

**Clarion County Board of Commissioners**  
**Meeting Minutes**  
**January 28<sup>th</sup>, 2020**

**Those attending:** Mindy Frampton; Tim Cochran; Kristi Amato; Jeffery Smathers; Janice Horn; Nancy Jeannerat; Treasurer McConnell; Ron Wilshire (press); Evanne Gareis (press); Randy Bartley (press).

**Call to Order:** Commissioner Brosius called the meeting to order at 10:05 am.

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

**Approval of the Agenda:** On a motion made by Commissioner Heasley and second by Commissioner Tharan to approve the agenda with the correction of adding the tabled tax claims parcels on the repository as item number 26, the motion passed without opposition.

**Approval of the Minutes dated January 14<sup>th</sup>, 2020:**

On a motion made by Commissioner Heasley and second by Commissioner Tharan to approve the minutes from the 1/14/2020 meeting as presented; the motion passed without opposition.

**Correspondence**

- Treasurer's Report
- CHEMSWEEP Program

**Announcements**

- Work Session on Tuesday, February 4th, 2020 at 9AM in the conference room
- Commissioner/Salary Board meeting on Tuesday, February 11th, 2020 at 10 AM in the conference room
- Judge Seidle-Patton has hired Ali Shumaker into the vacant position of Domestic Relations Receptionist/Caseworker. Full time, non-exempt, 35 hours/week. Effective Date: 2/3/2020. Salary: \$10.98/ hour, after 90 days it will be \$11.25/hour.

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

**Business:**

1. Contract with Delta Development Group for grant writing services. Cost: \$30,000. Term: 1/28/2020 – 1/28/2021.

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

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

2. Contract with Zwick & Zwick LLP to provide legal services for the Public Defender's Office. Term: 1/16/2020 – 3/15/2020. Cost: \$1,350/week.

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

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

3. Contract renewal on behalf of GIS with ESRI for software maintenance. Term: 2/1/2020 – 1/31/2021. Cost: \$12,100.00

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

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

4. Hotel Tax. North Country Trails Association requesting \$3,000 from hotel tax funds for transportation to events, program guides, and promotional carry bags. 50% of funds dispersed at time of approval, 50% dispersed after completion.

On a motion made by Commissioner Tharan with the addition of any leftover promotional bags be saved to hand out by the county and seconded by Commissioner Heasley to approve the distribution of Hotel tax funds, the motion passed.

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

5. Hotel Tax. Autumn Leaf Festival requesting \$2,500 for print and radio advertisements. 50% of funds dispersed at time of approval, 50% dispersed after completion.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the distribution of Hotel tax funds, the motion passed.

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

6. Hotel tax. St. Joe's 4<sup>th</sup> of July requesting \$2,000 for advertising. 50% of funds dispersed at time of approval, 50% dispersed after completion.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the distribution of Hotel tax funds, the motion passed.

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

7. Request to have GIS fees of \$2,500 waived for Western Pennsylvania Conservancy.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to wave GIS fees for Western Pennsylvania Conservancy, the motion passed.

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

8. Election of Chairman of the Election Board.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to elect Commissioner Brosius as Chairman of the Election Board, the motion passed.

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

9. Adjust Poll Workers' pay. Additional payment of \$20 for attending each training, plus mileage reimbursement of \$0.51/mile.

On a motion made by Commissioner Tharan to **adjust Poll Workers' pay to \$25** for each training plus mileage reimbursement of \$0.51/mile and seconded by Commissioner Heasley, the motion passed.

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

10. Multiple contracts on behalf of CYS with Clarion County's Promise with terms from 7/1/2019 – 6/30/2020.

- a. For collaborative board, youth council, and PAYS data coordinator. Cost: \$41,000, county match: 20%.
- b. For homemaker mentor- in-home assistance to families, budgeting, home organization, cleaning, etc. Cost: \$30,000, county match: 20%.
- c. For family group decision making. Cost: \$40,000, county match: \$2,000.
- d. For in-home parenting services, periodic developmental screenings for children aged birth – 5 years old. Cost: \$211,223, county match: 20%.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve contracts a - d, the motion passed.

