

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

NOVEMBER 23, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:02 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 – November 10, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Approval of 2017 Board of Commissioners Meeting Schedule ~Action~ Comm. Kefover moved to adopt the drafted schedule. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Thomas R. Shaffer, Esq., to serve as County Solicitor at an annual salary of \$64,000 (an increase of \$2,000 from 2016) for calendar year 2017. Contract covers service to county offices as well as Potter County Human Services. Contract also includes renewal of Daniel Glassmire as Assistant County Solicitor at an annual salary of \$1.00. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Susan Amidon, Aging Clerk/Typist 2, PCHS, effective Nov. 28, 2016 to fill vacancy. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sheriff/Warden Glenn Drake notified the board that he has hired Kaye Gleason-Breitenstein as part-time cook in the Potter County Jail, effective November 21, 2016. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Received an application for 2016 Liquid Fuel tax funds from Sweden Township, \$2,914.68. ~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 and Commissioner Heimel both attended the CCAP conference in Hershey. Comm. Kefover summarized a Pa. Dept. of Community & Economic Development presentation. DCED shared an overview of its programs, specifically tax incentives. Comm. Heimel reported on Assessment and Taxation Committee proposals to refine state tax incentive programs to support job growth; and a session focusing on the complexities facing county Probation Departments in an era of justice reform.

Commissioner Morley announced that the proposed 2017 County Budget will be available for public review on December 2, 2016.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #477	1,697.74
PAYROLL AUTOMATIC DEPOSITS	47,366.01
PAYROLL CHRISTMAS CLUB DEPOSITS	1,483.00
PAYROLL TAX TRANSFERS (EFTPS)	18,492.60
STATE TAX WITHHOLDINGS (ETIDES)	2,309.81
ACCOUNTS PAYABLE CHECKS – Check #55432-55433 11/14	1,940.08
Check#55434-55530 11/22	67,928.39

Total Checks Written

141,217.63

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

Potter County Courthouse Fiscal Summary – 11/25/2016

<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	84015-84018			1,839.56
10	Payroll-Direct Deposit	9021144-9021246			86,957.07
10	General Fund - Accounts Payable	120002-120259			129,684.52
10	General Fund -- A/P Manual Checks	911251616-911251620			126,862.81
14	Liquid Fuels	1354-1356			6,042.67
15	North Fork Dam	120260			22.00
16	911 Wireless	2468-2471			126,774.17
17	Saulter Preserve	120261			25.96
18	Automation Fund (Civil)	120262-120263			1,733.69
28	Domestic Relations IV-D	734			403.00
34	V.O.J.O.	120264			610.05
35	Victim Services	120265-120266			798.05
59	P.C. Victim Impact Panel	120267			99.02
60	Hotel Excise Tax Fund	120268-120269			28,756.26
62	CDBG	120270			328.62

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

Potter County Courthouse First of the Month – 12/01/2016

<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 – Accounts Payable	120271-120286			68,364.08
10	General Fund – A/P Manual Checks	999101			40.00
11	LEPC	2309			309.12
16	911 Wireless	2472-2473			792.00

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

NEXT MEETING: December 8, 2016

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

Prepared by Dawn Wooster


Potter County Executive Secretary

December 8, 2016
Approval Date