

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**JANUARY 7, 2016**

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:02 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel by phone, Commissioner Doug Morley, Chief Clerk Kathleen Majot and Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** - None

**MINUTES** – December 23, 2015 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Reorganizational Meeting Minutes – January 4, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Brian Stoesz, CEO of Summit Behavioral Health Care, described the programs and services that are being provided for men at the Mountain Laurel Recovery Center in Westfield, Pa. The treatment center opened its doors on Dec. 23, 2015, and currently is housing 10 clients. Mr. Stoesz provided details on the facility, staff, and treatment options available at the center.

**CONTRACTS AND AGREEMENTS**

Right-of-Way Easements for the PennDOT Route 6 project to add ADA accessibility sidewalk.  
Parcel #59 - \$500.00  
Parcel #62 - \$3,900  
Parcel #63 - \$1,500

~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS** - None

**TRAINING REQUESTS**

--Sherry Hoffman – PCHS Aging – P4A Membership Meeting, Harrisburg, Pa. Lodging.  
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

Appointment of William Hunt as GIS/Planning Director. This is part of a restructuring of the Planning Department and GIS functions. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Hiring of Marlene Thomas as a part-time Records Preservation Clerk, two days per week, effective January 5, 2016. This position is being split between two individuals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Retirement of Betty Tomak as the Ulysses Senior Center Operator effective January 31, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Acknowledgement of the appointment of Andrea Lehman as Domestic Relations Director effective January 4, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Retirement notice from Sue Lush as the Aging Care Management Supervisor I/Community Health Nurse for Potter County Human Services, effective May 20, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**CHIEF CLERK REPORT**

2015 Liquid Fuel tax fund application from Portage Township, \$534.30. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS' REPORTS**

Commissioner Kefover commented on the burdensome qualifications and requirements for state-funded programs and services. Reading from several examples, she stated the demand of such requirements is time-consuming and unfair for services and staff, and she called for more local flexibility.

Commissioner Heibel announced the *Shale Gas Roundup* newsletter for the 1<sup>st</sup> quarter of 2016 is available on the county website [pottercountypa.net](http://pottercountypa.net). Many of its articles are timely and topics will have an impact on Potter County. Next quarterly edition of the *Potter County Veterans News* newsletter should be published next week.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #439	1,650.84
PAYROLL AUTOMATIC DEPOSITS	48,170.73
PAYROLL CHRISTMAS CLUB DEPOSITS	1,423.00
PAYROLL TAX TRANSFERS (EFTPS)	18,961.05
STATE TAX WITHHOLDINGS (ETIDES)	2,355.94
PASCDU	
ACCOUNTS PAYABLE CHECKS – Check #52564-52643 1/07	36,383.81
Check #52644 1/08	50,801.49
Benefits transfer	
<b>Total Checks Written</b>	<b>159,746.86</b>

~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**Potter County Courthouse Special Run – 12/31/2015**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund	117335			1,014,287.78

~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**Potter County Courthouse Fiscal Summary – 1/08/2016**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	83864-83869			6,843.29
10	Payroll-Direct Deposit	9018720-9018816			81,087.68
10	General Fund - Accounts Payable	117336-117453			225,973.27
10	General Fund – A/P Manual Checks	901081601-901081605; 999090			128,396.18
11	LEPC	2215-2221			11,719.10
16	911 Wireless	2330-2336			7,279.71
18	Automation Fund (Civil)	117454			890.00
34	V.O.J.O.	117455			578.55
35	Victim Services	117456			591.81
38	Divorce Fund	117457			68.78

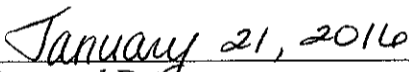
~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**NEXT MEETING:** January 21, 2016

**ADJOURNMENT** Commissioner Kefover moved to adjourn. Commissioner Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Prepared by Dawn Wooster

  
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 Potter County Executive Secretary

  
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 Approval Date