

**Warren County Commissioners  
Work Session  
Commissioners Conference Room  
September 26, 2022, 12:00 p.m.**

Commissioner Tricia Durbin called the work session of the Warren County commissioners to order with Commissioner Benjamin Kafferlin, and Commissioner Jeff Eggleston present.

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Ken McCarrison, Director of Public Safety

Citizens Present: Josh Cotton (WTO), and Wendy Hollabaugh (TAWC)

**Announcements:** Commissioner Tricia Durbin announced that the meeting is being recorded

**Public Hearings:** None

**Public Comment:** Commissioner Tricia Durbin stated today we will have a presentation from Wendy Hollabaugh from the Transit Authority.

Wendy stated that today she is presenting and requesting three different fund requests. First is the 2023 operating local match with the total being \$59,346.00, she is requesting from the County as their match \$48,546.00.

Second is funding for two new Gillig buses; she is requesting \$6,346.00. The remaining funds will be purchased through a grant from state and federal funding.

Commissioner Tricia Durbin asked how many people do these buses hold? Wendy stated they hold 30, and during the summer with the Joseph to freeze there were close to 30 passengers on each bus. These buses will last 15 years.

Third, Wendy is requesting a local match of \$6194.00 towards joining the PA-STARNET radio system; the total price is \$960,330 which the majority will be funded through state and federal funds.

Ken McCarrison, Director of Public Safety stated that by joining PA-STARNET they will be able to talk to each other between buses and will also help with the radio capacity on the tower. Ken also stated that this will help the situation with the radios in Sugar Grove.

BK stated that it is well worth the funds.

TD asked about the increase in the local match for the operating expenses what is the increase? Wendy stated it increases 5% each year.

TD also asked if Wendy will be presenting this information to the municipalities to try to get them to increase their funding to which Wendy said yes.

TD asked, will you increase the fees for the riders? Wendy stated it was increased in July 2022 at a \$1.25 per person.

Commissioner Jeff Eggleston stated that they are hoping to get some funding to do a strategic plan in 2023 to see if other regions in the county.

**New Items of Discussion:**

**AMC Contracting (Lawncare):** Pamela Matve, Chief Clerk presented the 2023 agreement with AMC contracting for the lawncare with the cost of the courthouse being \$100 per mowing with an estimate of 26 mowing's. The cost for Hickory St. Annex is \$15 per mowing. Pamela Matve stated that the courthouse has gone up \$15 per mowing at the courthouse.

Commissioner Tricia Durbin asked if We Could Mow Hickory St., Annex ourselves? To which Pam stated yes, and she will get a new agreement.

**NW Services Agreements:** Pamela Matve, Chief Clerk reviewed the new agreements with NW Services for the generator/inspection services for the courthouse, jail, Public Safety building, and for tower sites. She then reviewed the difference in cost between the courthouse, jail, and Public Safety building; which is the generator at the Public Safety building is larger has a dual system uses more oil more filters therefore it costs more.

She then stated that both the AMC contracting and the NW services agreement will be on Wednesday's agenda.

**Direct Energy:** Lisa Hagberg stated that currently we are paying .55454 our gas supply.

Commissioner Tricia Durbin stated that locally prices have dropped by 50% so do we have time to look at this again before we put it on an agenda for approval?

**Cyber Liability Insurance:** Lisa Hagberg stated that currently from CCAP we are getting \$25,000 for cyber liability.

She and Bill Gallagher have been researching this for a very long time and they found OVD who between themselves and another company can provide \$5 million in coverage for \$32,655 per year.

TD asked do we feel that we need 5 million in coverage? Lisa stated that she and Bill have looked at what others have had to pay when they were in a situation where they were hacked and this is how we came up with the figure.

It was asked if we will be getting another quote from anybody else and Lisa stated no this type of coverage is very unique, we have asked other companies and they have said no they don't want to do it.

#### **Old Items:**

#### **Policies & Procedures:**

Commissioner Benjamin Kafferlin stated that we should have a resolution ready for Wednesday's meeting for approval of various safety and security policies and procedures along with paying indigent cremations.

#### **Projects:**

Commissioner Benjamin Kafferlin stated that he had visited Momentum in Harrisburg last week who deals in Laserfiche. They came up with a plan on how to increase our use of Laserfiche; one of the ways is contract management system which we purchased months ago, but we have never used it and were looking to get it implemented.

JE stated he had put into a grant for WCDA in the amount of \$100,000 for coveted awareness. He got notification that we were awarded the funds half the funds will be used for vaccine booster awareness and half on mental health. He stated that he will get with Betsy Miller and maybe they can do something with the school district for awareness of mental health.

Commissioner Tricia Durbin stated that the APR RFP went out and they are due back to us on September 30<sup>th</sup>.

**Upcoming Commissioner Meeting Review:** The agendas for the September 28, 2022 Public Meeting and the Election Board Meeting.

When discussing the election board meeting agenda, the item in question was the voting on adjudication to be held on Friday or Monday. Pamela Matve stated that most counties are doing adjudication on Monday as the Friday after the election is a holiday.

Attorney Nathaniel Schmidt reviewed election law and it states that cannot be done before the third day following the election; therefore, it will be done on Monday after the election.

It was agreed that there was not the need for an election board meeting on Wednesday.

**Department/Committee Updates:** Ken McCarrison, Director of Public Safety showed a map and just guess the areas where ambulance service is available during the day. The struggle is real.

#### **General Discussion:**

With nothing further, the work session was adjourned at 12:33 p.m.

Respectfully,



Pamela J. Matve  
Chief Clerk