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

11. Contract on behalf of CYS with Community Action for job training program for IL youth. Cost: \$60/hour, \$73,373/max, county match: \$8.07/hour, \$9,876/max. Term: 1/1/2020 – 6/30/2020.

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

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

12. ECS&R pricing for county Recycling Days, along with forklift fee of \$250.

	Per Pound Price	Price for Residents
a. Cathode Ray Tube TV's and Monitors:	\$0.60	\$0.60
b. Small Freon Containing Devices:	\$0.65	\$0.65
c. All Other Electronics:	\$0.40	\$0.40
d. Paint (oil based and latex)	\$1.25	\$0.75
e. Universal Waste (i.e. batteries and bulbs)	\$1.50	\$0.75
f. All other Household Haz Waste	\$2.00	\$1.00
g. Propane Tanks	\$8.00/each	\$8.00

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the ECS&R pricing, the motion passed.

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

13. Request from Farmington Township Volunteer Fire Company to have Planning filing fees waived in the amount of \$50.00.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley, to waive filing fees for Farmington Township Volunteer Fire Company, the motion passed.

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

14. Vickie Duncan (Central Accounting) retirement as of 1/10/2020. Lindsay Deibler (MH/DD) resignation as of 2/14/2020. Kyle Irwin (CYS) separation of employment as of 1/15/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve retirement, resignation and separation of employment, the motion passed.

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

15. Public Defender. Reposition Donna Gallagher into the vacant position of Office Manager. Full time, exempt, 40 hours/week. Salary: \$36,500. Effective Date: 1/27/2020.

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

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

16. Public Safety. Promotion. Joey Skiba moving from part time to Full Time Dispatcher Trainee. Full time, non-exempt, 36/48 hours/week. Salary: \$12.00/hour. Effective Date: 2/7/2020.

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

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

17. Public Safety. New Hire. Codey Brooks to fill the vacant position of Full Time Dispatch Trainee. Full time, non-exempt, 36/48 hours/week. Salary: \$12.00/hour. Effective date 2/4/2020.

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

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

18. Public Safety. Reposition. Korey Mills to fill the vacant position of 911 Dispatch Trainee. Full time, non-exempt, 36 hours/week. Salary: \$12.00/hour. Effective Date: 1/27/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve of the reposition, the motion passed.

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

19. Corrections. Promotion. Brian Martin to fill the vacant position of Full Time Corrections Officer. Full time, non-exempt, 36/48 hours/week. Salary: \$13.93/hour. Effective date: 2/1/2020.

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

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

20. Corrections. Promotion. Avery Nelson to fill the vacant position of Temporary Full Time Corrections Officer. Temp full time, non-exempt, 36/48 hours/week. Salary: \$13.93/hour. Effective Date: 2/1/2020. Warden Hornberger asked for this item to be tabled, in order to advertise the position a little longer.

On a motion made by Commissioner Tharan to table the promotion and a second by Commissioner Heasley of tabling the promotion, the motion passed.

21. Corrections. Promotion. Brandon Reedy to fill the vacant position of Full Time Corrections Officer. Full time, non-exempt, 36/48 hours/week. Salary: \$13.93/hour. Effective Date: 2/1/2020.

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

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

22. Lease for 2020 Chevrolet Traverse LT AWD from Redbank Chevrolet. \$8,810.27/year for 4 years, with a \$1 buyout option after the 4 years.

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve of the lease, the motion passed.

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

23. Approval of the county expenditures bills:

- |  |                     |
|--|---------------------|
| a. General Fund, dated from January 11 to January 24, 2020   | Total: \$392,582.57 |
| b. Human Services, dated from January 11 to January 24, 2020 | Total: \$474,952.47 |
| c. 9-1-1 Checking, dated from January 11 to January 24, 2020 | Total: \$202,371.40 |
| d. Transportation, dated from January 11 to January 24, 2020 | Total: \$82,808.35  |
| e. Misc, dated January 11 to January 24, 2020                | Total: \$110,072.73 |

On a motion made by Commissioner Tharan and a second by Commissioner Heasley of the county expenditures, the motion passed.

