

Clarion County Board of Commissioners
Meeting Minutes
December 26th, 2019

Those attending: Taylor Best; Mindy Frampton; Tim Cochran; Rose Logue; Treasurer McConnell; Ron Wilshire (press); Evanne Gareis (press); Randy Bartley (press).

Call to Order: Commissioner Tharan called the meeting to order at 10:07 am.

Roll Call: Commissioner Tharan- Present; Commissioner Brosius- Present; Commissioner Heasley- Present

Approval of the Agenda: On a motion made by Commissioner Heasley and second by Commissioner Brosius to approve the agenda, the motion passed without opposition.

Approval of the Minutes dated December 10th, 2019:

On a motion made by Commissioner Heasley and second by Commissioner Brosius to approve the minutes from the 12/10/2019 meeting as presented, the motion passed without opposition.

Correspondence

- Treasurer's Report

Announcements

- Reorganization Meeting on Monday, January 6th, 2020 at 11am in the conference room
- Work Session on Tuesday, January 7th, 2020 at 10AM in the conference room
- Commissioner/Salary Board meeting on Tuesday, January 14th, 2020 at 10 AM in the conference room

Public Concerns and Comments: (One person per issue or concern; three-minute limit per person.)

Business:

1. Final Budget FY 2020

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve the final budget FY 2020, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

2. Resolution #22 of 2019 – Adopting a budget and fixing the tax rates for 2020

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of Resolution #22 of 2019, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

3. Proclamation – Proclaiming April 2020 as PA 811 Safe Digging Month

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of the proclamation, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

4. Municipalities approved for County Aid Liquid Fuels Projects. Total Awarded: \$101,000.

- a. Foxburg Borough - \$7,000 for Rail Road Street seal coat project
- b. Knox Township - \$30,000 for their 2020 paving project
- c. Callensburg Borough - \$20,000 for their East Street Paving project
- d. East Brady Borough - \$15,000 for their Verner Street Drainage project
- e. Perry Township - \$29,000 for their Terwilliger Road seal coat project

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the FY 2020 County Aid Liquid Fuels Projects, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

5. Conservation District appointment

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to appoint Keith Decker to the Conservation District for a four year term, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

6. Clarion County Fixed Asset and Capitalization Policy

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve the fixed asset and capitalization policy, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

7. Amendment to the Clarion County Jail Commissary Agreement with Oasis Management System.

Oasis will continue to service the jail on a month to month basis beginning January 5th, 2020.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve amendment to the Jail Commissary Agreement, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

8. Appointment of Bill Moore and reappointment of Dave Cyphert and Norm Wagner to the Airport Authority for a three-year term.

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the appointment and reappointments to the Airport Authority, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

9. Contract on behalf of GIS with Mapping Solutions for 300 plat books. Cost: \$6,300.

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the contract on behalf of GIS, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

10. Contract renewals on behalf of MDJ 18-3-01 and MDJ 18-3-03 with FP Mailing Solutions for their mail/postage machine within their offices. Term: 12/2019 – 12/2024. Cost: \$2,430 each.

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the contract renewals, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

11. Contract on behalf of the Public Defender's Office with Robbie Taylor for conflict attorney services. Effective Date: 1/1/2020. Cost: \$33,000/year.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of the contract on behalf of the Public Defender's office, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

12. Contract with Logue and Urik PC to be Clarion County's assistant solicitor. Term: 1/1/2020 – 12/31/2020. Cost: \$35,000.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve the contract with Logue & Urik for assistant county solicitor services, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

13. Contract renewal with Kevin Reichard as the County Engineer. Term: 1/1/2020 – 12/31/2020. Cost: \$50/hour.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of renewing the contract renewal with Kevin Reichard, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

14. Correction from previous meeting. At the December 10, 2019 Commissioners meeting it was approved to move Sandy Ion into the position of Human Services Fiscal Director at 40 hours/week, exempt. It is corrected to 35 hours/week exempt.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve the correction, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

15. CYS. New Hire. Kyle Irwin to fill the vacant position of Casework Supervisor. Full time, exempt, 40 hours/week. Effective Date: January 6, 2020. Salary: \$38,854.40.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of the new hire, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

16. CYS. Promotion. Sarah Wallace to move into the vacant position of Training Program Specialist. Full time, exempt, 40 hours/week. Effective Date: December 30, 2019. Salary: \$44,237.81.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of the promotion, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

17. Hotel Tax – Request from Scenic Rivers YMCA for \$50,000 for trails and walks ways connecting the YMCA to hotels to attract travelers to stay in Clarion.

