

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MAY 12, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:04 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

Moment of silence in memory of Joseph Pagano, who died on May 8, 2016.

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 – April 28, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Consultant John Bry provided an update on the downtown revitalization initiatives for which he has been contracted by the commissioners. Local stakeholders are being recruited and coordinated. He has been working on a “jump start” process with Ulysses, Austin and Coudersport boroughs, breaking down projects into incremental tasks to be managed in sequence. Funding assistance for downtown storeowners who would like to improve the appearance of their building façades is being pursued. Discussions have been held with administrators at the Seneca Highlands Career and Technical Center about implementing a Preservation Trades Program into the CTC curriculum. Students would be taught the special skills required for historical preservation work, which is different than the traditional construction trades. Partnerships with National Civilian Community Corps/AmeriCorps are being pursued to provide workers.

Proclamation – Declaring May 2016 as “National Community Action Month” and identifying Northern Tier Community Action Corp. as the agency serving Potter County. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Will Hunt, GIS/Planning Director, requested to purchase a large-format laminator for local EMS field/wall maps and prints, as well as other uses. Cost is \$2,887.95, which includes two rolls of film. Costs are expected to be recouped through fees for lamination services. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Lease with MWF Land Services Inc. for workstation in the Gunzburger Building at a rate of \$150 per month, effective May 2, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Renewal with KOS Inc. for maintenance services to equipment in the Probation Office, effective May 16, 2016 to May 16, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Ratification/Approval of Teamsters Local Union No. 110 contract for Potter County Jail Correction Officers, January 1, 2016 to December 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Amendment to contract with Potter County Human Services Union SEIU Local 668/Pa. Social Services Union for established classification ranges and wage rates. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

• INTELLECTUAL DISABILITIES

Karen Abbott, Program Specialist

Certified Investigator for ID

6/1/16 to 6/30/16

14/15

N/A

15/16

\$30.00/hour

Karen Abbott, Program Specialist
Certified Investigator for ID
7/1/16 to 6/30/17

\$30.00/hour

\$30.00/hour

• CHILDREN YOUTH

Potter County Commissioners
Trailblazers Program
Workers and Assistant Crew Leader
6/2/16 to 8/20/16

\$25,000

\$25,000

• MENTAL HEALTH

Susquehanna Software
Initial cost of Software
Annual Maintenance/Hosting
7/1/16 to 6/30/17

N/A

\$40,000

N/A

\$14,400

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

TRAINING REQUESTS

--Sherry Hoffman – PCHS – P4A Ombudsman Discussion Meeting, Harrisburg, Pa. Registration and lodging; and Legal Education Course: Older Adult Protective Services, Harrisburg, Pa. Lodging.
--Susanne Boucher – PCHS – Supervisor Enrichment Training, Harrisburg, Pa. Lodging.
--Dean Predmore – DES – HazMat Technician Level Refresher, Lock Haven, Pa. Mileage.
--Andrea Lehman – DRO – Directors Spring Meeting, State College, Pa. Lodging, mileage and meals.
~Action~ Comm. Heibel moved to approve the list of requests. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

Jail Warden Glenn Drake has promoted part-time Corrections Officer Allen Hathaway to full-time officer, effective May 9, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Notice of retirement from Rhoda Weimer as Aging Care Manager 2 at Potter County Human Services, effective September 7, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Jail Warden Glenn Drake has hired Richard Barrett as a part-time Corrections Officer at the Potter County Jail, effective May 9, 2016. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Sheriff Glenn Drake has hired Kevin Siska as full-time Deputy Sheriff II in the Sheriff's Department, effective May 9, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Resignation received from Zachary Colegrove as a part-time Corrections Officer at the Potter County Jail, effective May 23, 2016. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Temporary rehiring of Jesse Lincoln as supervisor for the summer Trailblazers program, effective June 6, 2016. Program runs for approximately two months. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Hiring of Sybil Taylor to fill Community Health Nurse vacancy for PCHS Aging, effective May 31, 2016. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Conclusion of part-time, temporary hiring of Minelle Snay as the PCHS Substitute Clerk Typist 2, effective May 5, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT – None

