

**Commissioner's Meeting**  
**November 25, 2009**

Those present:

Frank Stacy

Donna Reinsel

Stephanie Wilshire

Greg Renninger

Kay Rupert

Lenny McKeirman

Angi Keller

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 Hartle and second by Commissioner Reddinger to approve the minutes dated November 10, 2009 as presented. The motion passed.

Correspondence:

\* Letter dated November 4, 2009 from Theodore Dallas of the Department of Public Welfare (DPW). Human Services Development Fund (HSDF) Pre-Expenditure Plan received and approved. Clarion County's final approved allocation amount for FY 2009-2010 is \$100,171.

\* Letter dated November 11, 2009 from Rita Kipp, Director of the Bureau of financial Management & Support Services at the (PEMA) Pennsylvania Emergency Management Agency. Clarion County to receive payment in the amount of \$10,654.13 which represents payment for tasks completed under the Federal Fiscal Year 2009 Hazardous Materials Emergency Preparedness (HMEP) Training Grant.

\* News Release dated November 13, 2009. Secretary of the Commonwealth Pedro A. Cortes ordered a recount of the November 3 election returns for Judge of the Superior Court, the first state wide recount triggered by law in Pennsylvania history. Clarion County is to receive a reimbursement for the cost of the recount. In a first letter the County was to receive \$50.00 per machine (\$6,000) for performing the recount, but in a subsequent letter that reimbursement was changed to actual cost.

Announcements:

Tuesday, December 1, 2009 – 9:00 a.m. - Work Session

Tuesday, December 8, 2009 – 9:00 a.m. - Commissioner's/Salary Board Meeting

Public Concerns and Comments:

There were no public concerns or comments at this time.

Business:

Commissioner Cyphert read a prepared statement from the Board of Commissioners concerning the 2010 budget:

November 25, 2009

The preparation of the 2010 Clarion County General Fund Budget, has been one of the most challenging efforts for us.

The 101 days that resulted in the delay of the State Budget, has produced financial road blocks for us, as well as, many frustrations in the non-receipt of state funds for the mandated services that the county must legally provide for.

However, we started our budgeting process on time, held the many budget hearings with all departments, and have reviewed and made some very unpleasant decisions.

The facts are these. Many factors produced the following deficits:

- Non-payment - outstanding Real Estate Taxes       -\$947,244
- Non-payment - State receipts for Children & Youth-\$600,000
- Non-payment - State receipts for D.A. salary (3 yrs)-\$270,000
- Loss of Homeland Security Grant funding   -\$ 90,000
- Transportation - non-payment of expenses-\$150,000
- Anticipated layoff of county personnel-\$500,000

TOTAL                   -\$2,457,244

The economic conditions has had a direct impact on our county governmental operations. Our concerns are not only for the years 2010, but for 2011 as well. Every effort will be made to secure any and all grant funding.

Receipts in almost all of the departments are down from the year 2009.

Reflected in this budget are these items:

- 2 mill increase in Real Estate Taxes

- No salary increase for county employees. Those employees covered by a union contract will receive what has been bargained.
- Possible Tax Anticipation Note Loan to see us through the 1<sup>st</sup> Quarter of 2010.
- Vacant positions will not be filled. Departments that have vacancies in staff are:
  - Corrections
  - County Parks
  - Human Resources
  - Courts
  - Assessment
  - Probation
- Closing of the County park for 3 months - winter.
- Increase in Retirement costs - 20%.
- Increased cost in Hospitalization.
- Plans for a GIS Department - placed on hold.
- Capital Budget item requests - slashed by \$387,655.
- Facilities Improvement requests - slashed by \$172,000.

During the public review process and before the December 23, 2009 date for adoption of the Final Budget, every effort will be made to make any and all adjustments as it relates to news on state funding monies and any other changes.

In our message last year.....”We cannot predict what the years 2009 and 2010 will bring, but we can honestly state that our concerns are ones that careful consideration will be given regarding the replacement of personnel who retire, overall county operations and other financial commitments/expenditures.” Little did we know what difficulties and frustrations we would be experiencing.

We will continue to monitor the daily operation of the county. We thought that last year was a challenging year. Little did we know that the years ahead will be some of the most challenging.

We can assure you that we are trying everything possible to continue with the conservative style of operation for Clarion County Government.

David G. Cyphert

Donna R. Hartle

Timothy P. Reddinger

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the 2010 Tentative General Fund Budget as presented. The motion passed. Commissioner Cyphert gave a special thanks to Donna Reinsel for her help in preparing the budget and to Commissioner Hartle for preparing the Budget statement.

1. Approval of the 2010 Tentative General Fund Budget.

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 2010 Tentative Liquid Fuels Budget as presented. The motion passed.

2. Approval of the 2010 Tentative Liquid Fuels Budget.

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 STOP Grant match FY 2010/2011/2012 as presented. The motion passed. Commissioner Cyphert stated that there are no monies coming from the General Fund. This is an In-kind match.

