

**Warren County Commissioners Public Meeting  
November 10, 2020 12:00 p.m.  
Commissioner Conference Room**

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 J. Matve, Chief Clerk, and Eric Hern, Finance Director by phone

Citizens Present: Josh Cotton (WTO), Jim Decker, and Jodi Bebevino,

**Announcements:** the meeting is being recorded

**Meetings held since the last meeting:** Commissioner Benjamin reviewed the meeting that all three commissioners attended since the last meeting.

**Correspondence:** Commissioner Benjamin Kafferlin stated that he has gotten two requests for letters of support from ROY and the Warren Career Center, he then asked Chief Clerk, Pamela J. Matve to draft these letters for the commissioner's approval.

**Public Comment:** None

**Consent Agenda:**

**Minutes from the October 28, 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 \$4,041,264.00 and in the Erie Bank Account, \$650,366.00.

Commissioner Tricia Durbin stated that the general fund is well advanced from last year at this same time.

**Personnel Report:** Eric Hern, Finance Director reviewed the personnel changes for October.

**Proclamation(s):** Grief Awareness Month

Commissioner Benjamin Kafferlin apologized to Ms. Bebevino stating that while this proclamation was passed at the last meeting, we were not aware that Ms. Bebevino was in attendance. Therefore, we would like to formally adopt this proclamation today, and give opportunity for a picture.

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

**Old Business:**

**CARES Act funding:** Commissioner Benjamin Kafferlin stated that there is a list of all requests since the last meeting in the packets. He then stated that what is not listed is an addition to the Vision software that was previously approved, and a request from our IT department for an upgrade to our jail intercom system in the amount of \$15,569; this would slow down the contact with inmates during this COVID pandemic.

Ben then stated that on this list is a request from the Sheriff office for capture shields, unfortunately this must be stricken as it is not a CARES eligible purchase. Also, the DAV is requesting money for their group, and could not do so under the Small Business Grant program as they are a 501C4 organization

Commissioner Jeff Eggleston stated that there may be a way to help these organizations that did not fit into the SBG categories so we should table this until next meeting until further research can be done.

Commissioner Benjamin Kafferlin then stated he proposed that we approve the following today: Spring Creek VFD \$5,000.00, N. Warren VFD, \$5,000.00, Warren County Fire Police, \$1,000.00, Jefferson Defrees, \$600.00, Vision Software \$3,876.28, and IT for the jail intercom upgrade, \$15,569.00.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the CARES requests as presented. Motion carried unanimously.

**Round 3 of the SBG program:** Jim Decker presented the recommendations for round three of the SBG program. He stated that there were 67 applications with a total request of \$2.6 million. This has been tough as we only had \$500,000 to work with. He then stated that he and the accountants will be presenting a report on all three rounds combined.

Commissioner Jeff Eggleston stated that while there are two columns to choose from, the majority in the second column have already received funds either in round one or round two.

Commissioner Tricia Durbin stated that she feels at this time we need to stick to our \$500,000.00 allocation. In the event that we get another round of funds from the state we can look at this further.

Commissioner Jeff Eggleston stated that he cannot thank the Business and Finance Liaisons for their hard work on this program. You have done your best with what you were given and we appreciate that. Thank You.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the distribution of round three of the Small Business Grant program as presented. Motion carried unanimously.

**New Business:**

**Repository Tax Bid(s):** Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the following Repository tax bid(s) for parcels WN-4-6197-420, TD-196-3881 and SH-3-574911. Motion carried unanimously.

**2021 Tax Anticipation Note:** Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to award the 2021 TAN to KeyBank with a fixed interest rate of .98%. Motion carried unanimously.

**Notice to Award CDBG project in Youngsville, PA:** Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to award the demolition project of 1 Main St., Youngsville PA to Tome Enterprises for a total of \$37,800.00. Motion carried unanimously.

**Commissioner Comments:**

**2021 Budget:** Commissioner Benjamin Kafferlin stated that this coming Monday at our work session, we will be discussing changes to the budget. It will then be placed out for the twenty-one-day public review on November 19, 2020.

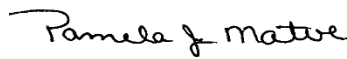
Commissioner Jeff Eggleston stated that the election this year went as well as could be expected. The elections department did a great job.

Commissioner Tricia Durbin agreed, stating that we now need to think through the process and make changes for the next election. She then thanked the other staff who were pulled in at the last minute to help where needed.

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

Meeting adjourned 12:47 p.m.

Respectfully submitted,



Pamela J. Matve  
Chief Clerk



Approved:



Jeff Eggleston  
Warren County Commissioner