

Warren County Commissioners Public Meeting
October 14, 2020 12:00 p.m.
Jackson 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, Eric Hern, Finance Director, Lorri Dunlap, Grants Administrator, Phil Gilbert Tax Claim Director, and Nathaniel Schmidt, Solicitor

Citizens Present: Josh Cotton (WTO), Sydney Herdle (Titusville Herald), Marsha Nordstrom, Velma Koebley, Jennie Schmidt, Jim Decker and Jane Dunshie

Announcements: the meeting is being recorded

Meetings held since the last meeting: Commissioner Benjamin Kafferlin stated that the commissioners held the following executive sessions; September 28 to discuss pending litigation, September 29 to discuss personnel, October 5 with the Solicitor to discuss legal issues and again October 13 to discuss legal issues regarding elections.

Correspondence: Commissioner Benjamin Kafferlin stated that a letter was received from the Registrar & Recorders office asking that her 1620 rights be preserved during the next negotiating period, League of Women Voters regarding a drop box for election ballots, Spring Creek Township regarding Cemetery Rd. Bridge, and a letter from the Sheriff stating he will have staff available on election day and night.

Public Comment: None

Consent Agenda:

Minutes from the September 23, 2020 Public Meeting: No corrections or additions to be made.

Finance Report: Eric Hern, Finance Director, stated that balance in the general fund is approximately \$4,874,072.00 and in the Erie Bank Account, \$650,366.00. He went onto state that the TAN will be paid off by October 15, 2020.

Personnel Report: Eric Hern reviewed the personnel report

Monthly Department Reports: Commissioner Benjamin Kafferlin stated that the departments have submitted their monthly reports for the Commissioners to review.

Proclamation(s):

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agenda, the minutes from the September 28, 2020 Public Meeting and the finance report as presented. Motion carried unanimously.

Old Business:

CARES Act funding: Commissioner Benjamin Kafferlin stated that he has received requests from the following Volunteer Fire Departments, all requesting \$5,000. Glade, Garland, Grand Valley, Columbus/Corry, Clarendon, and Spring Creek.

Commissioner Benjamin Kafferlin stated that Youngsville Borough has demonstrated a loss up to the \$10,000.00 they are requesting.

Commissioner Benjamin Kafferlin then stated that these funds will come from the pot that were previously set aside for the fire departments.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve \$5,000.00 for the Volunteer Fire Departments listed above, and also the funding up to \$10,000.00 for Youngsville Borough. Motion carried unanimously.

Commissioner Jeff Eggleston stated that he is very happy to be supporting our VFD's that are having trouble getting funding from any other source.

Commissioner Benjamin Kafferlin then stated that he got a request to expand broadband in the Youngsville area; the total requested is \$110,000.00. He brings this to the meeting today, not for approval, but to see if there is interest in entertaining this.

He then aske Nathaniel Schmidt, Solicitor, since they are the only game in town so to say, it would be ok to accept their bid. We have talked to Z&A and they said yes, but always check with our solicitor.

Nathaniel Schmidt, Solicitor stated that since we are just entertaining this, he will do some research and be ready for the next meeting.

New Business:

Lakeshore Community Services Payment In Lieu of Taxes (PILT) Agreement: Commissioner Benjamin Kafferlin stated that this agreement has been vetted by Nathaniel Schmidt, Solicitor and all municipalities involved have approved.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the PILT agreement with Lakeshore Community Services. Motion carried unanimously.

CDBG Commitment to Mandated Federal Regulations: Lorri Dunlap stated that in order for the county to get federal funding, we must recommit each year to the following:

Nondiscrimination Policy, Anti Displacement Plan, have a Grievance Procedure, Section 3 Plan, and adopt a Minority and Women Owned Business Plan.

Lorri then briefly explained each item.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the Grievance Procedure, Resolution #3169 adopting Minority and Women owned business plan, Resolution #3170 Nondiscrimination Policy, Resolution #3171 adopting the Section 3 Plan, and the Residential Displacement Plan. Motion carried unanimously.

Notice to Award Bear Lake Storm Water Drainage Project: Lorri Dunlap stated that the county allotted CDBG funds for this project to allow for the hiring of an engineering firm to help with design of the project. All bids have been reviewed and she is asking that Stiffer McGraw be awarded the bid for the following costs: \$28,500.00 for engineering services, \$3,500.00 for construction inspection services, for a total of \$132,000.00.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to Award the Bear Lake Storm Water Drainage Project to Stiffler McGraw for a total of \$132,000.00. Motion carried unanimously.

