



COUNTY OF BLAIR

RECORDS IMPROVEMENT COMMITTEE

Meeting Minutes – March 17, 2022

- I. Call to Order – The meeting was called to order at 9:31 a.m. by Sheriff Ott
- II. Pledge of Allegiance – Sheriff Ott led the pledge of allegiance.
- III. Review and Approval of Minutes from December 16, 2021 – motion to approve by Prothonotary Patton, Seconded by Treasurer Carothers, Motion passed.
- IV. Treasurer’s Report - Treasurer Carothers provided the treasurer’s report which showed a balance of \$62,000.52.
- V. Old Business
(None)
- VI. New Business
 - a. Request from Heather Rininger to purchase 5 rolls of plastic sheeting in an amount not to exceed \$350.00 – This request is made to address leaks in the roof at the records center in the short term. Motion by Commissioner Webster to approve, seconded by Treasurer Carothers, motion passed.
 - b. Request from Heather Rininger to purchase a 5 drawer flat file in an amount not to exceed \$2,400.00 – This file will sit on top of another one and not take up more floor space. Motion to approve by Recorder Terchanik, seconded by Commissioner Webster, motion passed.



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- c. Request from Heather Rininger to purchase a Canon Colortrac SC 42c Xpress printer in an amount not to exceed \$5,613.99 – Ms. Rininger clarified that this is a scanner not a printer. This scanner will allow us to have better quality scans that are smaller data files. The request was reviewed by IT prior to submission. Motion to approve by Commissioner Webster, Seconded by Recorder Terchanik, motion passed.

VII. Adjourn