

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**AUGUST 18, 2016**

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:38 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** Citizen Turner Polen expressed his concerns with the judicial system and suggested that state laws covering certain civil matters be amended.

**MINUTES** – August 4, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Addendum/correction to Resolution #4 of 2016 – Correction in title from “Mockingbird” to “Mapleview.” No changes in language/contents of the document. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Request for funding for the Business Education Liaison program through Potter County Education Council. Seneca Highlands Career and Technical Center is no longer contributing funds for the position. The Commissioners agree on the need for this single point of contact for industry and education/career mentoring in local high schools. The \$25,000 will be come from the shale gas impact fee revenue received by Potter County. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with County of Tioga for equipment and dispatching services for Wired and Wireless 911 calls, five-year term. Cost for 2016 is \$72,100 with a 3% annual increase until the end of the contract’s term. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Professional Services Contract Renewal with Vicki Flewellyn for cleaning services at the District Judge office in Galeton at an amount not to exceed \$20 per week of service. Term is August 20, 2016, through August 20, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Service Contract Renewals with 3D Facilities Services to maintain heating and cooling systems for a monthly rate: Gunzburger Building - \$725; Courthouse - \$95; EMA - \$65; Human Services - \$265. Total monthly cost - \$1,150, total annual cost - \$13,800. No change in cost from previous years. Term is April 1, 2016, to March 30, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Project Sponsor Agreement with AmeriCorps National Civilian Community Corps for community service projects in Austin and Ulysses, Oct. 16, 2016, to its completion on or before Nov. 4, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Contract renewal with Priority One Consulting LLC for 9-1-1 Fund Management and Consulting services, total cost of \$38,305, monthly billing of \$1,665; Aug. 1, 2016, to Dec. 31, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with John Rotello for generator maintenance in the amount of \$7,500. Term of July 1, 2016, to June 30, 2017. No change from previous year. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with University of Cincinnati for Pre-Trial Diversion Team Program training. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**15/16**

**16/17**

**▪ CHILDREN AND YOUTH**

*The County of Tioga*

Residential/Shelter Care for Del & Dep Youth 7/1/16 to 6/30/17

Residential/Shelter Care per diem	\$229.19	No Change
Psychological Evaluation	\$525.00	No Change
Psychiatric Evaluation	\$300.00	No Change
D&A Evaluation	\$200.00	No Change

*Central Counties Youth Center*

Detention Services for Delinquent Youth 7/1/16 to 6/30/17

Anticipated rate upon approval	\$250.00	\$260.00
By DHS, until then \$250.00 per diem. Added costs include transportation, Health Care, Court costs		

**▪ COORDINATED SERVICES**

*Health Ride Plus/Corrected from previous contract 5/27/16 to 6/30/17*

HRP will provide transportation	NA	\$2.15 per loaded mile
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**▪ MENTAL HEALTH**

*Northern Tier Children's Home Inc. Mental Health Emergency Shelter 7/1/16 to 6/30/17*

Per day	\$25.00	No Change
Per week	\$150.00	No Change
Per month	\$500.00	No Change

**▪ EARLY INTERVENTION**

*Elizabeth Costello, Speech Pathologist*

Speech Pathology Evaluation	\$229.90	No Change
Speech Therapy Services 7/1/16 to 6/30/17	\$31.76/15 min.	No Change

*Milestones Physical Therapy, LLC*

Specialized Instruction per 15 min. Addition to contract 7/1/15 to 6/30/16	N/A	\$27.99
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*Milestones Physical Therapy, LLC*

Physical Therapy per 15 min.	\$31.76	No Change
Physical Therapy Evaluation/15 min.	\$31.76	No Change
Occupational Therapy/15 min.	\$31.76	No Change
Occupational Therapy Eval/15 min.	\$31.76	No Change
IFSP Teaming PT/15 min.	\$31.76	No Change
IFSP Teaming OT/15 min.	\$31.76	No Change
Specialized Instruction/15 min.	\$27.99	No Change
IFSP Teaming Specialized Instruc./15 min. 7/1/16 to 6/30/17	N/A	\$27.99

*CARE for Children*

Speech Therapy/15 min.	\$31.76	No Change
Physical Therapy/15 min.	\$31.76	No Change
Physical Therapy Eval/15 min.	\$31.76	No Change
Occupational Therapy/15 min.	\$31.76	No Change
Occupational Therapy Eval/15 min.	\$31.76	No Change
Special Instruction/15 min.	\$27.99	No Change
Special Instruction Eval/15 min.	\$27.99	No Change
IFSP Teaming PT/15 min.	\$31.76	No Change
IFSP Teaming OT/15 min.	\$31.76	No Change
IFSP Teaming Specialized Instruc./15 min	\$27.99	No Change
Speech Pathology Evaluation 7/1/16 to 6/30/17	\$229.90	No Change

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

**TRAINING REQUESTS**

--Julie Logue – 911 – PA NENA Annual Conference, State College, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Colleen Wilber – PCHS – PACDAA Case Management Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--James Collins – Sheriff’s Office – Mandatory Updates for Recertification, Williamsport, Pa. Lodging, mileage and meals; Larry Goodwin and Kevin Siska – Sheriff’s Office – Deputy Sheriff Waiver Training, State College, Pa. Mileage and meals. ~Action~ Comm. Kefover moved to approve the Sheriff’s office requests. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Sherry Hoffman – PDA/P4A Quarterly Meeting, Lancaster, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Michael Turner – Jail Cook – ServSafe, Coudersport, Pa. Registration. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

Hire of Chesney Mulaski as a paid Civil Service County Social Casework Intern for PCHS Coordinated Services at a rate of \$11.09 per hour until completion of 975 hours, effective Aug. 22, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CHIEF CLERK REPORT**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS’ REPORTS**

Commissioner Kefover summarized the recent meeting of the Pa Downtown Center Board of Directors, on which she serves. She discussed how the heroin epidemic and other social trends can affect communities and their downtown/business climate and vice versa.