3. Approval of the STOP Grant match for the next three years.

FY-2010/ \$7,024.00    FY-2011/ \$7,181.00    FY-2012/ \$7,298.00

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 Homeless Assistance Program (HAP) Assurance of Compliance FY 2009/2010 as presented. The motion passed.

4. Approval of the Homeless Assistance Program (HAP) Assurance of Compliance FY 2009- 2010 Allocation \$132,493.00.

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 a contract for the Public Defender' Office with Eric T. Wiltout to serve as Assistant Public Defender at an annual cost of \$25,000.00 – retroactive to November 23, 2009. The motion passed.

5. Approval of contract for the Public Defender's Office- Retroactive to November 23, 2009. Eric T. Wiltout, Esq., Attorney - \$25,000.00 annual.

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 a proposal submitted by Mobilcom for the Office of Emergency Services - \$4,288.00 for RIOS Sytec Interoperability Switch. The motion passed.

6. Approval of a proposal submitted by Mobilcom for the Office of Emergency Services - \$4,288.00 for RIOS Sytec Interoperability Switch.

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 an Addendum #1 to Service Access & Management, Inc. (SAMS) lease agreement for office space at the Human Service building. \$12,812/month FY 2009/2010. This will be readjusted annually. The motion passed

7. Approval of Addendum #1 to Service Access & Management, Inc. (SAMS) lease agreement for office space at the Human Service building. \$12,812/month FY 2009/2010.

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 Exoneration of 2009 Clarion County \$5.00 per capita tax for 2009 for one Monroe Twp. Taxpayer. The motion passed

8. Approval of the Exoneration of 2009 Clarion County \$5.00 per capita tax for 2009 for one Monroe Twp. Taxpayer.

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 a request from the Clarion Chamber of Business & Industry to use the Courthouse employee parking lot on November 23, 2009 as a turn around for the Christmas carriage rides as presented. The motion passed

9. Request from the Clarion Chamber of Business & Industry to use the Courthouse employee parking lot on November 23, 2009 from 6:15 p.m. to 8:00 p.m. as a turn around for the Christmas carriage rides.

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the General Fund bills as presented. The motion passed.

10. Approval of General Fund bills dated November 6, 2009 through November 20, 2009, totaling \$711,216.13.

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 Budget Transfers as presented. The motion passed.

11. Approval of Budget Transfers dated November 6 2009 to November 20, 2009, totaling \$21,959.54

| DEPARTMENT | FROM | TO | TOTAL |
|------------|------|----|-------|
|------------|------|----|-------|

|                        |                              |                        |                    |
|------------------------|------------------------------|------------------------|--------------------|
| DISTRICT ATTORNEY      | WITNESS                      | TELEPHONE              | \$500.00           |
| PLANNING & DEVELOPMENT | CONTRACTED SERVICES          | CAPITAL OUTLAY         | \$5,405.00         |
| PROTHONOTARY           | POSTAGE                      | ADVERTISING            | \$136.54           |
| COMMUNICATIONS         | CONTIGENCY RESERVE           | TELEPHONE              | \$7,200.00         |
| COUNTY BUILDINGS       | CONTIGENCY RESERVE           | OLD JAIL MAINTENANCE   | \$5,414.00         |
| PUBLIC DEFENDER        | MATERIALS & SUPPLIES         | MAINTENANCE            | \$194.00           |
| COUNTY PARKS           | ADVERTISING                  | HELEN FURNACE MOWING   | \$300.00           |
| EMA/COMMUNICATION      | ADVERTISING                  | WEATHER RADAR          | \$360.00           |
| COURTS                 | TRANSCRIBING                 | LAW LIBRARY            | \$400.00           |
| ELECTIONS              | RENT                         | CONTRACTED MAINTENANCE | \$1,000.00         |
| HUMAN SERVICES         | SUBSCRIPTIONS & PUBLICATIONS | MATERIALS & SUPPLIES   | \$50.00            |
| CORRECTIONS            | VEHICLE MAINTENANCE          | MATERIALS & SUPPLIES   | \$1,000.00         |
|                        |                              |                        |                    |
|                        |                              |                        | <b>\$21,959.54</b> |

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 requisitions as presented. The motion passed.

