

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

OCTOBER 27, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:17 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 – October 13, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Reappointments to the Potter County Conservation District Directors:

- Douglas Morley, Commissioner Representative, term of January 1, 2017 to December 31, 2017
- Leroy White, Farmer Director, term of January 1, 2017 to December 31, 2020

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

Improvement Committee requested approval for the purchase of a new communications system and laptop computer for the court room at a total price of \$9,671.00. Terms of purchase will include contributions from the Potter County Improvement Fund, Prothonotary's Improvement Fund and the balance from the courts 2016 budget. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

MOU & Service Agreement Renewal with the PA District Attorney's Institute for the 2017 PA SAVIN system to maintain and enhance its responsibility for victim notifications. No change in cost. Term of agreement is January 1, 2017 to December 31, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Maintenance Agreement Renewals with KOS, Inc. for maintenance of the copier in the Potter County Domestic Relations office and the Potter County Jail, each at an annual cost of \$342.00. Terms of November 6, 2016 to November 6, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS	<u>15/16</u>	<u>16/17</u>
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▪ CHILDREN & YOUTH

<u>Robin A. Orlando-Price</u>		
Trainer for Child & Adolescent Needs & Strength Assessment (CANS)		
Training (2) for (2)	N/A	\$2,500.00
Lodging		\$152.60
Round Trip Mileage		\$196.56
Meals/Supplies		\$135.00
09/01/16 to 06/30/17		

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

TRAINING REQUESTS

--Kimberly Kio – D.J. Shinglehouse Office – MDJS Workshop, Wellsboro, Pa. Mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Warden Glenn Drake has hired Joshua Lineman as a part-time Corrections Officer at the Potter County Jail effective October 17, 2016. ~Action~ Comm. Kefover acknowledged the hiring. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Warden Glenn Drake has hired Rex Windsor as a part-time Corrections Officer at the Potter County Jail effective October 17, 2016. ~Action~ Comm. Heibel acknowledged the hiring. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Retirement notice received from Edward Searfoss as a part-time Van Driver, Potter County Human Services, effective October 20, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT The new insurance benefits package that county employees are transitioning to Jan. 1, 2017 is progressing so that there will be no interruption in service. The change is anticipated to save the county an estimate of \$268,000.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover acknowledged the announcement by Rep. Martin Causer that PCRA has been granted \$97,750 for a feasibility study on the Galeton Dam.

Commissioner Heibel distributed the recent edition of the Veterans Newsletter; pointing out the editorial by new Director Bill Simpson on the importance of observing Veterans Day, as well as the Veterans Discount Program.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #475	1,697.74
PAYROLL AUTOMATIC DEPOSITS	55,274.09
PAYROLL CHRISTMAS CLUB DEPOSITS	1,203.00
PAYROLL TAX TRANSFERS (EFTPS)	22,844.76
STATE TAX WITHHOLDINGS (ETIDES)	2,689.74
ACCOUNTS PAYABLE CHECKS – Check #55204 10/14	631.17
Check#55205-55323 10/27	88,931.06
Total Checks Written	173,271.56

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

Potter County Courthouse Special Run – 10/17/2016

<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	119791-119792			9,893.66

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

Potter County Courthouse Fiscal Summary – 10/28/2016

<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	84007-84011			1,858.20
10	Payroll-Direct Deposit	9020937-9021040			84,854.18
10	General Fund - Accounts Payable	11973-119866	119697	127.09	76,748.16
10	General Fund – A/P Manual Checks	910281606-910281610			123,471.31

11	LEPC	2302-2303		1,504.03
14	Liquid Fuels	1353		2,144.17
15	North Fork Dam	119867		22.00
16	911 Wireless	2458-2459		902.10
17	Saulter Preserve	119868		24.76
18	Automation Fund (Civil)	119869		1,445.41
28	Domestic Relations IV-D	733		315.00
32	Specialty Courts	119870-119871		1,450.39
34	V.O.J.O.	119872		610.05
35	Victim Services	119873-119874		902.27
38	Divorce Fund	119875-119876		24,111.54
59	P.C. Victim Impact Panel	119877-119878		250.00

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

Potter County Courthouse First of the Month – 11/01/2016

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	119879-119892			56,118.73
10	General Fund – A/P Manual Checks	999100			40.00
11	LEPC	2304			309.12
16	911 Wireless	2460-2461			792.00

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

NEXT MEETING: November 10, 2016

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

Prepared by Dawn Wooster


 Potter County Executive Secretary

November 10, 2016
 Approval Date