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

24. Approval of budget transfers from December 31, 2019 totaling \$9,776.92

2019 GENERAL FUND TRANSFER			
CLARION COUNTY BUDGET TRANSFERS			
December 31, 2019			
DEPARTMENT	FROM	TO	TOTAL
DISTRICT COURT 18-3-04	TRAVEL	MATERIALS & SUPPLIES	\$310.00
DISTRICT COURT 18-3-04	TRAVEL	MATERIALS & SUPPLIES	\$310.00
COURTS	JURORS	MATERIALS & SUPPLIES	\$90.00
COURTS	JURORS	MEDIATION	\$100.00
COUNTY PARK	FUEL	WATER & SEWAGE	\$100.00
COUNTY BUILDINGS	ELECTRIC	TRASH	\$70.00
DISTRICT COURT 18-3-01	TRAVEL	MATERIALS & SUPPLIES	\$73.00
DOMESTIC RELATIONS	CONSTABLES	COURT/LEGAL FEES	\$1,530.00
CORRECTIONS	FOOD	MATERIALS & SUPPLIES	\$385.66
CORRECTIONS	FOOD	UNIFORMS	\$11.54
CORRECTIONS	FOOD	INMATE MEDICAL	\$1,892.00
COURTS	MEDICAL	LAW LIBRARY	\$3,284.72
COURTS	MEDICAL	COURTS REPORTERS	\$1,387.49
COURTS	RETIREMENT	COURT REPORTERS	\$232.51
TOTAL			\$9,776.92

On a motion made by Commissioner Heasley and a second by Commissioner Tharan of the transfer, the motion passed.

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

25. Approval of budget transfers from January 1 to January 24th, 2020 totaling \$50

2020 GENRAL FUND TRANSFER  
CLARION COUNTY BUDGET  
TRANSFERS  
January 1 to 24, 2020

DEPARTMENT	FROM	TO	TOTAL
VETERANS AFFAIRS	BURIAL EXPENSE	DUES	\$50.00

TOTAL \$50.00

On a motion made by Commissioner Tharan and a second by Commissioner Heasley of the transfer, the motion passed.

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

26. Tax Claims. Parcels on the repository that were tabled at the January 14<sup>th</sup>, 2020 meeting.

On a motion made by Commissioner Tharan to table tax claims and a second by Commissioner Heasley of tabling the tax claims, the motion passed.

**Other Business:**

Commissioner Heasley would like to present a letter of acknowledgement to U.S. Representative Glenn “G.T.” Thompson’s work to bring agricultural benefits to Clarion County with the recent economic and trade agreement to reduce tariffs on United States and Chinese goods.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve of the acknowledgment, the motion passed.

**Department Head Questions or Comments:**

Jeffery Smathers, Director of EMA would like to make everyone aware of the Communication Audits and reducing costs of our overall communication. We got Verizon down from \$210,000 to \$160,000. Windstream sent a notice regarding our tower sites T1 connections are going from \$467.85 to \$1,061.71 (220% increase). We are in the process of reviewing all options. He will be working on some solutions.

**Public Questions and Answer Period**

Evanne Gareis: “For the six-week contract for the Public Defender, is that just until you get a full time?”

Commissioner Brosius answered yes. This is an interim Public Defender.

Evanne Gareis: “Do you have any updates on how that search is going? Are there any applicants that you are looking at?”

Commissioner Brosius answered we are still advertising; we are different routes here and contact some colleges directly.

Randy Bartley: “On the CDBG Payback, can you explain the correction of \$15,000?”

Treasurer McConnell answered the correction is not the whole amount of \$15,000. It was an error of \$350. The bank made a deposit into our account by accident.

Ron Wilshire: “Do you get your money automatically deposited into your accounts or do you get checks?”

Treasure McConnell answered that it varies. That about 75% of our money from the state comes in as a direct deposit, and the rest is checks.

Evanne Gareis: “Where is Zwick & Zwick LLP from?”

Commissioner Brosius answered they are from DuBois.

**Adjournment:** On a motion made by Commissioner Tharan and second by Commissioner Heasley to adjourn the meeting at 10:50 a.m., the motion passed without opposition.

Clarion County Board of Commissioners

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Wayne R. Brosius, Chair

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Theodore W. Tharan

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C. Edward Heasley

ATTEST:

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Taylor Kriebel, Chief Clerk