/27/2011	80395	\$ 740.91	DJ 18 3 03	travel
7/27/2011	82593	\$ 2,460.00	Adult Probation	treatment court
7/27/2011	82592	\$ 1,120.00	Adult Probation	treatment court
7/27/2011	82340	\$ 1,000.00	Courts	mediation
7/27/2011	82341	\$ 800.00	Courts	mediation
7/27/2011	82344	\$ 480.75	Courts	court appt counsel
7/27/2011	82345	\$ 1,737.50	Courts	p/t court reporter
7/27/2011	82347	\$ 385.47	Courts	materials & supplies
7/27/2011	82348	\$ 1,725.00	Courts	p/t court reporter
7/27/2011	82620	\$ 8,750.00	Miscellaneous	penn state co op ext
7/27/2011	82652	\$ 307.48	District Atty	cnet (drug task force)
7/27/2011	71645	\$ 590.94	District Atty	cnet (drug task force)
7/27/2011	82651	\$ 512.00	District Atty	drug testing
7/27/2011	82649	\$ 3,616.88	District Atty	contet computer maintenance
7/27/2011	81597	\$ 744.34	Human Service Building	maintenance
7/28/2011	75961	\$ 1,125.00	CYS	staff develop
8/1/2011	82090	\$ 340.70	Assessment	advertising
8/2/2011	82543	\$ 633.58	Communications 911	materials & supplies

8/2/2011	82540	\$ 3,000.00	Emergency Mgt	hazardous materials
8/2/2011	82434	\$ 3,700.00	Communications 911	contracted maint
8/2/2011	82304	\$ 3,615.00	Public Defender	investigartors
8/2/2011	82072	\$ 319.68	Auditor	travel
8/2/2011	71470	\$ 319.68	Auditor	travel
8/2/2011	82066	\$ 319.68	Auditor	travel
8/2/2011	82741	\$ 5,000.00	Health Acct/Treasurer	misc ins
8/2/2011	82487	\$ 1,852.00	Accounting/GIS	materials & supplies
8/2/2011	82486	\$ 1,342.00	Administrative Building	facilities improvement
8/4/2011	82704	\$ 382.29	CC Corrections	food
8/4/2011	82703	\$ 317.85	CC Corrections	uniforms - required
8/4/2011	82711	\$ 4,194.93	CC Corrections	food
8/4/2011	82706	\$ 862.50	CC Corrections	medical
8/4/2011	82708	\$ 10.99	CC Corrections	repair & maintenance
8/4/2011	71371	\$ 1,331.70	Miscellaneous	insurance
8/4/2011	82742	\$ 771.56	Jury	jury pay
8/5/2011	75970	\$ 400.00	CYS	special grant/housing
8/5/2011	82178	\$ 327.10	Prothonotary	travel
8/5/2011	82722	\$ 389.27	Prothonotary	materials & supplies
8/5/2011	82356	\$ 352.50	Courts	court appt counsel
8/5/2011	82350	\$ 795.00	Courts	p/t court reporter
8/5/2011	82353	\$ 375.00	Courts	p/t court reporter
8/5/2011	82349	\$ 800.00	Courts	mediation
8/5/2011	82551	\$ 2,567.50	Communications 911	contracted computer maint
8/5/2011	82549	\$ 1,567.64	Communications 911	tower rent
8/5/2011	82550	\$ 2,047.93	Communications 911	contracted maint
<b>TOTAL</b>		\$ 704,405.50		

**Roll Call Vote**

Commissioner Cyphert – yes

Commissioner Hartle – absent

Commissioner Reddinger – yes

**Other Business:** There is no other business at this time

**Questions and Answer Period:** There are no questions at this time.

**Adjournment:** On a motion made by Commissioner Reddinger and second by Commissioner Cyphert to adjourn, the motion passed at 9:15 am.