

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING**FEBRUARY 4, 2016****CALL TO ORDER** Commissioner Morley called the meeting to order at 11:03 a.m.**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE****ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot and Recording Secretary Dawn Wooster; all present.**PUBLIC COMMENT** - None**MINUTES** – January 21, 2016 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes; Kefover abstain due to Jan. 21 absence.**NEW BUSINESS**

Acceptance/Approval of the 2014 Competitive Community Development Block Grant (CDBG) Program contract (\$638,000) for the Genesee Village water project. Joe Pagano, Potter County Housing and Redevelopment Authority, briefly explained the breakdown of funds acquired for this project. Mr. Pagano and the Commissioners thanked the Genesee Water Authority, Genesee Township and other cooperative partners for their efforts. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Appointment of GIS/Planning Director William Hunt as the Potter County Planning Department representative to the Rural Transportation Planning Committee and the Comprehensive Economic Development Strategy Board of the North Central Pa. Regional Planning & Development Commission. Both board positions were held by Charlotte Dietrich, who retired as Planning Director. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS, Inc. for copier maintenance and services covering equipment in the Coudersport District Judge office, effective Feb. 1, 2016 to Feb. 1, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Contract with Zelenkofske Axelrod LLC, for auditing services to Potter County and Potter County Human Services for the years ending December 31, 2016, 2017, 2018 and 2019. A \$100 per day penalty for late reporting was added to the contract. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Ratification/approval of contract for Potter County Human Services Union SEIU Local 668/Pa. Social Services Union, term of January 1, 2016 thru December 31, 2019. Commissioner Morley observed that this is one of four union contracts being negotiated with new terms to take effect retroactive to Jan. 1. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

--Glenn Drake II – Sheriff – Pa. Sheriff's Assn. meeting, State College, Pa. Mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Amanda Morey & Steve Achre – PCHS – 2016 Family Group Decision-Making Conference, Hershey, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Joy Glassmire – PCHS – 2016 PC4A Quarterly Meeting, State College, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Danielle Gietler – Probation – CPCMS New User Training, Mechanicsburg, Pa. All training costs are paid by CPCMS. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Sandra Lewis – Voter Registration/Elections – WPEPA Spring Meeting, Johnstown, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

PERSONNEL

Resignation from Margaret Shaffer as part-time Secretary/Clerk II, Treasurer’s Office, effective February 29, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Betty Tomak rescinded her resignation as Ulysses Senior Center Operator I until a replacement can be hired. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Hiring of David Smoker as part-time Van Driver for PCHS Coordinated Services, effective February 8, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Sheriff Glenn Drake has announced his hiring of Larry Goodwin to position of Chief Deputy Sheriff, effective February 8, 2016. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT - None

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS’ REPORTS

Commissioner Heibel discussed a Feb. 20 meeting in Washington, D.C., to rally support for the Vietnam Veterans Memorial Fund’s “Education Center at the Wall” initiative, memorializing Vietnam War casualties. Potter County’s efforts in that regard are being used as a model for other counties to follow.

A brief discussion was on veterans services and related topics with Mike Glazer, a district aide to Congressman Glenn T. Thompson, who attended the meeting as a guest.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #441	1,650.84
PAYROLL AUTOMATIC DEPOSITS	49,456.01
PAYROLL CHRISTMAS CLUB DEPOSITS	1,423.00
PAYROLL TAX TRANSFERS (EFTPS)	19,437.45
STATE TAX WITHHOLDINGS (ETIDES)	2,419.34
PASCDU	
ACCOUNTS PAYABLE CHECKS – Check #52863 1/22	81.08
Check #52864-53115 2/05	515,050.43
Benefits transfer	
Total Checks Written	589,518.15

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

Potter County Courthouse First of the Month – 2/01/2016

<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	General Fund- Accounts Payable	117560-117573			28,562.49

10	General Fund – A/P Manual Checks	999091			40.00
11	LEPC	2225			309.12
16	911 Wireless	2341-2342			792.00

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

Potter County Courthouse Special Run – 2/03/2016

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG	117574			20.00

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

Potter County Courthouse Fiscal Summary – 2/05/2016

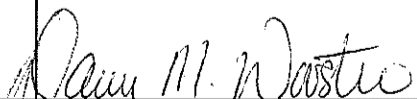
Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	83878-83883			2,478.95
10	Payroll-Direct Deposit	9018934-9019026			77,318.25
10	General Fund - Accounts Payable	117575-117669			172,867.71
10	General Fund – A/P Manual Checks	902051611-902051615			115,125.88
11	LEPC	2226-2228			467.68
16	911 Wireless	2343-2344			3,310.50
18	Automation Fund (Civil)	117670-117671			959.97
20	Supervision Fees	117672			144.81
34	V.O.J.O.	117673			610.05
35	Victim Services	117674			610.05
38	Divorce Fund	117675			21,230.67
55	PHARE Grant	117676			31,750.00

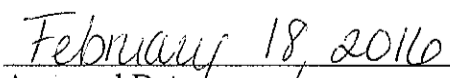
~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

NEXT MEETING: February 18, 2016

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

Prepared by Dawn Wooster


Potter County Executive Secretary


Approval Date