

July 1, 2008

McKean County Commissioners in special session assembled on Tuesday, July 1, 2008 at 2:00 PM in the Commissioners meeting room. Present were Commissioners Joseph DeMott, Al Pingie, and Judy Church, Deputy Chief Clerk, Judy Ordiway. Also present were George Petrisek and Mike Schreiber.

The meeting was called to order by Mr. DeMott, followed by the Pledge of Allegiance and a moment of silence.

Moved by Mr. Pingie, seconded by Mrs. Church, to approve the minutes of the June 24, 2008 meeting.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Mr. DeMott – Opened the meeting for public comment.

Moved by Mr. DeMott, seconded by Mr. Pingie, to reject all bids that were received for cleaning the front of the courthouse and to re-bid the project.

Mr. Pingie – I spoke with our solicitor and he informed me that since Mr. Ross did not provide a bid bond or certified check in the amount of 10% of his bid of \$16,800.00 that we either reject all bids or accept the bid of Carl E. Swanson & Sons of \$21,747.00 that did include a bid bond in the amount of 10% of their bid.

Mr. DeMott – It would be my preference to re-bid the project.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Moved by Mr. Pingie, seconded by Mrs. Church, to reject all bids that were received for upgrading the electrical system for the 911 Center and to re-bid the project.

George Petrisek – Can you explain why you need to re-bid the project?

Mr. DeMott – Their was a question about the exact equipment that had to be used – there was quite a discrepancy between the original bid and what was looked at as an option which originally was deemed unnecessary for completion of the project. There was a question whether everyone was bidding on apples or oranges.

Mr. Petrisek – That had to do with the alterative bid of \$800.00 verses \$14,000.00?

Mr. DeMott – Right.

Mr. Petrisek – Wasn't that the reason you rejected it the last time?

Mr. Pingie – I think the last time we decided to research it further and then act on it at this meeting, but that was the discussion.

Mr. Petrisek – You will re-bid the project?

Mr. DeMott – Yes, with revisions in the specifications.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Moved by Mr. Pingie, seconded by Mrs. Church, to authorize entering into a Purchase of Service Agreement with Community Links for the Department of Human Services.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Moved by Mr. Pingie, seconded by Mrs. Church, to authorize donating 3 tables from the Prothonotary's Office to Potter County.

Mr. DeMott – We are in the process of remodeling the Prothonotary's Office and going with the carousel filing cabinets, etc. so we actually have four tables that they are no longer using – we are going to keep one of them and Potter County can use the other three and they are going to come and pick them up.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

#### RESOLUTION 14 OF 2008

#### A RESOLUTION AUTHORIZING THE ENTRY INTO A CONTRACT WITH NORTHWEST SAVINGS BANK TO OBTAIN A PLATINUM BUSINESS CARD ON BEHALF OF THE McKEAN COUNTY COMMISSIONERS, ADULT PROBATION, JUVENILE PROBATION, DOMESTIC RELATIONS, AND THE SHERIFF'S DEPARTMENT

**WHEREAS**, McKean County has several departments who are required to travel to attend required training; and,

**WHEREAS**, McKean County has established policies and procedures regarding traveling expenses and other emergency short term funding needs to carry out the functions of their departments; and

**WHEREAS**, McKean County has requested the issuance of a Platinum Visa Business Card for each County Commissioner and each department and which cards will have no cash advance ability and have a credit limit of three thousand dollars (\$3,000.00) for each

County Commissioner and each department in order to streamline procedures within their departments.

**NOW THEREFORE**, this 1<sup>st</sup> day of July, 2008, it is hereby **RESOLVED** and enacted as follows:

1. That the Board of Commissioners is hereby authorized to enter into a contract with Northwest Savings Bank for the purposes of obtaining a Platinum Visa Business Card on behalf of the McKean County Commissioners for Joseph C. DeMott, Jr., Al Pingie, Judith R. Church, for Gary Seefeldt for the Adult Probation Office, for Teresa Wilcox for the Juvenile Probation Office, for Gary Seefeldt for the Domestic Relations Office, for Brad Mason for the Sheriff's Department, and one for McKean County for Chief Clerk, Audrey Irons.
2. That any two members of the County Board of Commissioners are hereby authorized and directed on behalf of the County (i) to execute and deliver the card applications, and (ii) to execute and deliver such additional instruments, and to take such further actions as may be necessary or appropriate to carry forth the contract and the transactions to be effected under the contract.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Moved by Mr. Pingie, seconded by Mrs. Church, to extend the deadline for receiving Title III requests until July 8, 2008.