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she attended a Pennsylvania Downtown Center meeting in Wellsboro. Coudersport Borough Manager Beverly Morris and representatives from Austin Borough and Ulysses Borough also attended. A tour of the town was taken and ideas for participating with the Pennsylvania Wilds and other initiatives were discussed.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #449	1,697.74
PAYROLL AUTOMATIC DEPOSITS	50,359.34
PAYROLL CHRISTMAS CLUB DEPOSITS	1,343.00
PAYROLL TAX TRANSFERS (EFTPS)	19,823.17
STATE TAX WITHHOLDINGS (ETIDES)	2,443.61
ACCOUNTS PAYABLE CHECKS – Check #53860-53969 5/13	323,815.35
Total Checks Written	399,815.35

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

Potter County Courthouse Special Run – 5/04/2016

<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	118302-118303			20,197.91

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

Potter County Courthouse Fiscal Summary – 5/13/2016

<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	83919-83924			3,807.17
10	Payroll-Direct Deposit	9019667-9019782			102,611.75
10	General Fund - Accounts Payable	118304-118572			221,058.51
10	General Fund – A/P Manual Checks	905131646-905131650			151,477.61
11	LEPC	2251-2255			1,159.07
16	911 Wireless	2378-2383			137,392.42
18	Automation Fund (Civil)	118573			890.00
20	Supervision Fees	118574			29,795.00
32	Specialty Courts	118575			399.50
34	V.O.J.O.	118576			610.05
35	Victim Services	118577-118579			787.12
60	Hotel Excise Tax Fund	118580-118581			7,164.11
62	CDBG	118582			75.00

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

NEXT MEETING: May 26, 2016

ADJOURNMENT

Before adjournment, the Board of Commissioners acknowledged Joseph Pagano's achievements in community development for Potter County. His efforts through the many years of service with the Potter County Redevelopment Authority have had a lasting impact on the communities he served. Most recently, his work with the Genesee Water Project has borne fruit and was an example of his effective leadership and work ethic.

~Action~ Commissioner Kefover moved to adjourn. Commissioner Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Prepared by Dawn Wooster

Dawn Wooster
Potter County Executive Secretary

May 26, 2016
Approval Date



Established
1804

County of Potter Board of Commissioners

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Coudersport, Pennsylvania 16915
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Douglas C. Morley, Chairman
Paul W. Heimel
Susan S. Kefover
Commissioners

PROCLAMATION

Kathleen H. Majot
Chief Clerk
Thomas R. Shaffer
Solicitor

National Community Action Month - May 2016

WHEREAS, community action agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

WHEREAS, the local community action agency, **Northern Tier Community Action Corporation**, incorporated in 1966, has a 50-year history of advancing family self-sufficiency and continues to be dedicated to empowering people to help themselves and each other; and

WHEREAS, **Northern Tier Community Action Corporation's** mission includes advancing community prosperity through identifying needs, partnering, problem solving, being a catalyst for community change; and

WHEREAS, **Northern Tier Community Action Corporation** continues to make an essential contribution to families in Potter County by providing services, opportunities and options to improve their lives and live in dignity; and

WHEREAS, **Northern Tier Community Action Corporation's** mission also includes advocating for those with limited income, those demonstrating personal responsibility and seeking employment, retirees and the disabled; and

WHEREAS, **Northern Tier Community Action Corporation**, Potter County, the State of Pennsylvania, and the entire United States must continue to alleviate poverty by providing support and opportunities for all citizens;


NOW THEREFORE, in recognition of the important work Northern Tier Community Action Corporation continues in Potter County, the Commissioners of Potter County, Pennsylvania do hereby recognize Northern Tier Community Action Corporation and proclaim May 2016 as "**Community Action Month**".

Given under our hands this 12th day of May, 2016.

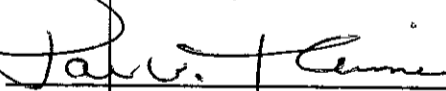


Douglas C. Morley, Chairman

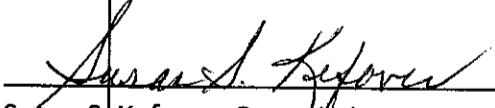
ATTEST:



Kathleen H. Majot, Chief Clerk



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner