

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**JANUARY 21, 2016**

**CALL TO ORDER** Commissioner Morley called the meeting to order at 12:17 p.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot and Recording Secretary Dawn Wooster; all present. Commissioner Susan Kefover was absent.

**PUBLIC COMMENT** - None

**MINUTES**

January 7, 2016 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

**NEW BUSINESS**

Reappointment of Lora Cope to the Potter County Aging Advisory Council for the term of February 2016 to February 2019. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Resolution #1 of 2016 – SEDA-COG administration services of CDBG program, working with Potter County Redevelopment Authority. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Scope of Services Agreements from SEDA-COG for administrative services for FFY 2014 Competitive CDBG and FFY 2015 CDBG. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Revitalization Technical Support and Services contract with consultant John Bry for technical support and training for the revitalization of Potter County’s downtown districts and related grant writing services. \$10,000 for a six month term of Jan. 1, 2016 through June 30, 2016. Commissioner Kefover will coordinate Mr. Bry’s services. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Renewal with Keymark IMR Inc. for software maintenance support for records preservation, Jan. 1, 2016 through Dec. 31, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**14/15**

**15/16**

**▪ MENTAL HEALTH**

*Beacon Light Behavioral Health Systems 7/1/15 to 6/30/16*

Family Based Mental Health Services	N/A	\$12.97/unit
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**▪ COORDINATED SERVICES**

*Northern Potter School District 7/1/15 to 6/30/16*

Amended Contract

Transportation per mile with set miles at 8 miles per one-way trip at \$2.34 per loaded mile	\$2.34/mile	\$2.34/mile
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~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

## TRAINING REQUESTS

--Sherry Hoffman – PCHS – PDA/P4A Quarterly Meeting, Gettysburg, Pa. Registration and lodging.

--Andrea Lehman – DRO:

- Federal Performance Measures, State College, Pa. Mileage and meals;
- Establishing Realistic Orders, Pittsburgh, Pa. Lodging, mileage and meals;
- IV-D Attorney Basics, Nanticoke, Pa. Lodging, mileage and meals.

--Glenn Dunn & Dean Predmore – DES – PEMA Quarterly Report, Harrisburg, Pa. Lodging, mileage and meals.

--Jacob Ostrom – Tax Assessment – USPAP, Bloomsburg, Pa. Registration and mileage.

--Glenn Dunn – DES – Special Events Emergency Planning, Lewisburg, Pa. Mileage and meals.

~Action~ Comm. Heimel moved to approve the list of requests. Comm. Morley seconded. Heimel yes; Morley yes.

## PERSONNEL

Resignation of Pamela Rees as ID/EI Clerk Typist 3, Potter County Human Services, effective January 22, 2016. She has accepted another job. ~Action~ Comm. Heimel moved to accept. Comm. Morley seconded. Heimel yes; Morley yes.

Resignation of Dorothy Alackness as part-time Clerk in the Voter Registration/Elections office, effective January 27, 2016. She has accepted another job. ~Action~ Comm. Heimel moved to accept. Comm. Morley seconded. Heimel yes; Morley yes.

Termination of Ralph Briggs Sr. as Corrections Officer at the Potter County Jail by Sheriff/Warden Glenn Drake, effective January 13, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Assignment of Corrections Officer Kevin Hannan to full-time status, effective February 1, 2016, by Sheriff/Warden Glenn Drake. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Retirement of John Moshier as Chief Probation Officer, effective February 5, 2016. ~Action~ Comm. Heimel moved to accept. Comm. Morley seconded. Heimel yes; Morley yes.

Appointment of Walter Stenhach as Potter County Public Defender, effective January 4, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Judge Stephen Minor has appointed Danielle Gietler as Assistant Probation Administrator, effective January 25, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

## CHIEF CLERK REPORT

Chief Clerk Majot reported that the 2015 Liquid Fuels Tax Fund report has been completed and submitted.

## ANY OTHER BUSINESS TO COME BEFORE THE BOARD

## COMMISSIONERS' REPORTS

Commissioner Morley commented on the well-attended Denton Hill State Park public meeting. DCNR's consultant presented the completed feasibility study which showcased the park as a four-season facility. A plan for the project is available on DCNR's website.

