

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

APRIL 14, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 12:10 p.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 – March 31, 2016 **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Bill Seigel from SEDA-COG attended to present an update on the Genesee Water Project. The project includes a new water source, treatment and storage. Community Development Block Grant (CDBG) funds have been designated to cover a portion of the \$1.46 million project. Potter County contracts with SEDA-COG to assist with administration of CDBG funding.

Subgrantee agreement between Potter County and the Genesee Water Authority for FFY 2014 Competitive CDBG funds in the amount of \$616,500 for the water supply well and storage system. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution #3 of 2016. Business Internet Banking Administrator for Juniata Valley Bank to resolve Treasurer Krista Miller as system administrator. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointment of Shannon Work to the PCHS Alcohol, Tobacco and Other Drugs Advisory Board for the three year term, April 2016 – April 2019. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Contract with AMP Global Strategies for maintenance services for 9-1-1 equipment, January 1, 2016, through December 31, 2016. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Contract with AMP Global Strategies for the 9-1-1 Coordinator, technical advisement and financial guidance for the 9-1-1 program, January 1, 2016 thru December 31, 2016. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Service agreement renewal with KOS, Inc. for maintenance of office equipment for the Potter County Court System, April 1, 2016 thru March 31, 2017. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with KOS, Inc. for copier maintenance in the Potter County Treasurer's office, April 17, 2016 to April 17, 2017. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

TRAINING REQUESTS

--Michele Gledhill, Jeanette Stuckey & Pauline Kleintop – Auditors. Intermediate Accounting, Williamsport, Pa. Registration fees. Basic Training for Elected Auditors, DuBois, Pa. Registration fees. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Krista Miller & Kelsey Valenti –Treasurer’s Annual Convention, Erie, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Crystal Thomas and Colleen Wilber – PCHS – Forensics and Addiction, Port Allegany, Pa. Registration. ~Action~ Comm. Heimel moved to approve both requests. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Barbara Busch & Susanne Boucher – PCHS – 2016 Annual APPRISE Conference, State College, Pa. Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Resignation of Reuben Donovan as full-time Sheriff’s Deputy for the Potter County Sheriff’s Department, effective April 29, 2016. He is pursuing a new job opportunity. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation of Diane Bean as MSAG Clerk II within Potter County Emergency Services, effective April 22, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Request that Bonnie Miller, Clerk Typist 2, be reclassified to a Clerk Typist 3 due to additional duties, Potter County Human Services, effective April 5, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

None

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS’ REPORTS

The Commissioners have written a letter asking the state to further research detour routes for a bridge replacement project to take place in 2017 which would reroute Rt. 6 traffic away from downtown Coudersport. This detour would greatly affect the downtown district and local businesses.

Commissioner Heimel reported that he met earlier this week with House and Senate representatives in Harrisburg on behalf of the Pa. State Land Tax Fairness Coalition, seeking increased in-lieu-of-taxes payments on state park, forest and game lands.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #447	1,697.74
PAYROLL AUTOMATIC DEPOSITS	48,235.05
PAYROLL CHRISTMAS CLUB DEPOSITS	1,343.00
PAYROLL TAX TRANSFERS (EFTPS)	18,981.51
STATE TAX WITHHOLDINGS (ETIDES)	2,349.15
PASCDU	
ACCOUNTS PAYABLE CHECKS – Check #53629-53728 4/14	154,331.23
Benefits transfer	
Total Checks Written	226,937.68

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

Potter County Courthouse Special Run – 4/06/2016

<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	118087 - 118088			1,105.28

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

Potter County Courthouse Fiscal Summary – 4/15/2016

<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	83905-83911			4,126.26
10	Payroll-Direct Deposit	9019454-9019569			94,313.32
10	General Fund - Accounts Payable	118089-118180			216,122.24
10	General Fund – A/P Manual Checks	904151636-904151640			139,893.94
11	LEPC	2237-2242			10,300.16
16	911 Wireless	2369-2374			69,953.19
18	Automation Fund (Civil)	118181			890.00
32	Specialty Courts	118182-118183			1,657.54
34	V.O.J.O.	118184			610.05
35	Victim Services	118185-118186			636.12
59	P.C. Victim Impact Panel	118187			50.13

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

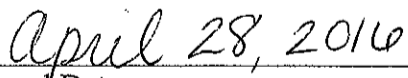
NEXT MEETING: April 28, 2016

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



Established
1804

County of Potter Board of Commissioners

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

Kathleen H. Majot
Chief Clerk
Thomas R. Shaffer
Solicitor

RESOLUTION #3 OF 2016

Potter County, Pennsylvania

Business Internet Banking Administrator Resolution

We, the undersigned, do hereby certify that we hold the title of Commissioners of Potter County (the "Customer"), organized under the laws of the State of Pennsylvania, and that a meeting of the governing authority of Business duly called and held on the 31st day of March, 2016, at which a quorum was present and acting throughout, the following resolutions were adopted and have not been rescinded, revoked or modified, and are still in full force and effect:

WHEREAS, Customer desires to utilize The Juniata Valley Bank's (the "Bank's") Business Online Banking; and

WHEREAS, Bank requires that Customer designate a System Administrator which shall have full and complete authority and responsibility for establishing access for the use of the Business Online Banking service by Customer;

NOW, THEREFORE, BE IT RESOLVED that Krista Miller is hereby designated by Customer as the **System Administrator (also known as "Supervisor")**, that Bank may rely upon any and all actions taken by the System Administrator or any designee of the System Administrator, that Customer indemnifies and holds harmless Bank for any and all loss or damage arising in any way from the activity and/or transactions conducted by the System Administrator or any designee of the System Administrator, and that Customer shall not change the System Administrator without providing prior written notice to Bank.

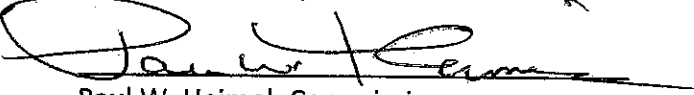
FURTHER RESOLVED, that the authority conferred hereby shall continue in full force and effect until written notice of modification or revocations of this Resolution by a duly appointed official of Customer shall be received by Bank and reasonable time provided for Bank to act thereon. Bank shall be protected in acting upon any form of written notice which it in good faith believes to be genuine and what it purports to be.

IN WITNESS WHEREOF, we have hereunto set our hands and the seal (if any) of said Customer this 31st day of March, 2016.

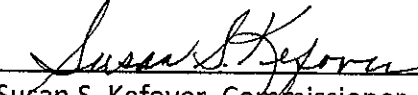
POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

Attest:



Kathleen H. Majot, Chief Clerk

*Note: Unless the business is a sole proprietorship, if the individual signing the resolution is designated by the foregoing resolution as the System Administrator, this certificate should also be signed by a second Officer, Partner, or Director of the business.