

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

FEBRUARY 18, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:06 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Coudersport Volunteer Fire Chief Bryan Phelps invited the Board of Commissioners to the Coudersport Volunteer Fire Department Annual Banquet on April 16. Chief Phelps also invited the board to a seminar for first responders presented by Mark Bashoor.

MINUTES – February 4, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

NEW BUSINESS

Approval of the 2016 members list for the Potter County Emergency Management Program. ~Action~ Comm. Kefover moved to approve the list as presented. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Appointment of Sara Gilliland as Chairman of the Potter County Farmland Preservation Board for 2016. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Appointment of J. Thomas Noe to the Potter County Hospital Authority for the term of January 1, 2016, through December 31, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Appointments to the Potter County Human Services Advisory Board; Sherry Harmon, Feb. 18, 2016 to July 31, 2018, and Kathleen Kinard, Feb. 18, 2016 to July 31, 2017. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Renewal agreement with LINSTAR Inc. for 2016 software maintenance of door locking system in the Gunzburger Building. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Professional services renewal contract with Kimberly Kio for cleaning services at the District Judge's office in Shinglehouse, effective March 1, 2016 to Feb. 28, 2017. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Service agreement with Twin Tier Linen Service for launder of blankets at the Potter County Jail at a rate of \$1.00 per blanket. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Proposal from Zelenkofske Axelrod LLC for preparation and implementation of a sub-recipient monitoring plan for Human Services. Phase I cost of plan preparation is \$7,500; hours will be assigned to Phase II to determine a fee. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Agreement renewal with the County of Erie for part-time use of Forensics Pathologist, January 1, 2016 through December 31, 2016, with a yearly retainer of \$2,600. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Settlement Agreement & Mutual General Release with Brico Technologies Inc. regarding Potter County 911 equipment. An agreement of \$35,000 was reached between parties. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

14/15

15/16

TRAINING REQUESTS

--Jackie Murray – Probation – Basic Training Academy, Elizabethtown, Pa. Mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Will Worthington – Veterans Affairs – State Assn. of Veterans Affairs Training Conference, Uniontown, Pa. Lodging and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Dean Predmore – DES - G-393 Mitigation for Emergency Managers, Lock Haven, Pa. Mileage; Special Events Incident Management Training, Lewisburg, Pa. Meals. ~Action~ Comm. Heimel moved to approve both trainings. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Derick Morey – Probation – Coordinator’s Symposium for Specialty Court, Harrisburg, Pa. AOPC will reimburse mileage and cover lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

President Judge Stephen Minor has appointed Brian Abel Chief Adult and Juvenile Probation Officer, effective February 8, 2016, with an annual salary set at \$58,000. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation from Myra Neefe, temporary secretary in the Public Defender’s office, effective February 10, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Received an application for 2016 Liquid Fuel tax funds from Galeton Borough, requesting the \$2,699.23 be encumbered for future use.. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS’ REPORTS

Commissioner Heimel discussed the Commissioners’ efforts to become more effectively involved in rural advocacy through the County Commissioners Association of Pa. (CCAP). He has been named to CCAP’s Assessment and Taxation and Courts and Corrections committees, as well as CCAP’s Natural Gas Task Force. Commissioner Kefover has been appointed to the Community and Economic Development Committee.

Potter County Conservation District is continuing the cleanup of illegal dump sites in Potter County. PCCD is working with local townships and boroughs, the Potter County Solid Waste Authority and the Pa. Dept. of Environmental Resources to choose cleanup sites. Cleanups scheduled for late March and early April will require volunteers.

Chief Phelps commented on the need for legislative action to increase funding in the Firefighters Relief Fund to help support fire department training programs. He asked the Commissioners to support the proposal through the CCAP structure.

BILLS

Potter County Human Services Fiscal Summary

| | |
|---------------------------------|-----------|
| PAYROLL CHECKS - Check #443 | 1,650.74 |
| PAYROLL AUTOMATIC DEPOSITS | 49,319.50 |
| PAYROLL CHRISTMAS CLUB DEPOSITS | 1,403.00 |
| PAYROLL TAX TRANSFERS (EFTPS) | 19,464.29 |
| STATE TAX WITHHOLDINGS (ETIDES) | 2,411.48 |
| PASCDU | |

| | |
|--|-------------------|
| ACCOUNTS PAYABLE CHECKS – Check #53116 2/5 | 48,438.63 |
| Check #53117-53285 2/18 | 179,605.56 |
| Benefits transfer | |
| Total Checks Written | 302,293.20 |

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

Potter County Courthouse Fiscal Summary – 2/19/2016

| <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 | 83884-83888 | | | 1,982.69 |
| 10 | Payroll-Direct Deposit | 9019027-9019119 | | | 79,333.54 |
| 10 | General Fund - Accounts Payable | 117677-117769 | | | 143,218.47 |
| 10 | General Fund – A/P Manual Checks | 902191616-902191620 | | | 118,046.13 |
| 11 | LEPC | 2229-2230 | | | 189.33 |
| 14 | Liquid Fuels | 1333-1334 | | | 6,118.74 |
| 15 | North Fork Dam | 117770 | | | 22.00 |
| 16 | 911 Wireless | 2345-2347 | | | 35,624.75 |
| 17 | Saulter Preserve | 117771 | | | 20.00 |
| 18 | Automation Fund (Civil) | 117772 | | | 890.00 |
| 32 | Specialty Courts | 117773-117774 | | | 1,393.41 |
| 34 | V.O.J.O. | 117775 | | | 610.05 |
| 35 | Victim Services | 117776-117777 | | | 660.38 |
| 60 | Hotel Excise Tax Fund | 117778-117779 | | | 18,751.03 |

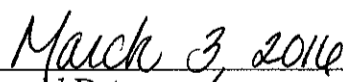
~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

NEXT MEETING: March 3, 2016

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

Prepared by Dawn Wooster


 Potter County Executive Secretary


 Approval Date