

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

DECEMBER 8, 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 – November 23, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Commissioners acknowledged the notice received from the Potter County Visitor Association (PCVA) Board of Directors, stating to end its role as Potter County's certified tourism promotion agency (TPA), effective June 30, 2017. Discussion is continuing on a merger with Tioga County Visitors Bureau for a regional certified tourism marketing entity.

Resolution #8 of 2016 – Tax Levy for Budget Year 2017. Real estate tax rate would increase from 16.5 mills to 17.0 mills. Impact on the average residential property owner in Potter County would be about \$12 for the year. No \$5.00 per-capita tax would be levied. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #9 of 2016 – Area Transportation Authority allocation of \$29,376 for Fiscal Year 2017-2018, payable quarterly. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Bill Seigel from SEDA- Council of Governments briefly discussed the CDBG Competitive Grant application for the Shinglehouse Borough Waste Removal Treatment Plant project.

Resolution #10 of 2016 – Authorization of the submission of the CDBG Competitive application on behalf of Shinglehouse Borough. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution #11 of 2016 – Fair Housing Resolution. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Renewal of contract with AMP Global Strategies for maintenance services for 9-1-1 equipment, term of Jan. 1, 2017 through Dec. 31, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Renewal of contract with Network Support Specialist Jack Kiefer for services in collaboration with the County IT Department, as needed, with a rate of \$40/hour. Term of Jan. 1, 2017 through Dec. 31, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Renewal of agreement with KOS Inc. for maintenance service on the copier in the Galetton District Judge's office, effective Dec. 11, 2016 – Dec. 11, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Renewal of agreement with Potter County Human Services for building, grounds and snow removal maintenance services for the year 2017 provided by the Potter County Maintenance Department. Cost remains the same as in previous years, \$3,010 per month. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS - None

TRAINING REQUESTS

--Lisa Harris – PCHS – Basic Protective Services Training, Harrisburg, Pa. Mileage, lodging and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

District Attorney Andy Watson requested the temporary hiring of Christina Delp to fill in as Administrative Assistant, effective November 30, 2016, during another employee’s leave. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Notification from Sheriff/Warden Glenn Drake of his hiring of Tyler Lawrence as a part-time Security Guard for the Potter County Courthouse, effective November 30, 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 Morley stated the 2017 county budget is available for public review, and if no changes are needed it will be approved, as drafted, at the Dec. 22 board meeting. He pointed out that a change in health insurance providers resulted in a significant cost savings that helped to offset the approximately 5-percent annual increase in general operating expenses.

Commissioner Heimel reported that the U.S. Congress approved House Bill 34, which should help counties reduce jail populations by supporting mental health and addiction treatment services, as well as opioid abuse prevention measures.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #478	1,697.74
PAYROLL AUTOMATIC DEPOSITS	47,061.91
PAYROLL CHRISTMAS CLUB DEPOSITS	1,483.00
PAYROLL TAX TRANSFERS (EFTPS)	18,435.14
STATE TAX WITHHOLDINGS (ETIDES)	2,296.63
ACCOUNTS PAYABLE CHECKS – Check #55531-55605 12/8	35,437.23
Check#55606 12/09	1,242.10
Total Checks Written	107,653.75

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

Potter County Courthouse Fiscal Summary – 12/09/2016

<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	84019-84021			1,277.14
10	Payroll-Direct Deposit	9021247-9021346			84,428.37
10	General Fund - Accounts Payable	120287-120380	119982, 120248	380.88	209,882.58
10	General Fund – A/P Manual Checks	912091621-912091625			122,310.14
11	LEPC	2310-2312			317.03
14	Liquid Fuels	1357			4,899.00
16	911 Wireless	2474-2478			5,124.16
18	Automation Fund (Civil)	120381-120382			5,815.59
34	V.O.J.O.	120383			610.05

35	Victim Services	120384-120386		939.67
38	Divorce Fund	120387		125,000.00
62	CDBG	120388-120389		59,130.00

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

NEXT MEETING: December 22, 2016

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

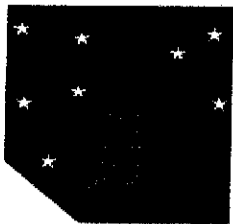
Prepared by Dawn Wooster

Dawn M. Wooster

Potter County Executive Secretary

December 22, 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

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

RESOLUTION #8 OF 2016 County of Potter, Pennsylvania

Kathleen H. Majot
Chief Clerk
Thomas R. Shaffer
Solicitor

Tax Levy for Budget Year 2017 and Per Capita Tax Rate

WHEREAS, the law of Pennsylvania (16 P.S. 1 et seq. – “The County Code”) authorizes the Board of Commissioners of the County of Potter to adopt a budget and to levy a rate of taxation on real estate subject to taxation located within Potter County;

WHEREAS, the Board of Commissioners of Potter County desires to adopt and approve a budget for calendar year 2017 for the County of Potter and to set a tax levy for county taxes and real estate subject to taxation located within Potter County;

WHEREAS, additional revenues are required to meet the essential services which the County provides and the obligations imposed upon the County; and

WHEREAS, the Commissioners desire to keep taxes as low as possible for the residents of Potter County while still providing the necessary and useful services of County Government.

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

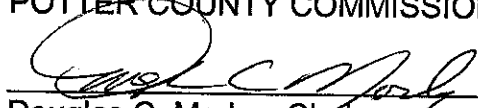
1. **RESOLVED**, that the rate of taxation for County tax purposes for the calendar year 2017 shall be increased from the current rate of 16.50 mill on every thousand dollars of 2016 valuation to the new rate of 17.00 mills on every thousand dollars of 2017 valuation (assessed value) of real estate subject to taxation located in Potter County, Pennsylvania. The new rate of taxation on each 100 dollars assessed valuation of taxable property amounts to \$1.70 (one dollar, seventy cents per one hundred dollars of assessed valuation).

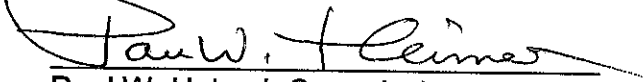
2. **RESOLVED**, that the temporary suspension of per capita tax which, in calendar year 2013, was reduced from the prior rate of \$5.00 per person on all those subject to taxation to the new rate of \$0.00 per person, shall continue to be \$0.00 per person for calendar year 2017. In other words, the per capita tax will continue to be temporarily suspended and will not be collected in 2017.

This resolution shall become effective immediately.

DULY ADOPTED at the regular meeting of Potter County this 8th day of December, 2016.

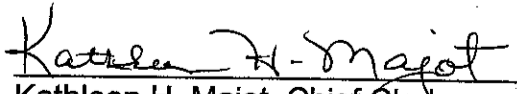
POTTER COUNTY COMMISSIONERS


Douglas C. Morley, Chairman


Paul W. Heimel, Commissioner


Susan S. Kefover, Commissioner

Attest:


Kathleen H. Majot, Chief Clerk



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RESOLUTION #9 OF 2016 Potter County, Pennsylvania

Kathleen H. Majot
Chief Clerk
Thomas R. Shaffer
Solicitor

RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$29,376 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2017-2018.

Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT DUE	PAYMENT DUE BY
July 1, 2017 – September 30, 2017	\$7,344.00	August 15, 2017
October 1, 2017 – December 31, 2017	\$7,344.00	November 15, 2017
January 1, 2018 – March 31, 2018	\$7,344.00	February 15, 2018
April 1, 2018 – June 30, 2018	\$7,344.00	May 15, 2018

I, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 8th day of December, 2016.

ATTEST:

Kathleen H. Majot
Kathleen H. Majot, Chief Clerk

POTTER COUNTY COMMISSIONERS

Douglas C. Morley
Douglas C. Morley, Chairman

Paul W. Heimel
Paul W. Heimel, Commissioner

Susan S. Kefover
Susan S. Kefover, Commissioner



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Kathleen H. Majot
Chief Clerk
Thomas R. Shaffer
Solicitor

RESOLUTION #10 OF 2016

Potter County, Pennsylvania

POTTER COUNTY ON BEHALF OF SHINGLEHOUSE BOROUGH

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for Federal Fiscal Year 2016, under the Community Development Block Grant Competitive Program, and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the County of Potter, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Competitive Program; and

WHEREAS, the Potter County Board of Commissioners have the legal authority and responsibility under Act 179 to apply for Community Development Block Competitive Grant funds and represent the non-Entitlement communities within the county; and

WHEREAS, the Potter County Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the development of this Competitive application, which is consistent with the Community Development Plan previously adopted; and

WHEREAS, the Potter County Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, upon the request of Shinglehouse Borough Council, the Potter County Board of Commissioners wish to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the Potter County Board of Commissioners that its Chairman is authorized to have prepared by the SEDA-Council of Governments Community

Casio & Harris EPN11130

Development Program staff the necessary forms and documents in order to submit an application to the Department of Community and Economic Development for Community Development Block Grant Competitive funds for the purposes aforesaid; and


BE IT FURTHER RESOLVED that the Chairman of the Potter County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the County of Potter.

ADOPTED by the Potter County Board of Commissioners at their regular meeting held on the 8th day of December, 2016.

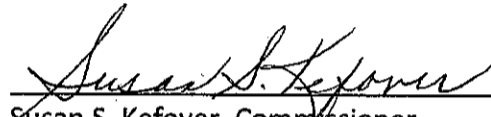
POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman

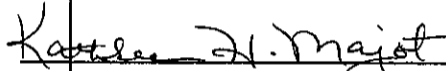


Paul W. Heimel, Commissioner



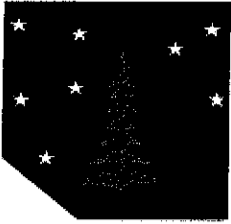
Susan S. Kefover, Commissioner

ATTEST:



Kathleen H. Majot, Chief Clerk





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Thomas R. Shaffer
Solicitor

RESOLUTION #11 OF 2016

Potter County, Pennsylvania

POTTER COUNTY FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the County of Potter that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed. It is the policy of the County of Potter to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed.

Therefore, the County of Potter does hereby pass the following resolution.

BE IT RESOLVED, that within available resources, the County of Potter will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed to seek equity under federal and state laws by filing a complaint with the Fair Housing Officer, at the Potter County Commissioners Office, Courthouse, Coudersport, PA.

BE IT FURTHER RESOLVED that the Potter County Commissioners shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

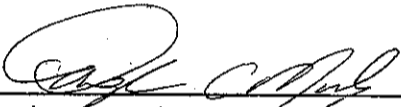
FURTHER ACTION will at a minimum include, but not to be limited to:

- 1) Publicizing the name and contact information of the Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- 2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- 3) Use the fair housing logo on all materials dealing with housing programs such as, but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

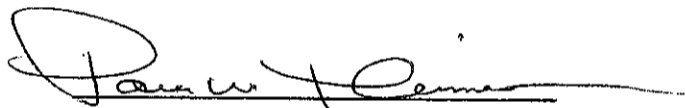
If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business office at (814) 274-8290.

APPROVED by the Potter County Board of Commissioners at their regular meeting held on the 8th day of December, 2016.

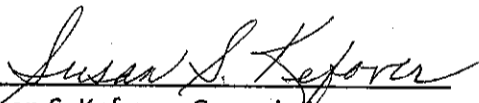
POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman

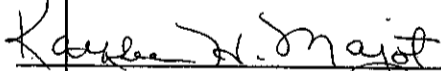


Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

ATTEST:



Kathleen H. Majot, Chief Clerk