Mr. Petrisek – What was the original deadline?

Mr. DeMott – June 30, 2008.

Mr. Petrisek – What is the reason for extending the deadline?

Mr. DeMott – We had a few potential applicants call in the last few days saying they had missed seeing the original notice and requested a few more days to get their proposals together.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Moved by Mr. Pingie, seconded by Mrs. Church, to authorize entering into a service agreement with The Guidance Center for administering the Family Center Grants.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Moved by Mr. Pingie, seconded by Mrs. Church, to upgrade the Munis Software.

Mr. DeMott – The Munis Software is the software system that most of the county operates on – the accounting system in particular – this upgrade would also include our Retirement Fund, it would allow us to scan invoices from some of the remote offices to the Controller’s Office, it would update the package of forms the software uses, and it would provide us with a number of new report generating programs. It would keep the records for the retirement system.

Mrs. Church – It would allow the employees to be able to project what they would be able to draw if they wanted to retire.

Mr. Petrisek – How much does the software cost?

Mr. DeMott - It is around \$95,000.00 for the purchase of the software.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Mr. DeMott – Opened the meeting for public comment.

Mr. Pingie – I would like Dustin to give us a breakdown on the money he has projected that we have saved so far this year on salaries and benefits and what he sees as to what we are going to need for next year plus we are in negotiations with the unions which means increases in wages. We will have increases in insurances.

Mr. DeMott – Benecon should have our insurance increase forecast ready in a couple of weeks – so we will be able to take a better look at the budget once we have those figures.

Mr. Pingie – October comes pretty quickly so we thought we would get started to see where we stand. Last year the Commissioners used money from the landfill to balance the budget and we won’t have that money next year and with wage increases, increases in utility bills, supplies, benefits – we will have an idea of how much we will have to come up with somehow. We may be able to offset some of those costs in a year or so with possibly drilling on county property, with timber sales, with royalties or tipping fees from the landfill. We are looking mainly at next year right now.

Mr. DeMott – There is one other thing that we wanted to act on that wasn’t on the agenda and that is about the trees around the courthouse – Tim Pierson from the Penn State Cooperative Extension Office reviewed the trees around the courthouse and we have been working with Smethport’s Shade Tree Commission. There are a number of trees that are going to need to be removed – there are 2 maple trees that are dying and are going to be removed by the Shade Tree Commission at their expense as part of the Forestry Program near Smethport Borough and those trees actually sit on the borough’s

right of way. There is another maple tree that is dying and needs to be removed – there are 2 large spruce trees that are diseased and need to be removed. We would like to remove them so we need to ask for proposals as least for the maple tree. I have heard that we may have a volunteer to take down the spruce trees, but we would need to verify that.

Moved by Mr. Pingie, seconded by Mrs. Church, to proceed with cutting the trees that need to be removed from around the courthouse.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Mr. Pingie – There is no new data on closing the courthouse on Fridays.

Mrs. Church – We are still studying the data.

Mr. DeMott – I emailed Mary Williams and asked her to send out an email to the employees asking who would be interested in car pooling and to date she has only had 2 responses.

Mrs. Church – Mentioned that they have 2 meetings set up for union negotiations. One of them is on July 15 for the jail employees that Al is negotiating and the other one is on July 16 for the CYS employees that she will be negotiating.

Mr. DeMott – We have had some discussion about pursuing an energy audit particularly on the courthouse to see what we could do to save some money here.

Mike Schreiber – Was that through North Central?

Mr. DeMott – That was the original discussion with North Central and they were going to come and look, but they aren't sure they could do a building this large – our maintenance director has had a discussion with our architectural company who is going to come and take a look to see what they might charge to do something like this.

Mr. Pingie – Have we heard anything on the front steps?

Mr. DeMott – No, Ken has talked to them on numerous occasions without a positive response. Dan was going to send them a letter and I don't know if he has had an opportunity to do that yet, but we discussed that last week and we are trying to get that fixed.

Moved by Mr. Pingie, seconded by Mrs. Church, to adjourn the meeting.

Vote on the above resolution, DeMott – yes. Pingie – yes. Church – yes. Three – yeas. No – nays. Carried.

Deputy Chief Clerk