

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**SEPTEMBER 29, 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 Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot and Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** - None

**MINUTES** – September 15, 2016 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes; Kefover abstain.

**NEW BUSINESS**

Invitation to join White House Data-Driven Justice Initiative. Goal is to use research and best practices to reduce jail/prison populations, improve public safety and reduce costs to taxpayers. Potter is the smallest county in the nation to be invited to participate. ~Action~ Comm. Heimel moved to accept the invitation. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Proclamation recognizing October 2016 as National Disability Employment Awareness Month. Marsha Dippold and Alvin Loveless of Dickinson Center, Inc. discussed services available for those with disabilities who are looking to join the work force.

Intergovernmental Cooperation Agreement with the CCAP Health Alliance, providing health insurance to county employees. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

2017 Tax Anticipation Loan proposals were received from Juniata Valley Bank (JVB), Northwest Savings Bank, First Citizens Community Bank and Citizens & Northern Bank. Lowest interest rate was offered by JVB. ~Action~ Comm. Heimel moved to accept The Juniata Valley Bank proposal, which carried the lowest interest rate. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #7 of 2016 for the 2017 Tax Anticipation Loan with Juniata Valley Bank. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Reappointment of Dr. Peter Ryan to the Potter County Hospital Authority for the term effective January 1, 2017 through to December 31, 2021. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Cooperative agreement with Pa. Wilds Center, Pa. Route 6 Alliance, McKean County and Tioga County for a regional façade grant pilot program focusing on Route 6 communities in the Pennsylvania Wilds. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Lock-In utility contracts with UGI Energy Services LLC for gas at \$2.30 per DTH for Potter County Commissioners and Potter County Human Services, April 2017 through October 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal KOS Inc. for maintenance of copier in the Potter County Sheriff's office at an annual cost of \$342.00, effective October 8, 2016 to October 8, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with KOS Inc. for maintenance of two copiers in the Potter County Administrative Office at a price per copy (#191 \$.009, #1309 \$.0085), effective October 17, 2016 to October 17, 2017. ~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 Bradley Center***

Res. Treatment for Dep/Del Youth  
Pd. Through medical assistance  
7/1/16 to 6/30/17

\$316.73

No change

**▪ MENTAL HEALTH**

***Penn Highlands Elk***

Short-term Inpatient  
Authorized/Approved Medical Assistance Rate  
7/1/16 to 6/30/17

N/A

N/A

***The Guidance Center***

Parents As Teachers Service for MH and EI/per 15 min.  
7/1/16 to 6/30/17

\$12.50

No change

***CONCERN***

After Hours Crisis Line  
Per individual, \$96,00 per year  
who do not have CCBH or if their insurance does not cover the cost  
7/1/16 to 6/30/17

\$10.00

No change

**▪ AGING**

***Wayne Paving***

Paving of Ulysses Senior Center Parking  
Lot – PDA Grant Received  
Not to exceed  
9/26/16 to 11/30/16

N/A

\$17,850

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

**TRAINING REQUESTS**

--Deborah Lincoln – PCHS – EI Fall Leadership Conference, Pocono Manor, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Krista Miller, Kelsey Valenti – Treasurer’s Office – County Treasurer’s Association Fall Seminar, State College, Pa. Lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Anita Mead – Victim/Witness Coordinator – MEC Following Evidence in Child Exploitation Cases, Bradford, Pa. Mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Ray Morales & Brian Abel – Probation – 2016 Pa. Juvenile Justice Conference, Harrisburg, Pa. Registration, lodging and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

Resignation of Michael Turner as full-time cook, Potter County Jail, effective September 17, 2016. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Warden Glenn Drake has hired Stacey Chilson as full-time cook in the Potter County Jail, effective September 26, 2016. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Nila Gerner, Potter County Aging Clerk Typist 3, promoted to fill vacancy of Potter County Human Services Administrative Officer 1, effective October 3, 2016. She succeeds long-time PCHS employee Ronda Delfs, who has retired. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Hiring of Lacey Crawford as Potter County Children & Youth Clerk Typist 2, effective October 3, 2016 to fill a vacancy. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Received an application for 2016 Liquid Fuels Tax funds from Genesee Township, \$2,807.34. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

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

**COMMISSIONERS' REPORTS**

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #473	1,697.74
PAYROLL AUTOMATIC DEPOSITS	50,105.94
PAYROLL CHRISTMAS CLUB DEPOSITS	1,163.00
PAYROLL TAX TRANSFERS (EFTPS)	19,702.47
STATE TAX WITHHOLDINGS (ETIDES)	2,438.24
ACCOUNTS PAYABLE CHECKS – Check #54990 - 55098 9/29	132,956.62
Check# 55099 – 55100 9/30	7,237.51
<b>Total Checks Written</b>	<b>215,301.52</b>

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

**Potter County Courthouse Fiscal Summary – 9/30/2016**

<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	83998-84000			1,106.48
10	Payroll-Direct Deposit	9020734-9020832			85,184.20
10	General Fund - Accounts Payable	119566-119657; 119684			92,915.35
10	General Fund – A/P Manual Checks	909301600- 909301699			122,838.06
11	LEPC	2294-2296			4,012.86
15	North Fork Dam	119658-119660			1,177.15
16	911 Fund	2439-2449			80,864.96
17	Saulter Preserve	119661-119662			396.89
18	Automation Fund (Civil)	119663			1,681.93
20	Supervision Fund	119664			119.56
34	V.O.J.O.	119665			610.05
35	Victim Services	119666-119667			902.27
64	Gas Well Impact – Capital Reserve	119668			70,000.00

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

**Potter County Courthouse First of the Month – 10/03/2016**

<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	119669-119683			61,056.33

10	General Fund – A/P Manual Checks	999099			40.00
11	LEPC	2297			309.12
16	911 Wireless	2450-2451			792.00

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

**NEXT MEETING:** October 13, 2016\* \*Potter County Retirement Board Meeting at 11 am; Commissioners Board to follow.

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

Prepared by Dawn Wooster

Dawn M. Wooster  
Potter County Executive Secretary

October 13, 2016  
Approval Date



Established  
1804

# County of Potter Board of Commissioners

One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: (814) 274-8290 Fax: 814-274-8284  
[www.pottercountypa.net](http://www.pottercountypa.net)

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

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

## PROCLAMATION

### National Disability Employment Awareness Month

October 2016

**WHEREAS**, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy;

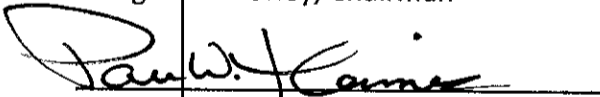
**WHEREAS**, in this spirit, the County of Potter, Pennsylvania is recognizing National Disability Employment Awareness Month this October to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities;

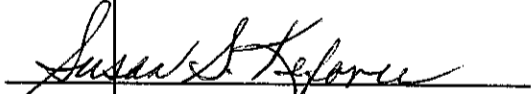
**WHEREAS**, this month reinforces the value and talent people with disabilities add to our workplaces and communities and affirm Potter County's commitment to an inclusive community;

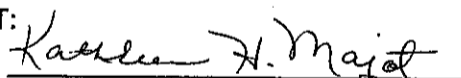
**NOW THEREFORE**, the Commissioners of Potter County, Pennsylvania do hereby proclaim October 2016 as "**National Disability Employment Awareness Month**". In doing so, we call upon employers, schools and other community organizations in Potter County, Pennsylvania to observe this month, and to advance its important message that people with disabilities are equal to the task throughout the year.

Given under our hands this 29<sup>th</sup> day of September, 2016.

