

Warren County Commissioners Public Meeting
March 9, 2022 12:05 p.m.
Main Courtroom

Commissioner Benjamin Kafferlin called the meeting of the Warren County Commissioners to order with Commissioner Tricia Durbin and Commissioner Jeff Eggleston present

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Krystal Ransom, Deputy Director of Elections Phil Gilbert, Director of Tax Claim, Attorney Nathaniel Schmidt, Warden Jon Collins, Chris Green, Marcy Jurkowski, Ryan Tipton, Deena Filla, Rachel Canfield, Kaylan Miller, Kim Exley, Danielle Gardner, Ben Williams, Sheriff Brian Zeybel, and District Attorney Robert Greene, and Lorri Dunlap

Citizens Present: Josh Cotton (WTO), Jason Peters, Ken Klakamp, Dee Klakamp, Lori Bimber, Rich Bimber, Billy Gardner, Wendy McCain, Rep. Kathy Rapp, Mary Kushner, and Charlie Andersson

Announcements: Commissioner Benjamin Kafferlin stated that the meeting is being recorded.

Meetings held since the last meeting: Commissioner Benjamin Kafferlin stated that since the last public meeting there have been two executive sessions and two informational meetings.

Correspondence: Commissioner Benjamin Kafferlin stated that we received a letter from PEMA with a positive review on Public Safety audit.

Recognition and Citations: At this time former Sheriff Kenneth Klakamp, and former Lori Bimber Register and Recorder were recognized for their years of service. While they retired in December 2020 this recognition was postponed due to COVID.

Citations of Excellence were read for the All Hazards Team, Gail Anderson, Chief, for his 35 years of service, and Kellie Ferrie, Deputy Chief, for his 35 years of service, and one for all the people who serve on this team.

Public Comment: None

Consent Agenda:

Minutes from the February 23, 2022 Public Meeting: No corrections or additions to be made.

Finance Report: Lisa Hagberg, Finance Director gave the financial report stating that after all expenses paid, to which she reviewed the balance in the general fund is \$1,440,977.00, and in the Erie Bank is \$745,042.00.

Lisa went on to state that \$500,000 was borrowed from the Erie Bank Account which will be paid back. And our 2020 Audit is complete with no findings.

Human Resource Report: Kim Exley, Employee Relations Administrator gave the report of the personnel changes for the prior month.

Monthly Department Reports: Commissioner Benjamin Kafferlin stated that the department reports are in the Commissioners packets for review.

Proclamation(s): Sunshine Week and National Public Defense Week

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the consent agenda as presented. Motion carried unanimously.

Old Business:

New Business:

Award of two CDBG projects: Lorri Dunlap stated that today there are two projects to award; Center Street Reconstruction in Bear Lake in the amount of \$214,689.83, and Pratt St. Sewer Replacement in Sheffield in the amount of \$103,604.00.

Commissioner Benjamin Kafferlin asked, these funds are coming from various years of funding, correct? Lorri Dunlap stated yes, the oldest funds are used first.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to award the Bear Lake project to Lake Shore Paving, and the Sheffield project to Mealy Excavating as presented. Motion carried unanimously.

Agreement with Alan Dornfest for the Ratio Study: Commissioner Benjamin Kafferlin stated that this is the first step in the reassessment process. The agreement with Mr. Dornfest is at \$150.00 per hour but will not exceed \$4,500.00.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the agreement with Alan Dornfest as presented. Motion carried unanimously.

Agreement with MCM Consulting: as discussed in the work session, \$20,000.00 of ARPA funding was approved for MCM Consulting to update our Emergency Operations Plan.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve the agreement with MCM Consulting to update the Emergency Operations Plan as presented. Motion carried unanimously.

Agreement with Thyssenkrupp Elevator: Lisa Hagberg, Finance Director stated that this is a three-year agreement for the inspection and maintenance of the elevators in both the courthouse and the jail.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the three-year agreement with Thyssenkrupp Elevator as presented. Motion carried unanimously.

Agreement with Scantek: Pamela Matve, Chief Clerk stated that this agreement is for the scanning of approximately 700 books for the Register and Recorders office of 1984 and prior mortgages and deeds. This will preserve the records and allow us to ask the state for permission to destroy the books.

She then stated that the cost is \$87,234.00 and asked that \$20,000 come from the county records improvement fund, and the difference be split with ARPA funding and the Register and Recorder records improvement fund.

Commissioner Benjamin Kafferlin stated that not only will this allow preservation of the records it will make space in the warehouse. Also, the cost is warranted as Lisa Burkhouse, Register and Recorder does have plans for her records improvement fund.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the agreement with Scantek and the funding stream for payment as presented. Motion carried unanimously.

Repository Tax Bid(s): Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to accept the bid from Autumn Benner in the amount of \$500.00 for parcel Commissioner Tricia Durbin-005-151000-019. Motion carried unanimously.

Reappointment to the Hospital Authority: Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the reappointment of John Hanna, Blair Smoulder, and Robert Bablak to the Hospital Authority for an additional five-year term. Motion carried unanimously.

Resolution #3204 Authorizing the joining of PLGIT: Attorney Nathaniel Schmidt stated that this is a project initiated by Lisa Hagberg, Finance Director and Dennis Munksgard, Treasurer.

Lisa Hagberg, Finance Director explained that this would allow the county to diversify their funding.

Attorney Nathaniel Schmidt stated that this would be an intergovernmental agreement between the county and the Pennsylvania Local Government Investment trust (PLGIT).

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the county to join PLGIT as described. Motion carried unanimously.

Resolution #3205 Authorization to create a Landbank: Commissioner Jeff Eggleston explained that this resolution will allow us to move ahead and create a landbank. There are several steps involved to getting this completed, but this is the first step. He stated that the goal is to have this set up and ready by July 2022.

Commissioner Jeff Eggleston went onto state that this will help address blight in the county.

Phil Gilbert, Director of Tax Claim stated that as Chair of the Redevelopment Authority, he is excited to get this moving forward.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve Resolution #3205 to allow the creation of a Landbank. Motion carried unanimously.

Resolution #3206 Authorizing the Disband of the All Hazards Team: Commissioner Benjamin Kafferlin gave a history on when and how the All Hazards Team was created by the Board of Commissioners in 1992. The Pennsylvania Hazardous Materials Emergency Planning and Response Act requires things to be done.

During a PEMA audit we found that Warren County is not in compliance. In order to get into compliance would exceed \$150,000.00 and then would have an annual cost of approximately \$50,000.00. On February 24, 2022 the LEPC sent a letter to the Commissioners as did the EMA Director asking that we decommission all the volunteer All Hazards Team. We will continue to guard against hazardous material spills and/or releases as mandated by Act 65, via a contracted services that is an Act 165 Certified Team.

The equipment was purchased by LEPC therefore, if and when sold the money would be returned to the LEPC.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve Resolution #3206 authorizing the decommissioning of the All Hazards Team effective immediately. Motion carried unanimously.

Commissioner Comments:

Adjournment: Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:50 p.m.

Respectfully submitted,

Pamela J. Matve

Pamela J. Matve
Chief Clerk



Approved:

Jeff Eggleston

Jeff Eggleston
Warren County Commissioner