

Commissioners Minutes
January 14, 2009

Those present:

Stephanie Wilshire
Frank Stacy
Heather Leskanic

Kay Rupert
Angi Keller

Donna Reinsel
Gregg Renninger

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 December 23, 2008 and Re-organizational Meeting dated; January 5, 2009 as presented. The motion passed.

Correspondence:

*Treasurer's Report dated; December 1-31, 2008 and the Annual Treasurer's report for 2008. Showing a balance of; \$1,953,942.17.

*AOPC's decision on District Attorney's salary and cost of living increase of 2.8%.

*DPW letter stating funds reduction for Subsidized Child Care Grant.

*Pennsylvania DCED –Audit fiscal year ending; 12/31/2007. No findings

*Pennsylvania Board of Probation and Parole- 2008-2009 Grant in aid award of funding \$61,331.

*DPW letter dated; 12/19/2008 stating funding decrease for \$16,022 for fiscal year 2008-2009. Mental Health Services.

*NaCo newsletter dated December 22, 2008; Go Green program recommending going green by using reusable bags.

*DPW letter dated January 5, 2009 stating Community Mental Retardation Services Fiscal year 2008-2009 stating a one percent cost of living adjustment on adjustment on all

categorical allocations except the FY 2008-2009 initiative funding and Title XX Social Services Block Grant.

*DPW letter dated January 8, 2009 Children and Youth and Families has completed the review of County fiscal year 2008-09 Child Welfare Implementation Plan. Based on the review the county plan has been approved at the levels mentioned.

Announcements:

*Friday, January 16, 2009 Board of Inspector's Meeting (Commissioners Lg. Conf Rm)

*Monday, January 19th County Holiday- Martin Luther King Day

*Tuesday, January 20, 2009 Work Session

Public Concerns and Comments:

There were no public concerns or comments at this time.

Business:

1. Approval of Resolution #2 of 2009- Adopting a budget and fixing the tax rates for 2009.

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Resolution #2 of 2009 as presented. The motion passed. Commissioner Cyphert stated that the millage rate for debt service was decreased from 1.5 mills to 1 mill, due to the re-financing of the loan.

**RESOLUTION NO 2 OF 2009
COUNTY OF CLARION**

A Resolution of the County of Clarion, Pennsylvania adopting a budget and fixing the tax rates for the year 2009.

BE IT RESOLVED, Clarion County anticipates revenues for the 2009 taxing year for the purpose of county government expenditures.

BE IT RESOLVED, Clarion County prepared and adopted a budget on December 23, 2008 to include the following taxing information.

BE IT FURTHER RESOLVED, Clarion County tax levy for the year 2009.

*A tax rate for general revenue purposes, the sum of 18 mills on assessed valuation and 1 mill for debt service. Per capita tax at a rate of \$5.00 per individual residing within the County of Clarion.

*Discounts and penalty: at the following rate of 2% for discount and 5% for penalty.

NOW, THEREFORE, BE IT RESOLVED, that the effective date of the resolution:
January 1, 2009

ADOPTED ON JANUARY 14, 2009

CLARION COUNTY BOARD OF COMMISSIONERS

DAVID G. CYPHERT, CHAIR

DONNA R. HARTLE

TIMOTHY P. REDDINGER

ATTEST:

CHIEF CLERK

Roll Call Vote:

Commissioner Cyphert-yes

Commissioner Hartle-yes

Commissioner Reddinger-yes

2. Approval of Contracts

*Trugreen- For services at 421 Main Street, Courthouse. 2008 Commercial Service Agreement for lawn care at an annual cost of \$348.16 for the 2009 calendar year.

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

Roll Call Vote:

Commissioner Cyphert-yes

Commissioner Hartle-yes

Commissioner Reddinger-yes

*Western PA Child Care, LLC- Renewal FY 08/09

Secure Treatment Services- \$208.51/day

Shelter Care Services-\$159.49/day

Open Residential Treatment-\$194.03/day

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the contract as presented. The motion passed. Kay Rupert reported that the state made changes in contract requirements and funding. This is why the contract has been changed.

Roll Call Vote:

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

*Services Access and Management, Inc (SAM)-Clarion County Mental Health/Mental Retardation/Drug and Alcohol Program. January 1, 2009 to June 30, 2009. Consultant Services at \$100.00 per hour. Hours not to exceed 325 or \$32,500.00.