12. Approval of Requisitions dated November 6, 2009 to November 20, 2009, totaling \$164,164.62.

| REQ # | AMOUNT       | DEPARTMENT                | DESCRIPTION            |
|-------|--------------|---------------------------|------------------------|
| 72286 | \$ 337.23    | District Atty             | telephone              |
| 72603 | \$ 921.93    | Wireless e911 act         | wireless               |
|       |              | 2004 ER Mgt Plan & Train  |                        |
| 72602 | \$ 961.39    | Grant                     | 2004 er mgt plan grant |
| 72608 | \$ 4,500.00  | Treasurer                 | cops grant             |
| 59645 | \$ 4,596.50  | HAP                       | bridge house           |
|       |              |                           | purch serv/ind/client  |
| 59646 | \$ 9,439.45  | C&Y                       | travel                 |
| 58021 | \$ 5,405.00  | Plan & Develop            | equipment              |
| 72530 | \$ 350.25    | Parks                     | gasoline               |
| 72843 | \$ 800.90    | CC Correction             | food                   |
| 72607 | \$ 4,794.80  | EMA                       | consultant             |
| 72508 | \$ 403.00    | Reg & Rec                 | supplies & materials   |
| 72749 | \$ 421.87    | Public Defender           | court appt             |
| 72753 | \$ 951.48    | Public Defender           | court appt             |
| 72710 | \$ 2,000.00  | Sheriffs                  | professional svc       |
| 72507 | \$ 1,200.00  | Reg & Rec                 | contracted maint       |
| 72506 | \$ 2,474.56  | Reg & Rec                 | print & reproduction   |
| 72841 | \$ 8,152.17  | CC Correction             | food                   |
| 72845 | \$ 540.00    | CC Correction             | salaries - p/t         |
| 72616 | \$ 1,957.29  | Comm Ctr 911              | contracted maint       |
| 72825 | \$ 1,006.85  | Elections                 | advertising            |
| 72493 | \$ 486.54    | Prothonotary              | advertising            |
| 59656 | \$ 339.51    | CYS                       | DR overpayment         |
| 59657 | \$ 384.50    | CYS                       | supplies & materials   |
| 59658 | \$ 799.47    | CYS                       | personal care cost     |
| 59660 | \$ 1,040.99  | CYS                       | personal care cost     |
| 59653 | \$ 342.20    | HSDf                      | HDM                    |
| 72689 | \$ 855.00    | Adult Prob                | treatment court        |
| 72958 | \$ 10,788.28 | Adult Prob                | Pass through funds     |
| 72644 | \$ 388.50    | Court                     | transcription fee      |
| 72092 | \$ 3,000.00  | DJ 18-3-02                | Postage                |
| 72645 | \$ 600.00    | Court                     | Court appt counsel     |
| 72646 | \$ 900.00    | Court                     | Court appt counsel     |
| 73032 | \$ 377.33    | Court                     | supplies & materials   |
| 72615 | \$ 5,314.00  | OES                       | Maintenance            |
| 72748 | \$ 374.00    | Public Defender           | Electronic equipment   |
| 72884 | \$ 344.57    | Treasurer                 | Checks                 |
| 73069 | \$ 621.50    | Sheriffs                  | Uniforms               |
| 72827 | \$ 24,784.25 | Elections                 | November election      |
| 58783 | \$ 450.00    | Various                   | Flu vaccines           |
| 73007 | \$ 383.00    | Parks                     | Mowing                 |
| 76638 | \$ 414.00    | Aging                     | center council funds   |
| 59830 | \$ 314.85    | Transportation            | tire & alignment       |
| 59831 | \$ 623.00    | Transportation            | vehicle - maint        |
| 59832 | \$ 641.99    | Transportation            | vehicle - maint        |
| 70126 | \$ 462.00    | D&A                       | ed                     |
| 72828 | \$ 7,201.09  | Elections                 | maint - contracted     |
| 73033 | \$ 2,269.55  | WW Barr Law Library/Court | library                |

|              |    |                   |                 |                       |
|--------------|----|-------------------|-----------------|-----------------------|
| 72852        | \$ | 397.81            | CC Correction   | repairs & maint       |
| 72848        | \$ | 340.00            | CC Correction   | medical               |
| 72857        | \$ | 389.20            | CC Correction   | medical               |
| 72854        | \$ | 595.20            | CC Correction   | medical               |
| 72858        | \$ | 3,723.23          | CC Correction   | medical               |
| 72662        | \$ | 3,915.13          | Central Postage | various               |
| 72661        | \$ | 18,750.00         | Misc            | clarion co econ dev.  |
| 72882        | \$ | 828.05            | Treasurer       | mdj pass thru acct    |
| 73008        | \$ | 600.00            | Parks           | pendot mem park match |
| 72552        | \$ | 1,014.97          | Parks           | dcnr                  |
| 59674        | \$ | 15,270.00         | C&Y             | subsidize fc/adopt    |
| 59669        | \$ | 1,152.24          | C&Y             | travel                |
| 59668        | \$ | 1,050.00          | C&Y             | guardianship          |
| 72981        | \$ | 424.00            | Old Jail Maint  | facilities            |
| <b>Total</b> | \$ | <b>164,164.62</b> |                 |                       |

Roll call vote:

Commissioner Cyphert-yes

Commissioner Hartle-yes

Commissioner Reddinger-yes

Other Business

There was no other business brought before the Board at this time.

Questions and Answer Period

There were no questions brought before the Board at this time.

Adjournment

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to adjourn the meeting at 9:16 a.m. The motion passed.