

**Warren County Commissioners
Work Session
Commissioners Conference Room
March 7, 2022, 12:00 p.m.**

Commissioner Benjamin Kafferlin called the Work Session of the Warren County Commissioners to order with Commissioner Jeff Eggleston present, and Commissioner Tricia Durbin present by phone

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Reilly Enlow, Dennis Munksgard, Treasurer, Brian Bull, Chief Assessor, and Attorney Nathaniel Schmidt

Citizens Present: Josh Cotton (WTO), Alan Dornfest

Announcements:

Commissioner Benjamin Kafferlin started the meeting by stating that the meeting will be recorded.

Public Hearings: None

Public Comment: None

New Items of Discussion:

Agreement with Rapid Financial: Reilly Enlow and Dennis Munksgard, Treasurer explained that this will allow for the county to pay election workers by a debit card.

Reilly explained the process that he currently followed, and how long of a process this is. Not only does it take a while, it also costs approximately \$1,300 in time, check costs, etc. with Rapid Financial the cost will be reduced to approximately \$100 and very little time.

Reilly went on to state that currently they are always having to issue new checks because someone lost theirs, or found it and it is too late to cash; or they don't get cashed at all which makes reconciling a nightmare. She went on to state that this is the current system that we pay our jurors on, and it works well.

Commissioner Benjamin Kafferlin stated that this is a cost and time saver and will be on the agenda for the elections board meeting on Wednesday.

Scantek Proposal: Pamela Matve, Chief Clerk stated that this proposal is to scan the deed and mortgage books and indexes that have been at the warehouse. These cover the period 1985 and prior; there are approximately 700 books and the quote is based upon 700 pages for each book. This will reduce the cost as the project goes along because not every book has something on all pages; some books only have 50 pages.

These will be scanned as a pdf/a document and each book will be its own document; it will then be loaded onto our Laserfiche software.

Once this project is completed, then we will go to the state for permission to destroy the books.

The Scantek proposal came in at \$87,234.00, and the second quote came in at \$3711,872.00

Pamela Matve, Chief Clerk proposed paying for this by taking \$20,000 from county records improvement fund, and then using \$34,000 from each of the ARPA funds, and the Register/Recorder records improvement fund.

She then stated that this will be on the agenda for Wednesday public meeting.

Resolution #3204 Authorization to join PLIGT: Lisa Hagberg, Finance Director stated that PLGIT is the Pennsylvania Local Government Investment Trust. She stated that she and Dennis Munksgard, Treasurer feel that by moving the ARPA funds and the American Rental Assistance funds would help diversify some of our funding.

There are no fees, no balance limitations, and our interest is a little more. This also follows code, and is endorsed by CCAP.

Dennis Munksgard, Treasurer and Lisa Hagberg, Finance Director stated that they are proposing a resolution to allow the county to join PLIGT.

Commissioner Benjamin Kafferlin asked if they are FDIC approved to which Dennis Munksgard, Treasurer stated no, they are collateralized by their assets.

Landbank: Commissioner Jeff Eggleston stated that he discussed the creation of a landbank at the last work session. Since then, he has shared documentation with the Solicitor and we are now ready to move forward.

He stated that he will be presenting a resolution on Wednesday that would give himself, Dan Glotz, and the RDA authority to carry out the task to create a landbank; this would happen by July 2022.

He reviewed the timeline for the RDA to have some strategic meetings, time for municipal engagement to show support, and then a public hearing to be held in June.

Old Items of Discussion:

Ratio Study regarding reassessment: Attorney Nathaniel Schmidt explained that at the last work session we stated that we did not receive any RFPs for the ratios study to be done. In fact, we did receive one from Alan Dornfest, it did reach our system but with the security, it was not pushed through to him or the Chief Clerk in time for the meeting.

Attorney Nathaniel Schmidt then introduced Alan Dornfest.

Alan Dornfest reviewed his background and experience with the group. He then explained what a ratio study is exactly and how it can measure the level of assessment along with uniformity.

Commissioner Tricia Durbin asked if the process is revenue neutral to which Alan Dornfest stated that it can go two ways budget or millage rate.

Attorney Nathaniel Schmidt stated that by law in Pennsylvania, it must be revenue neutral.

Commissioner Benjamin Kafferlin then reiterated his concerns for doing this study.

Projects:

Policies & Procedures:

Upcoming Commissioner Meeting Review:

The agenda for the March 9, 2022 meeting was reviewed.

Department/Committee Updates:

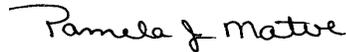
Commissioner's Schedule

General Discussion:

Dennis Munksgard, Treasurer asked for an executive session, and Attorney Nathaniel Schmidt agreed as he also has a litigation item to discuss.

With nothing further, the work session was adjourned at 12:57 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