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the contract as presented. The motion passed. The Commissioners stated that other counties have used this consulting firm and are very pleased with their services.

Roll Call Vote:

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

3. Approval of Grants:

*Federal Grant Commonwealth of Pennsylvania for funds during the federal election year. Reporting period October 01, 2008 to December 30, 2008 (First Quarter 2009) HAVA grant amount; \$2,395.24.

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

Roll Call Vote:

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

*County Parks grant application with Department of Labor and Industry, Pennsylvania Conservation Corp. \$15,000.00 grant with \$5,000.00 county match. Grant start date, July 1, 2009 ending date June 30, 2010.

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

Roll Call Vote:

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

4. Request for use of county memorial park-Saturday April 18 to Monday, April 27, 2009-Clarion Area Chamber of Business and Industry "Spring Fling" Letter amendment by email on the bike rack.

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the request for county property use by the Chamber. The motion passed.

5. Parking agreement for Transportation from 01/01/2009 until 04/30/2009. Additional spaces needed during winter weather. Rental space David E. Hufnagel (Scott Rental) \$150.00 per month, not to exceed \$600.00. Seven vehicles.

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve the parking lease as presented. The motion passed.

Roll Call Vote:

Commissioner Cyphert-yes

Commissioner Hartle-yes

Commissioner Reddinger-yes

6. Policy and Procedure for Purchase by Requisition.

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

PURCHASE BY REQUISITION
POLICY AND PROCEDURES
DATED JANUARY 1, 2009

In order to formalize a process for all non-contract purchases by the County, the County will now institute policies and procedures for these purchases. These purchases include, but are not limited to, materials, supplies, equipment, training, and any or all purchases not specifically spelled out by a contract.

Contracted purchases (those that do not require a requisition or purchase order) may include solicitors, contracted consulting, utilities, telephone, rent and any other contract pre-approved by the Commissioners. Central postage and in-stock items from Central Supply will also be exempt from pre-approval.

AS OF JANUARY 1, 2009, ALL PURCHASES, BY REQUISITION, WILL BE PROCESSED AS FOLLOWS:

- **On a requisition obtained from the Central Accounting Office, the Row Officer, Department Head, or their staff, will fill out all the pertinent information concerning the purchase. Vendor, prices, description, shipping, or state bidder's contract number, if applicable, are to be included. REMEMBER TO NOTIFY THE ACCOUNTING DEPARTMENT FOR ITEMS TO BE ADDED TO THE INVENTORY LIST.**
- **The requisition will then be returned to the Accounting Office, where staff will ascertain that there are adequate monies in the line item to be utilized. If not, a budget transfer will be requested, and the purchase WILL NOT BE PROCESSED, until it is obtained.**
- **There will be no transfers, with the exception of mandated purchases, after November 30 of any given year.**
- **The Accounting Office will then forward the requisition to the Commissioners for approval. After obtaining the approval, the staff in Accounting will forward a copy of the approved requisition to the appropriate department, AT WHICH TIME THE ACTUAL PURCHASE CAN BE MADE.**
- **When the invoice comes in, it will be forwarded to the Accounting Department, who will finish the processing, and the Treasurer will then cut the check for payment.**
- **Emergency purchases will need approval from the Commissioners by completing a separate form, and after acquiring signatures from the Commissioners, payment will then be processed.**
- **Small purchases, of less than \$25.00, will be made through a petty cash account, only if that department has one available to them.**

Roll Call Vote:

Commissioner Cyphert-yes

Commissioner Hartle-yes

Commissioner Reddinger-yes

7. Approval of Budget Transfers: None at this time.

There were no budget transfers at this time.