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the project request from Scenic River YMCA to come out of county hotel tax funds, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

18. Letter of Support for New Bethlehem Borough applying for DCED grant for debris removal from Red Bank Creek.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of the letter of support, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

19. Lease with Mark Aaron for 502 Liberty Street, Clarion. Term: January 1, 2020 – February 29, 2020. Cost: \$2,000/month.

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the lease agreement with Mark Aaron, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

20. Contract amendment on behalf of MH/DD with CCR to move from previous allocation of \$7,200 to \$22,250 (county match 10%) due to an increase in consumers needing more support coordination. Contract term: 7/1/2019 – 6/30/2020.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of the contract amendment, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

21. Erich Spessard’s (Public Defender) intent to resign. Resignation of Brooke Carlson (Corrections) effective 12/28/2019.

On a motion made by Commissioner Brosius and seconded by Commissioner Heasley to approve of the intent to resign and the resignation, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

22. Municipalities request for flood damage relief. Beaver Township \$12,000. Porter Township \$7,750. Redbank Township \$5,250.

On a motion made by Commissioner Heasley and seconded by Commissioner Brosius to approve of giving the three municipalities funds for flood damage relief from Marcellus funds, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

23. Approval of the county expenditures bills:

a. General Fund, dated from December 7 to December 19, 2019 Total: \$844,422.26

On a motion made by Commissioner Brosius and a second by Commissioner Heasley to approve the general fund expenditures as presented, the motion passed.

Roll Call: Commissioner Tharan-yes; Commissioner Brosius-yes; Commissioner Heasley-yes

b. Human Services, dated from December 7 to December 19, 2019 Total: \$358,888.30

On a motion made by Commissioner Brosius and second by Commissioner Heasley to approve the Human Services expenditures as presented, the motion passed.

Roll Call: Commissioner Tharan –yes; Commissioner Brosius-yes; Commissioner Heasley-yes

c. 9-1-1 Checking, dated from December 7 to December 19, 2019 Total: \$48,932.91

On a motion made by Commissioner Brosius and second by Commissioner Heasley to approve the 9-1-1 Checking expenditures as presented, the motion passed.

Roll Call: Commissioner Tharan- yes; Commissioner Brosius – yes; Commissioner Heasley- yes

d. Transportation, dated from December 7 to December 19, 2019 Total: \$0

No funds spend, no vote needed.

e. Misc, dated December 7 to December 19, 2019 Total: \$49,660.29

On a motion made by Commissioner Brosius and second by Commissioner Heasley to approve the Miscellaneous expenditures as presented, the motion passed.

Roll Call: Commissioner Tharan –yes; Commissioner Brosius-yes; Commissioner Heasley-yes

24. Approval of budget transfers from December 7 to December 19, 2019 totaling \$23,052.73

| 2019 GENRAL FUND TRANSFER | | | |
|---------------------------------|----------------------|-----------------------|-------------|
| CLARION COUNTY BUDGET TRANSFERS | | | |
| December 7 TO 19, 2019 | | | |
| DEPARTMENT | FROM | TO | TOTAL |
| SHERIFF | TRANSPORT | MAINTENANCE VEHICLE | \$330.35 |
| COMMUNICATIONS | COUNTY MATCH | MATERIALS & SUPPLIES | \$500.00 |
| ADULT PROBATION | MAINTENANCE VEHICLES | TRAVEL | \$100.00 |
| ADULT PROBATION | MAINTENANCE/EQUIP | MATERIALS & SUPPLIES | \$20.00 |
| MISC. GEN. GOVT | CONTINGENCY RESERVE | PROFESSIONAL SERVICES | \$4,316.05 |
| SHERIFF | TRANSPORT | MATERIALS & SUPPLIES | \$69.08 |
| GIS | SALARIES | PROFESSIONAL SERVICES | \$1,790.00 |
| MIS. GEN. GOVT. | CONTINGENCY RESERVE | INSURANCE | \$7,493.40 |
| COURTS | CONTINGENCY RESERVE | COURT APPOINTED | \$6,282.05 |
| COURTS | CONTINGENCY RESERVE | LAW LIBRARY | \$2,151.80 |
| TOTAL | | | \$23,052.73 |

On a motion made by Commissioner Heasley and a second made by Commissioner Brosius to approve the Budget transfers of a total of \$23,052.73, as presented, the motion passed.

