

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

NOVEMBER 10, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:14 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 27, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Ordinance #2 of 2016 – Amendments to the Potter County Subdivision and Land Development Ordinance. Planning/GIS Director Will Hunt discussed some of the specifics. He pointed out that the Planning Commission has approved the amendments and public hearings have been held. ~Action~ Comm. Kefover moved to approve amendments and adopt ordinance. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Approval of the 2017 County Employees Holiday Schedule ~Action~ Comm. Heimel moved to approve as presented. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointment of Joe Ayers to fill a vacancy on the Potter County Planning Commission, effective November 10, 2016, to January 1, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointment of Steve Green to the Headwaters Resource Conservation & Development Council board of directors for terms 2017, 2018, 2019. Appointment of Commissioner Paul Heimel as alternate member. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes; Heimel abstain.

Appointment of Randy Coyle to the PCHS Alcohol, Tobacco and Other Drug Advisory Board, term of October 2016 to October 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation of Manny Senna from the PCHS Alcohol, Tobacco and Other Drug Advisory Board, effective October 19, 2016. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Service contract renewal with Casella Waste Systems for trash/recycling removal, total monthly cost of \$367.20, 2-year contract term. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Maintenance agreement renewal with KOS Inc. for copier maintenance in the Voter Registration/ Elections office at a rate of \$.0085 per copy. Term of Nov. 14, 2016 to Nov. 14, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS - None

TRAINING REQUESTS

--Joshua Knauer – Potter County Jail – Basic Training, Elizabethtown, Pa. Registration and mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

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

PERSONNEL

Sheriff/Warden Glenn Drake announced the hiring of Bruce Brooks as a part-time Corrections Officer at the Potter County Jail, effective October 31, 2016. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sheriff/Warden Glenn Drake announced that part-time Corrections Officer Joshua Knauer has been changed to full-time status effective November 1, 2016. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Received applications for 2016 Liquid Fuels Tax funds from Hebron Township, \$3,526.60, and Portage Township, \$536.94. ~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

Commissioner Kefover provided a report on the recent Potter County Aging Advisory Board meeting. Among business items discussed was an effort to provide resources to senior centers on topics such as illness prevention, depression in winter, organ donation, medication protection and others.

Commissioner Paul Heimel, liaison for the White House Data-Driven Justice Initiative, discussed developments with initiatives aimed toward reducing jail/prison inmate populations and enhancing public safety.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #476	1,697.74
PAYROLL AUTOMATIC DEPOSITS	47,662.60
PAYROLL CHRISTMAS CLUB DEPOSITS	1,318.00
PAYROLL TAX TRANSFERS (EFTPS)	18,651.55
STATE TAX WITHHOLDINGS (ETIDES)	2,328.06
ACCOUNTS PAYABLE CHECKS – Check #55324-55429 11/09	341,837.66
Check#55430-55431 11/11	52,863.96
Total Checks Written	466,359.57

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

Potter County Courthouse Special Run – 11/03/2016

<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	119893			1,000.00

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

Potter County Courthouse Fiscal Summary – 11/10/2016

<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	84012-84014			1,249.96
10	Payroll-Direct Deposit	9021041-9021143			81,480.71
10	General Fund - Accounts Payable	119894-119997	114263, 114415, 116262, 117271, 117814, 117900, 117918, 119107	235.10	182,941.46
10	General Fund – A/P Manual Checks	911101611-911101615			117,647.84

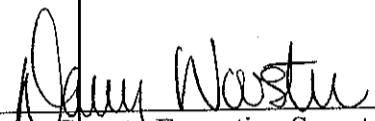
11	LEPC	2305-2308	2302	1,200.00	531.33
1	911 Wireless	2462-2467			39,567.07
1	Automation Fund (Civil)	119998			890.00
3	Specialty Courts		119870	125.00	
34	V.O.J.O.	119999			610.05
35	Victim Services	120000			681.31
38	Divorce Fund	120001			79.21

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

NEXT MEETING: November 23, 2016 *Wednesday

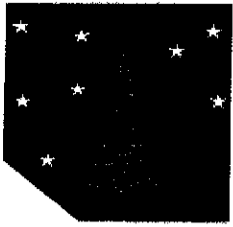
ADJOURNMENT Commissioner Kefover moved to adjourn. Commissioner Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Prepared by Dawn Wooster



 Potter County Executive Secretary

November 23, 2016
 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

ORDINANCE No. 2 OF 2016
*Potter County
Commonwealth of Pennsylvania*

***An Ordinance amending "The Potter County
Subdivision and Land Ordinance" for providing
Changes in General Guidelines and Requirements for
Subdividing or Developing Land; Changes in
Definitions; Changes in Minor Subdivision Plan
Requirements; Addition of Abandon Railroad Property;
Changes in Major Subdivision Preliminary Plan
Requirements; Changes in General Requirements
under Required Improvements and Changes in General
Requirements for Industrial Land Development,
pursuant to the County Code of the Commonwealth of
Pennsylvania and Section 505 (a) of the Pennsylvania
Municipalities Code, Act 247, as reenacted and
amended.***

DULY ENACTED AND ORDAINED at a public meeting of the Board of Commissioners of the County of Potter, on this 10th day of November, 2016.

Potter County Board of Commissioners

Douglas C. Morley, Chairman

Paul W. Heimel, Commissioner

Susan S. Kefover, Commissioner

ATTEST:
Kathleen H. Majot, Chief Clerk