8. Approval of Requisitions: Dated 12/22/2008 to 01/08/2009 totaling \$282,735.65.

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

DATE	REQ #	AMOUNT	DEPARTMENT	DESCRIPTION
12/22/08	56649	\$ 415.80	Sheriff	training
12/22/08	55786	\$ 717.50	Planning	Engeniring Services
12/22/08	56762	\$ 400.00	County Buildings	Facilities Improvemnt
12/23/08	60184	\$ 805.12	CYS	travel
12/29/08	54911	\$ 1,001.75	Transportation	travel
12/29/08	54908	\$ 837.76	Transportation	temp wages
12/30/08	56821	\$ 360.00	Sheriff	report
12/30/08	54192	\$ 1,500.00	DJ 18 3 03	postage
12/30/08	56618	\$ 580.19	Treasurer	MDJ misc fees
12/30/08	56833	\$170,568.33	Daycare	Community Action
12/30/08	56622	\$ 400.54	Treasurer	supplies
12/30/08	56594	\$ 650.00	Co Corrections	medical expense
12/30/08	56595	\$ 783.58	Co Corrections	food
12/30/08	56503	\$ 2,973.00	District Attorney	Association fees
12/30/08	56506	\$ 745.00	District Attorney	training
12/31/08	56716	\$ 500.00	Courts	court appointment
1/1/09	56836	\$ 711.49	Treasurer for Jury	jury pay
1/5/09	56473	\$ 514.79	Misc. Wireless E9-1-1	circuit listing
1/5/09	56825	\$ 337.50	Sheriff	supplies
1/5/09	56767	\$ 332.05	District Attorney	phone
1/5/09	56834	\$ 2,274.00	Treasurer	HSDF
1/5/09	56596	\$ 800.00	Co Corrections	training
1/5/09	56591	\$ 315.16	Co Corrections	maintenance & repairs
1/5/09	56471	\$ 1,477.65	Communications 9-1-1	contracted maintenance
1/5/09	56862	\$ 521.00	Coroner	autopsy
1/6/09	56666	\$ 4,190.00	Public Defender	office equipment
1/6/09	56475	\$ 750.00	Communications 9-1-1	wireless charges
1/6/09	53960	\$ 443.20	Elections	travel
1/6/09	56667	\$ 935.00	Public Defender	court appointment
1/7/09	56477	\$ 313.92	Communications 9-1-1	uniforms
1/7/09	56738	\$ 367.79	Assessment	supplies
1/7/09	56476	\$ 27,365.28	Communications 9-1-1	contracted maintenance
1/7/09	56578	\$ 380.05	Co Corrections	food
1/7/09	55726	\$ 10,252.25	Co Corrections	food
1/7/09	56966	\$ 405.98	Parks	landscaping
1/7/09	56339	\$ 365.00	Parks	fuel

1/7/09	56831	\$ 471.10	Sheriff	fuel
1/7/09	60398	\$ 343.70	Transportation	vehicle maintenance
1/7/09	54915	\$ 980.20	Transportation	vehicle maintenance
1/7/09	60401	\$ 1,056.75	Transportation	travel
1/7/09	59365	\$ 531.00	Aging	supplies
1/8/09	602217	\$ 454.48	HAP	client assistance
1/8/09	602214	\$ 866.53	HAP	client assistance
1/8/09	60212	\$ 400.00	HAP	client assistance
1/8/09	60213	\$ 187.70	HAP	client assistance
1/8/09	60209	\$ 1,396.85	HSDF	transportation
1/8/09	55792	\$ 1,353.62	Planning	recycling
1/8/09	56484	\$ 850.00	Communications 9-1-1	training
1/8/09	56656	\$ 5,513.00	Adult Probation	Treatment Court
1/8/09	56839	\$ 773.50	Adult Probation	Treatment Court
1/8/09	56843	\$ 915.00	Adult Probation	Treatment Court
1/8/09	56841	\$ 2,825.00	Adult Probation	software maintenance
1/8/09	56840	\$ 310.25	Adult Probation	insurance
1/8/09	56719	\$ 350.00	Courts	court appointment
1/8/09	56720	\$ 419.35	Courts	staff expense
1/8/09	56926	\$ 2,482.95	Co Corrections	medical expense
1/8/09	56924	\$ 1,350.00	Co Corrections	medical expense
1/8/09	56917	\$ 420.00	Building & Grounds	supplies
1/8/09	57016	\$ 4,492.39	Accounting	professional services
1/8/09	56482	\$ 1,957.29	Communications 9-1-1	contracted maintenance
1/8/09	60204	\$ 12,415.00	Children & Youth	adoption subsidies
1/8/09	60186	\$ 353.59	Children & Youth	vehicle maintenance
1/8/09	60189	\$ 450.00	Children & Youth	guardianship
1/8/09	60195	\$ 1,685.72	Children & Youth	court costs
1/8/09	60207	\$ 840.00	Children & Youth	postage
		\$282,735.65		

Roll Call Vote:

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

9. Approval of General Fund Bills: Dated 01/02/2009 to 01/12/2009, totaling:
\$1,068,024.33.

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

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 asked of the Board at this time.

Adjournment:

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to adjourn the meeting at 9:20 a.m. The motion passed.