Roll Call: Commissioner Tharan – yes; Commissioner Brosius – yes; Commissioner Heasley-yes

Other Business: Rose Logue, Director of Central Accounting, presented the 2020-2024 Five Year Capital Improvement Project for Clarion County, including projects the Commissioners have deemed the highest necessity for the county to work on. These include courthouse renovations, HS building renovations, 911 Center relocation and renovation, Clarion County jail renovations, record storage facility, telephone system replacement, technology replacement, virtualization backup system, public safety communication system, voting machines, and high resolution pictometry aerial imaging.

Commissioner Heasley made the motion and Commissioner Brosius seconded that Clarion County adopt the 2020-2024 Capital Improvement Plan, which includes Resolution #23 of 2019. The motion also stated that if any changes were to be made to the CIP, it would have to go through a Commissioners meeting for official board action. The motion passed.

Roll Call: Commissioner Tharan- yes, Commissioner Brosius-yes, Commissioner Heasley- yes

Commissioner Tharan went over the multiple projects the Commissioners have completed in the last four years, including installing fiber lines, building up computer security, purchasing a new DA building, ADA bathrooms at the county park, purchased new record storage/EMA building, cleaned up the East Brady Overlook, repaired the civil war monument in the Veteran's Memorial Park, installed a new monument for the Persian Gulf Era veterans, did multiple renovations at the HS building, helping the fiber board plant stay open, purchased the new probation building, multiple courthouse renovations, windows at the courthouse, renovated assessment, refinanced the county debt, started using the Co-Stars purchasing system, created a new logo for the county, the courthouse was featured in a tv show about PA Historical Courthouses, started a generator program for municipalities to request a generator, built a morgue and Coroner's office, the county got a new website, Capital Improvement Plan, 911 tower purchases, new HVAC system at the jail, new conference room at the admin building, county is starting to write grants and was awarded \$192,000 for a new playground at the county park, relationship with Clarion University is well and both entities are working together.

Department Head Questions or Comments: N/A

Public Questions and Answer Period

Randy Bartley: "Who's going to be the new person at the Public Defender's Office? Will new person be hired by the county or appointed by the Judge?"

Commissioner Brosius answered that Erich Spessard, the current Public Defender, has said he would stay on until the county finds someone to replace him, and that the public defender is hired by the county and is a county employee. In the event of no public defender, the Judge would appoint someone.

Randy Bartley: "On the trail for the YMCA, a lot of motels are on the other side of the road, are people expected to walk across the busy road?"

Commissioner Tharan answered that the other hotels on the other side of the road are in favor of the project, and he thinks sidewalks on that side of the road are in the works.

Randy Bartley: "Are there construction delays at the new DA building?"

Commissioner Tharan answered no, there's no construction delays, it's just a lot easier to transition while being able to work out of the other building a little while, instead of throwing everyone and everything over in a hurry.

Randy Bartley: "Municipalities you released funds to for the flood, are they the ones who requested for help?"

Commissioner Tharan answered yes, those were the three that submitted requests."

Evanne Gareis: "Why was it important for you to create a Capital Improvement Plan?"

Commissioner Tharan answered because it gives a map of what you should do and what may be a concern in the future to save for. If you know a project is coming down the road like repair projects, then you can start saving for them now and avoid debt when it finally comes. It makes it easier to manage the outcome of events.

Evanne Gareis: "The final budget is a little more than the tentative budget, what changes were made?"

Rose Logue, Director of Central Accounting, answered that open enrollment insurance changes, employment changes, rent changes, last minute contracts, and the DCNR grant going through as a pass through.

Ron Wilshire: "On the contract with the assistant solicitor, do you still have a contract with the county solicitor? What does he cost?"

Commissioner Tharan answered that last year it was \$100,000 flat fee and couldn't go over that amount. They haven't received a new one yet.

Ron Wilshire: "Haven't you kind of turned the maintenance crew into a construction crew?"

Commissioner Tharan answered not really, they do all the plowing, mowing, moving offices, anything that needs done, and by using the co-stars program and the maintenance department, the county can do more projects they wouldn't have been able to afford before.

Ron Wilshire: "You're creating the position, but not filling the Deputy Chief Clerk position?"

Commissioner Tharan answered yes, you have to create the position before you can fill it.

Adjournment: On a motion made by Commissioner Heasley and second by Commissioner Brosius to adjourn the meeting at 11:03 a.m., the motion passed without opposition.

Clarion County Board of Commissioners

Theodore W. Tharan, Chair

Wayne R. Brosius

ATTEST:

C. Edward Heasley

Taylor Best, Chief Clerk