

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

DECEMBER 22, 2016

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:04 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen H. Majot, Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** - John Wright, Executive Director of the Potter County Housing and Redevelopment Authorities, spoke to the board on a broad range of topics, including the future of the Community Development Block Grant administration and reappointment of the five members of the two authorities.

**MINUTES** – December 8, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Approval of the proposed County Operating Budget for 2017. Administrative staff confirmed that there was no input offered by the public during the time period when the draft budget was made available for review and public comment. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Reappointments to the Potter County Housing Authority and Potter County Redevelopment Authorities and dates of term expiration:

- David Buckler – *Housing* 12/01/2021; *Redevelopment* 7/12/2021
- Terry Goodenough – *Housing* 12/01/2020; *Redevelopment* 7/12/2020
- Phil Vaughn – *Housing* 12/01/2019; *Redevelopment* 7/12/2019
- Jeff Wilcox – *Housing* 12/01/2018; *Redevelopment* 7/12/2018
- Shawn Wolfinger – *Housing* 12/01/2017; *Redevelopment* 7/12/2017

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

**CONTRACTS AND AGREEMENTS**

Agreement with Roulette Township for the award of \$40,000 from the Pa. Act 13 Shale Gas Drilling Impact Fee Restricted Use Account for the purpose of replacing the Atkins East Bridge. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Contract renewal with Anita Mead, Victim/Witness Coordinator, to provide services to victims of crimes in Potter County and witnesses involved in the local court system. Term of agreement is Jan. 1, 2017 to Dec. 31, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with Thomas A. Walrath Jr., Esq., to serve as Juvenile Defender/Indigent Parents Counsel for Potter County for the term of Jan. 1, 2017 to Dec. 31, 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**

*Community Specialists Corporation*  
*The Academy*  
 Residential Treatment Program for  
 Delinquent/Dependent Youth  
 Female Residential  
 Drug and Alcohol Female  
 7/1/16 – 6/30/17

N/A  
N/A

\$210.00 Per Day  
\$265.00 Per Day

*The Summit Academy*  
 Residential Treatment Program for  
 Delinquent/Dependent Youth

Summit Residential Program N/A \$134.98 Per Day  
 Drug and Alcohol Program N/A \$209.00 Per Day  
 7/1/16 – 6/30/17  
 ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**TRAINING REQUESTS**

**PERSONNEL**

Sheriff/Warden Glenn Drake has hired Reuben Donovan as a temporary part-time Deputy Sheriff, effective December 19, 2016, during an employee's medical leave. ~Action~ Comm. Heibel moved to acknowledge for the purpose of public record. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Received an application for 2016 Liquid Fuels Tax funds from Sylvania Township, \$477.26. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

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

**COMMISSIONERS' REPORTS**

Commissioner Kefover reported that Mansfield University has an interest in offering internships for students to assist with community projects in Potter County. More information will be presented at a future meeting.

Commissioner Heibel distributed the latest Shale Gas Roundup newsletter. He also reported on the meeting he attended, on behalf of the Triple Divide Watershed Coalition, with the deputy secretary of the Pa. Dept. of Environmental Protection. Focus was on protection of water resources, including sourcewater protection zones as part of the permit process and the importance of groundwater studies.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #479	1,697.74
PAYROLL AUTOMATIC DEPOSITS	47,444.41
PAYROLL CHRISTMAS CLUB DEPOSITS	1,483.00
PAYROLL TAX TRANSFERS (EFTPS)	18,227.53
STATE TAX WITHHOLDINGS (ETIDES)	2,303.08
ACCOUNTS PAYABLE CHECKS – Check #55607-55608 12/12	1,699.91
Check#55609-55701 12/22	277,285.15
<b>Total Checks Written</b>	<b>350,140.82</b>

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

**Potter County Courthouse Fiscal Summary – 12/22/2016**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	84022-84028			1,831.70
10	Payroll-Direct Deposit	9021347-9021459			84,814.23
10	General Fund - Accounts Payable	120390-120493			128,832.46
10	General Fund – A/P Manual Checks	912221626-912221630			123,038.06
11	LEPC	2313-2315			11,228.97
14	Liquid Fuels	1358			3,526.60
15	North Fork Dam	120494			12.00
16	911 Wireless	2479-2486			16,945.99

17	Saulter Preserve	120495			12.26
1	Automation Fund (Civil)	120496-120498			10,248.48
2	Supervision Fund	120499			10,000.00
2	Domestic Relations IV-D	735			360.00
34	V.O.J.O.	120500			610.05
35	Victim Services	120501-120502			918.15
38	Divorce Fund	120503			650.42
64	Gas Well Impact – Capital Reserve	120504			220,000.00

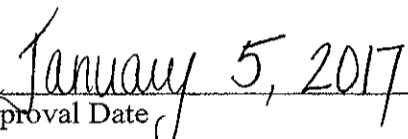
~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

**NEXT MEETING:** January 5, 2017      \*Reorganizational Meetings Jan. 3, 2017

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

Prepared by Dawn Wooster

  
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 Potter County Executive Secretary

  
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 Approval Date