## BILLS

### Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #440	1,650.84
PAYROLL AUTOMATIC DEPOSITS	47,092.73
PAYROLL CHRISTMAS CLUB DEPOSITS	1,423.00

Castro & Harris, EPN11130

PAYROLL TAX TRANSFERS (EFTPS)	18,616.65
STATE TAX WITHHOLDINGS (ETIDES)	2,316.40
PASCDU	
ACCOUNTS PAYABLE CHECKS – Check #52645 1/14	2,142.21
Check #52646-52862 1/21	726,672.94
Benefits transfer	
<b>Total Checks Written</b>	<b>799,914.77</b>

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

**Potter County Courthouse Fiscal Summary – 1/22/2016**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	83870-83877			3,020.97
10	Payroll-Direct Deposit	9018817-9018933			84,402.88
10	General Fund - Accounts Payable	117458-117549			113,974.44
10	General Fund – A/P Manual Checks	901221606-901221610			125,247.72
11	LEPC	2222-2224			2,391.47
15	North Fork Dam	117550			22.00
16	911 Wireless	2337-2340			36,102.83
17	Saulter Preserve	117551			20.00
24	Improvement Fund	117552			331.92
28	Domestic Relations IV-D	723			360.00
32	Specialty Courts	117553-117554			1,465.38
34	V.O.J.O.	117555			610.05
35	Victim Services	117556-117558			911.34
64	Gas Well Impact – Capital Reserve	117559			6,431.20

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

**NEXT MEETING:** February 4, 2016

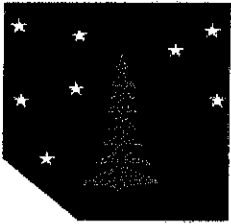
**ADJOURNMENT**

Commissioner Heimel moved to adjourn. Commissioner Morley seconded. Heimel yes; Morley yes.

Prepared by Dawn Wooster

  
Potter County Executive Secretary

February 4, 2016  
Approval Date



*Established  
1804*

## **County of Potter Board of Commissioners**

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: (814) 274-8290 Fax: 814-274-8284  
[www.pottercountypa.net](http://www.pottercountypa.net)*

Douglas C. Morley, Chairman  
Paul W. Heimel  
Susan S. Kefover  
Commissioners

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

### **RESOLUTION #1 OF 2016** *Potter County, Pennsylvania*

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the SEDA-Council of Governments Community Development staff to execute, on behalf of Potter County, certain documents associated with the Pennsylvania Department of Community and Economic Development Community Development Block Grant Entitlement and Competitive Grant programs.

**WHEREAS**, SEDA-Council of Governments is organized pursuant to the Intergovernmental Cooperation Act of July 12, 1972, through which Potter County has elected to transfer certain of their administrative functions to SEDA-Council of Governments, and

**WHEREAS**, through this Act and transfer of duties, SEDA-Council of Governments serves as a governmental extension of Potter County, and

**WHEREAS**, certain administrative documents are maintained and filed by SEDA-Council of Governments on behalf of Potter County in the administration of, and repository for the County's Community Development Block Grant program(s), and

**WHEREAS**, Potter County has the legal authority to designate an agent for filing and retaining these administrative documents,

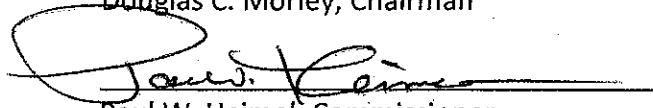
**NOW, THEREFORE**, be it resolved by the Potter County Board of Commissioners that the SEDA-Council of Governments Community Development Program staff are hereby authorized to prepare, sign, and submit Community Development Block Grant administrative documents, as itemized on the attached schedule, to the Pennsylvania Department of Community and Economic Development, and


**BE IT FURTHER RESOLVED**, that this authorization and designation shall expire should there cease to be a Professional and Administrative Services Agreement by and between SEDA-Council of Governments and Potter County for administration of Potter County's Community Development Block Grant Program(s).

**DULY ADOPTED** by the Potter County Board of Commissioners at their regular meeting held on the 21st day of JANUARY, 2016.

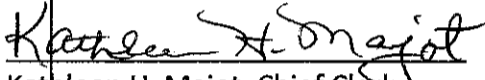
POTTER COUNTY COMMISSIONERS

  
Douglas C. Morley, Chairman

  
Paul W. Heimel, Commissioner

  
Susan S. Kefover, Commissioner

Attest:

  
Kathleen H. Majot, Chief Clerk

Community Development Block Grant  
Administrative Documents

Annual Reporting Requirements

- Annual Fiscal Status Report
- Fair Housing Report
- Interest Earned Report
- MBE/WBE - Contractor/Subcontractor Activity Report - HUD-2516
- Section 3 Summary Report - HUD 60002
- SHPO No Effect Activities Report
- Equal Employment Opportunity
- Applicant Data for Direct Benefit Activities
- Beneficiary Report for Low-Moderate Area Projects

Semi-Annual Reporting Requirements

- Labor Standards Enforcement Report - HUD 4710

Quarterly Reporting Requirements

- Monitoring Activity Progress Report (MAPR)

As Needed

- CDBG Flagged Activities Reporting Schedule Reasons for Delay and Remediation Plan
- Fiscal Status Report - Closeout
- Three Year Activity Expenditure Date Extensions
- Corrective Action Plans
- Monitoring Documentation

With Prior Approval

- Budget Revisions
- Budget Modifications
- Contract Extension Requests