Commissioner Heimel reported that the Pennsylvania Behavioral Health/Criminal Justice Task Force, on which he serves, will release its findings this month. It contains recommendations for legislative action and operational changes in county court systems, all geared toward alternatives to incarceration and reducing the number of prison/jail inmates while addressing specific needs of some individuals who are charged with a crime – particularly addiction and mental health issues.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #466-467	2,330.55
PAYROLL AUTOMATIC DEPOSITS	48,328.80
PAYROLL CHRISTMAS CLUB DEPOSITS	1,263.00
PAYROLL TAX TRANSFERS (EFTPS)	19,231.35
STATE TAX WITHHOLDINGS (ETIDES)	2,387.22
ACCOUNTS PAYABLE CHECKS – Check #54596 8/08	50,926.10
Check#54597-54759 8/18	222,764.55
Check#54760 8/19	2,230.20
<b>Total Checks Written</b>	<b>349,461.77</b>

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

**Potter County Courthouse Special Run – 08/05/2016**

<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	119262-119263		1,679.46	

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

**Potter County Courthouse Special Run – 08/09/2016**

Fund #	Fund Description	Check #s	Voided Check #s	Voided Check Amt	Total
10	General Fund	119264		1,026.45	

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

**Potter County Courthouse Fiscal Summary – 8/19/2016**

Fund #	Fund Description	Check #s	Voided Check #s	Voided Check Amt	Total
10	Payroll-Checks	83985-83991			1,852.24
10	Payroll-Direct Deposit	9020425-9020527			80,341.26
10	General Fund - Accounts Payable	119265-119350	119267	100.19	169,296.05
10	General Fund – A/P Manual Checks	908191681-908191685			117,759.34
11	LEPC	2277-2280			3,065.16
14	Liquid Fuels	1345-1347			7,504.01
15	North Fork Dam	119351			22.00
16	911 Fund	2424-2430			18,443.76
17	Saulter Preserve	119352			27.38
18	Automation Civil Fund	119353			890.00
28	Domestic Relations IV-D	731			405.00
32	Specialty Courts	119354-119355			1,646.18
34	V.O.J.O.	119356			610.05
35	Victim Services	119357-119359			741.12
38	Divorce Fund	119360			733.88
60	Hotel Excise Tax Fund	119361-119362			19,995.46


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

**NEXT MEETING:** September 1, 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



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 #4 OF 2016**

*Potter County, Pennsylvania*

### **Mapleview Subdivision Resolution**

WHEREAS, certain restrictive covenants which run with the land have been imposed on that certain subdivision in Eulalia Township, Potter County, Pennsylvania known as MAPLEVIEW SUBDIVISION which is described in Map Book 1, Pages 336, 336A and set forth in MISC E-2, Page 22 of the land records of Potter County;

WHEREAS, one of the restrictions sets forth (in paragraph 10) is that: "The subject property may not be used for commercial or business purposes without the written approval of the Commissioners of Potter County";

WHEREAS, one of the lots in said subdivision is described in Deed Book 268, Page 174 of the land records of Potter County, said lot also known as Lot 6 (a true and correct copy of said deed is attached hereto and incorporated herein as Exhibit A);

WHEREAS, the structure presently situate upon Lot 6 of said MAPLEVIEW SUBDIVISION is a duplex structure consisting of a house divided into two apartments, with a separate entrance for each apartment; and

WHEREAS, the Commissioners of Potter County desire to grant written permission to allow for a very specific and limited type of commercial use of said Lot 6, namely the rental of one of the two apartments for a domestic residential use.

NOW, THEREFORE, be it resolved and it is hereby resolved as follows:

1. Written permission is hereby given to any owner of the property known as Lot No. 6 of the MAPLEVIEW SUBDIVISION to rent one of the two apartments for a domestic residential purpose only. The permission herein granted is expressly conditioned upon the owner of said property residing, on a continuous and full time basis, in the other of the two apartments located on said property. In the event that the owner should move or cease to reside in the other of said apartments, the permission

given herein is automatically withdrawn and the deed restriction as written shall then again be in full force and effect with a right of enforcement vested in any owner of land in said subdivision.

RESOLUTION enacted this 20<sup>th</sup> day of JULY, 2016.

POTTER COUNTY COMMISSIONERS

*Douglas C. Morley*  
Douglas C. Morley, Chairman

*Paul W. Heimel*  
Paul W. Heimel, Commissioner

*Susan S. Kefover*  
Susan S. Kefover, Commissioner

Attest:

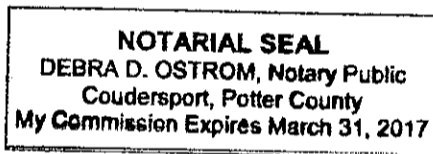
*Kathleen H. Majot*  
Kathleen H. Majot, Chief Clerk

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF POTTER:

On this, the 21<sup>ST</sup> day of July, 2016, before me a Notary Public the undersigned officer, personally appeared Douglas Morley, Paul Heimel, and Susan Kefover, Potter County Commissioners, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



*Debra D. Ostrom*  
Notary Public

MY COMMISSION EXPIRES: March 31, 2017