

**Warren County Commissioners Public Meeting**  
**June 8, 2022 12:09 p.m.**  
**Jackson Courtroom**

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

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Attorney Nathaniel Schmidt, Krystle Ransom, Director of Elections, Kaylan Miller, Employee Benefits & Risk Administrator, Kenneth McCarrison, Public Safety Director, and Phil Gilbert, Director of Tax Claim

Citizens Present: Josh Cotton (WTO)

**Announcements:** Commissioner Benjamin Kafferlin announced that this meeting is being recorded

**Meetings held since the last meeting:** None

**Correspondence:** Commissioner Tricia Durbin explained that correspondence was received from PA Wilds regarding The Progress Fund. She went onto explain that this was a funding opportunity for many types of businesses.

**Public Comment:**

Carmina Taylor of Civic Saturday Pennsylvania explained that she was doing an event in Tionesta in April in which there were some Warren County residents in attendance. There was a couple of things that came out of that gathering that she told them she would relay to the county.

Carmina stated that the residents are wondering how they can get the younger people active in the community, and more help for the elderly.

She stated that she can be found on the web site of Civic Saturday Pennsylvania.

Commissioner Benjamin Kafferlin introduced everyone at the table then stated that there are a couple of community projects in Tidioute and Youngsville that do engage the community.

**Consent Agenda:**

**Minutes from the May 28, 2022 Public Meeting and Public Hearing:** No corrections or additions to be made.

**Finance Report:** Lisa Hagberg, Finance Director gave the financial report stating that after all expenses are paid, to which she reviewed the balance in the general fund is \$1,964,686.00, and in the Erie Bank is \$745,085.00.

**Proclamation(s):** Relay for Life

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

**Old Business:**

**New Business:**

**Repository Tax Bid(s):** Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to accept the following Tax Repository Bids: Parcel YV-729-294000-033 in the amount of \$500.00 from JAAMM LLC, and \$825.00 for parcel YV-729-294000-008 from JAAMM LLC. Motion carried unanimously.

**CSE Service Agreements – (maintenance on air conditioning units Scandia and Stone Tower sites):** Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to approve the agreements with CSE Inc. for the air conditioning maintenance for the stone tower and scandia tower for a total of \$1,478.00 per year.

Kenneth McCarrison, Public Safety Director stated that by having the maintenance agreements in place, the breakdown of equipment is less.

After no further discussions the above motion was called and the motion carried unanimously.

**MATP Participation Grant Agreement FY 2022/2023:** Commissioner Benjamin Kafferlin explained that this agreement is signed each year for the Medical Assistance Transportation Program with the Commonwealth of PA, Department of Human Services. The beneficiary is the Transportation Authority, and the county is the pass through.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to approve the agreement for FY 2022/2023 for the MATP grant agreement. Motion carried unanimously.

**Resolution #3215 AMERICA250PA:** Commissioner Benjamin Kafferlin explained that this resolution is for the United States Semi Quincentennial. Both the Pennsylvania legislature and the Governor have passed resolution to establish a commission, and we are doing the same. Appointments to this committee will be done at a later date.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to adopt Resolution #3215 AMERIA250PA. Motion carried unanimously.

**Resolution #3216 Adoption of Various Policies and Procedures:** Commissioner Benjamin Kafferlin explained that this resolution will adopt the Anti-Nepotism Policy. While there has been a policy in place for many years, we do not believe it was formally adopted to which it will be today.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to adopt policy SYS-POL-016-CP-00 Rev 1.0. Motion carried unanimously.

**Termination of agreement with SGBR Holdings LLC:** Commissioner Benjamin Kafferlin stated that during the high peak in COVID, we leased space from SGBR Holdings in Sugar Grove to do COVID testing. Since we are at a low point, we want to terminate the use of the space and lease.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to approve the termination of the lease for space from SGBR Holdings LLC. Motion carried unanimously.

**Commissioner Comments:**

**Adjournment:** Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:32 p.m.

Respectfully submitted,

*Pamela J. Matve*

Pamela J. Matve  
Chief Clerk



Approved:

*Jeff Eggleston*

Jeff Eggleston  
Warren County Commissioner