  
\_\_\_\_\_  
Douglas C. Morley, Chairman

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Susan S. Kefover, Commissioner

ATTEST:   
\_\_\_\_\_  
Kathleen H. Majot, Chief Clerk



*Established  
1804*

## County of Potter Board of Commissioners

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: (814) 274-8290 Fax: 814-274-8284  
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Douglas C. Morley, Chairman  
Paul W. Heimel  
Susan S. Kefover  
Commissioners

### **RESOLUTION #7 OF 2016**

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

### RESOLUTION AUTHORIZING TAX AND REVENUE ANTICIPATION NOTE

**WHEREAS**, the Board of Commissioners, of Potter County, Pennsylvania, hereinafter called the Local Government Unit, anticipates current revenues as yet uncollected; and

**WHEREAS**, the said Local Government Unit has adequate funds for current expenditures; and

**WHEREAS**, the said Local Government Unit has determined that it is necessary to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated revenues; and

**WHEREAS**, the The Juniata Valley Bank has submitted to the said Local Government Unit a proposal to purchase a tax anticipation note of the Local Government Unit and the Local Government Unit desires by the adoption of this resolution to accept such proposal and authorize the issuance and sale of its tax and revenue anticipation note;

**NOW THEREFORE, BE IT RESOLVED that,**

1. The Local Government Unit hereby authorizes the issuance of a tax and revenue anticipation note in the amount of \$1,000,000.00 in anticipation of the receipt of current taxes and revenues to be sold at private sale.

2. There shall be twenty (20) notes each in the denomination of \$50,000.00, each shall be redeemable at any time at the option of the officers of the Local Government Unit without penalty or premium, shall be fully registered without coupons, as of the date issued and sold, bear interest at the rate of 1.45 percent, shall mature on December 31, 20 17, and shall be payable at the 64 Main St., Port Allegany office of the Lender, shall be substantially in the form annexed to the resolution as Exhibit A and hereby made a part of the resolution as though fully set forth in this place.

3. The proposal of the The Juniata Valley Bank to purchase the note dated September 19, 20 16, is hereby accepted and shall be incorporated into the minutes of this meeting. A true and correct copy of said Proposal is attached hereto as Exhibit B, and the appropriate executive officers are hereby authorized and directed to execute and deliver a duplicate original of the acceptance of said proposal to the Lender.

4. The Local Government Unit hereby pledges to the Lender and grants to the Lender a first lien and charge on its taxes and revenues to be received during the period when the note is outstanding to secure the payment of the indebtedness evidenced hereby and the interest thereon.

5. Payment of principal and interest shall be made in the following amounts and on the following dates: Each of the twenty (20) fifty thousand dollar (\$50,000.00) denomination notes shall, if sold, be repaid on or before December 31 , 20 17 with a principal amount of \$50,000.00 to be repaid plus interest at a rate of 1.45% per annum with a maximum interest payment amount for the entire year of \$725.00 with the actual amount of interest to be paid calculated by multiplying said maximum interest amount of \$725.00 times a ratio which has as its numerator the number of days between the date the note was issued and sold and the date the note was repaid and has as its denominator 360 days.

6. The appropriate executive officer be and hereby is authorized and directed to execute and deliver in the name of, on behalf of, and under the seal of, the Local Government Unit, the tax and revenue anticipation note in the form and containing terms described above, and the Secretary of the Local Government Unit be and hereby is authorized and directed to attest the same.

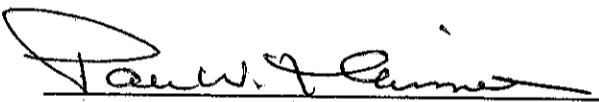
7. The appropriate executive or fiscal officer be and hereby is authorized and directed to prepare or cause to be prepared and to file a Certificate as to Taxes and Revenues to be Collected as required by Section 8128 of the Local Government Unit Debt Act. A true and correct copy of said Certificate is attached hereto as Exhibit C.

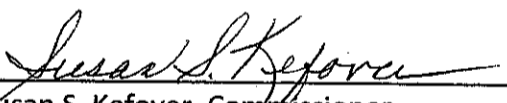
8. The executive officers of the Local Government Unit be and hereby are authorized and directed to perform all acts which are necessary and proper for the valid issuance and securing of the note.

**IN WITNESS WHEREOF**, the undersigned has hereunto set their hand and affixed the seal of the Local Government Unit this 29th day of September , 20 16 .

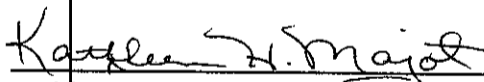
POTTER COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Douglas C. Morley, Chairman

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Susan S. Kefover, Commissioner

Attest:

  
\_\_\_\_\_  
Kathleen H. Majot, Chief Clerk