

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JANUARY 5, 2017

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:03 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot; all present.

**PUBLIC COMMENT**

Eulalia Township Tax Collector Sandy Whitman sought clarification of the 2017 payment schedule for municipal tax collectors' compensation and was advised that these will be made in 10 installments over the course of the year.

**MINUTES** -- December 22, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Authorization for the Potter County Veterans Service Committee to seek legislative approval for the U.S. Navy Commander Philip F. Palmatier Jr. Memorial Bridge on Avenue A over the Allegheny River in north Coudersport. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Services agreement with consultant John Bry for technical support and training for the revitalization of Potter County's downtown districts and related grant-writing services; term of Jan. 1, 2017 through June 30, 2017. Commissioner Kefover requested approval of the agreement at a fee of \$10,000 to close out a two-year commitment made by the board. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**TRAINING REQUESTS**

--Jake Ostrom -- Tax Assessment -- AAP Winter Board & Committee Meetings, Harrisburg, Pa. Lodging, meals and mileages to be paid by AAP. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Barb Kiel & Pauline Goochee -- PCHS -- Health Steps for Older Adults, State College, Pa. Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

Hiring of Vicki Flewellyn as Multi-Function Clerk, effective December 5, 2016. Her work week will be split with three days in Public Defender office and two days in the Galeton District Judge office until further notice. No change in pay. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel presented an update on the White House Data-Driven Justice Initiative, of which Potter County is a partner. The organization heard details of a successful criminal justice reform project conducted in a Massachusetts county. Officials there have been using data to analyze trends and implement changes that have reduced the county jail population and rates of recidivism.

Commissioner Kefover reported on her involvement with Workforce Development Board changes being implemented in the region to comply with federal requirements.

Commissioner Morley reported that officials in both Potter and Tioga counties are working with tourist promotion officials to structure the new two-county tourism marketing organization to be launched on July 1, in response to the decision by directors of the Potter County Visitors Assn. to decertify PCVA as an official county tourist promotion agency. Commissioner Morley also noted that a new health insurance plan took effect on Jan. 1 for county employees and is forecasted to result in a significant reduction in costs.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #480	1,697.74
PAYROLL AUTOMATIC DEPOSITS	47,058.50
PAYROLL CHRISTMAS CLUB DEPOSITS	1,408.00
PAYROLL TAX TRANSFERS (EFTPS)	18,413.68
STATE TAX WITHHOLDINGS (ETIDES)	2,294.76
ACCOUNTS PAYABLE CHECKS -- Check #55702-55793 1/05	174,027.36
<b>Total Checks Written</b>	<b>244,900.04</b>

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

**Potter County Courthouse Special Run – 12/30/2017**

<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	120505-120534			374,371.94
11	LEPC	2316			47.24
14	Liquid Fuels	1359			2,832.63
16	911 Fund	2487			310.50
18	Automation Fund (Civil)	120535			1,741.45
28	Domestic Relations IV-D	736			47,193.54
32	Specialty Courts	120536-120538			417.00

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

**Potter County Courthouse Fiscal Summary – 1/06/2017**

<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	84029-84031			1,286.59
10	Payroll-Direct Deposit	9021460-9021565			88,448.94
10	General Fund - Accounts Payable	120539-120608			152,253.33
10	General Fund – A/P Manual Checks	901061701-901061705; 999102			129,478.91
11	LEPC	2317-2319			451.49
16	911	2488-2491			5,080.35

Casio & Harris EPN111130

18	Automation Fund (Civil)	120609		83.74
34	V.O.J.O.	120610		610.05
35	Victim Services	120611		610.05

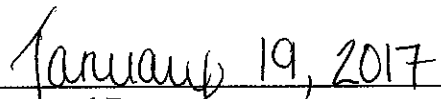
~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**NEXT MEETING:** January 19, 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