Repository Tax Bid(s): Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve and accept the following Repository Tax Bid(s): Parcel YV-8-1436, Pittsfield, \$250.00 from bidder Sherry Ringer, Parcel WN-822-6377, City of Warren, \$1,601.00 from bidder Amy Kellog, and Parcel Commissioner Tricia Durbin-265-5999, Limestone, \$260.00 from bidder Zachary Shade. Motion carried unanimously.

Resolution 3168 Tax Claim Fee Schedule: Commissioner Benjamin Kafferlin stated that his has been several years since the fees for the Tax Claim office have changed, therefore they are asking that we approve the new fees as presented in Resolution 3168.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve Resolution #3168 allowing for the new fee schedule in the Tax Claim office. Motion carried unanimously.

Approval of Vigilnet Agreement: Commissioner Benjamin Kafferlin stated that this is a renewal for the Adult Probation scam monitors that are used for the continuous blood alcohol of the offenders.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the new agreement with Vigilnet. Motion carried unanimously.

Approval of the Homeland Security Federal Year 2020 Grant Program Agreement: Commissioner Benjamin Kafferlin stated that this grant is awarded every year to the Pennsylvania Emergency Management Agency and as the sub-recipient Warren County will be awarded \$358,288.00.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the Homeland Security Grant Agreement in the amount of \$358,288.00. Motion carried unanimously.

Approval to dispose if items in the warehouse: Commissioner Benjamin Kafferlin stated that there is an accumulation of file cabinets, chairs, etc. at the county warehouse. Chief Clerk Pamela Matve is asking our approval to clean up the warehouse by offering these items free of charge to the municipalities, and what is left will be disposed of.

Commissioner Benjamin Kafferlin stated that while we really do not have to vote on this, we do have to agree as we are disposing of county assets. Everyone was in agreement with empowering the Chief Clerk to clean up the warehouse by donating and/or disposing of county assets.

Agreement with Pirrello for Document Destruction: Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the destruction/shredding agreement with Pirrello Enterprises. Motion carried unanimously.

Approval of Act 13 Grant Application: Commissioner Jeff Eggleston explained that the DCNR has a grant that will go away soon and he would like to request \$10,000.00 of Act 13 funds be set aside for the project should the grant be awarded.

Commissioner Jeff Eggleston went on to explain that the project would include a preliminary plan for the Grunderville Landfill and the Girl Scout Camp.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve using \$10,000.00 of Act 13 funds for the county match should the county be awarded the grant from DCNR. Motion carried unanimously.

Approval of Maximum Agreement Amendment: Eric Hern, Finance Director stated that we did not receive this amendment in time for today's meeting, he requested that this be tabled.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to table the approval of the Maximum Agreement amendment. Motion carried unanimously.

Approval of the Round two Small Business Grant Program Allocations: Commissioner Benjamin Kafferlin explained that today's approval is for round two of the Small Business Grant Program. Round one was allotted \$1 million while rounds two and three were awarded \$500,000.00 each.

Commissioner Benjamin Kafferlin went on to state that there was a small amount remaining from round one which was combined with round two for a total allocation of \$535,351.00.

Jim Decker stated gave some statistics on round two; there were 39 applicants, and the total requests totaled \$1.475 million. After evaluating all the applications this number was reduced to \$900,000. We were able to make 27 awards for a total of \$535,351.00.

Jim Decker stated that for those that were not considered, there was a lack of information, or their losses were covered by other programs. Those that were given money in round one, and then applied in round two were not considered so that we could help more businesses. They are more than welcome to apply in Round 3.

Commissioner Tricia Durbin thanked Jim Decker and team for their hard work, you have taken great care in helping every business possible through this program.

Commissioner Jeff Eggleston echoed the comments of Commissioner Tricia Durbin. He then stated that the feed back has been over whelming positive. So many businesses were affected, and knowing that we can help has been very gratifying.

Commissioner Benjamin Kafferlin then stated that while he is not directly involved in Love Inc., his wife is the director, therefore he will be abstaining from the vote.

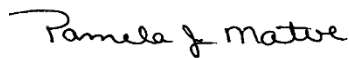
Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the recommended allocations from the Business and Financial Liaisons for round two of the Small Business Grant program as presented. Motion carried with two yeses, and one abstention.

Commissioner Comments:

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

Meeting adjourned 1:00 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston
Warren County Commissioner