

~Minutes~
POTTER COUNTY COMMISSIONERS MEETING
JANUARY 19, 2017

CALL TO ORDER Commissioner Morley called the meeting to order at 11:55 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – January 5, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

NEW BUSINESS

Resolution #1 of 2017 – Tax Collector Compensation. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Potter County Emergency Management Program Duly Enrolled Individuals for 2017. ~Action~ Comm. Kefover moved to approve the list presented. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation of John McLaughlin from the Potter County Planning Commission effective Jan. 18, 2017. ~Action~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Appointment of C. Robert Wicker to the Potter County Planning Commission by recommendation of William Hunt, effective Jan. 18, 2017 to fill vacancy. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement with Ulysses Township in the amount of \$20,000 from the Pa. Act 13 shale gas drilling impact fee (restricted use account for bridge projects) for the replacement of the Erickson Road Bridge. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

15/16 16/17

▪ **Children and Youth**

Children's Advocacy Center of McKean County

Forensic Interviews for CYS/CPS Investigation N/A \$300.00 Per Child Interview
 7/1/16 – 6/30/17

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

TRAINING REQUESTS

William Hunt – Planning/GIS – Community Planning & Subdivision & Land Development Review (2 courses), Williamsport, Pa. Registration and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Melissa Gee & Rick Kunselman – SAP Training, Bradford, Pa. Registration. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

PERSONNEL

Retirement notice from Dale Ransom as van driver/PCHS Coordinated Services, effective Jan. 3, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Retirement notice from Barry Whitman as Corrections Officer/Jail, effective Feb. 1, 2017. ~Action~ Comm. Kefover moved to acknowledge. Comm. Morley seconded. Kefover yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Susan Kefover read a letter to the editor that she is sending to a local newspaper in response to an editorial titled, "Can Small Towns Be Saved?" She spoke of trends in shoppers desiring a sense of connection that is gained when shopping in small-town stores. She also listed efforts underway to bring life to business districts in Potter County and encouraged citizens to be patient and get involved.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #481	1,722.79
PAYROLL AUTOMATIC DEPOSITS	47,012.76
PAYROLL CHRISTMAS CLUB DEPOSITS	1,408.00
PAYROLL TAX TRANSFERS (EFTPS)	18,304.33
STATE TAX WITHHOLDINGS (ETIDES)	2,296.86
ACCOUNTS PAYABLE CHECKS – Check #55794 1/06	44,811.48
Check#55795-55919 1/19	298,988.72
Check#55920-55922 1/20	1,894.09
Total Checks Written	416,439.03

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

Potter County Courthouse Special Run – 01/09/2017

<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	120613	120593	9,936.80	8,694.70

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

Potter County Courthouse Special Run – 01/10/2017

<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	120614			2,110.38

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

Potter County Courthouse Fiscal Summary – 1/20/2017

<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	84032-84038			2,609.62
10	Payroll-Direct Deposit	9021566-9021687			92,137.10
10	General Fund - Accounts Payable	120615-120716			395,006.28
10	General Fund – A/P Manual Checks	901201706-901201710			135,484.09
11	LEPC	2320-2321			34.33
14	Liquid Fuels	1360-1361			8,363.41
15	North Fork Dam	120717			22.00
16	911	2492-2496			3,781.56
17	Saulter Preserve	120718			20.00
18	Automation Fund (Civil)	120719-120720			2,373.42

32	Specialty Courts	120721			125.00
34	V.O.J.O.	120722			610.05
35	Victim Services	120723-120724			638.05
38	Divorce Fund	120725			22,536.28

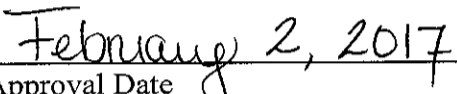
~~~Action~~~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

**NEXT MEETING:** February 2, 2017

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

Prepared by Dawn Wooster

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
 \_\_\_\_\_  
 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

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

## **RESOLUTION #1 OF 2017** Potter County, Pennsylvania

### **POTTER COUNTY TAX COLLECTOR COMPENSATION**

**WHEREAS**, The Local Tax Collection Law (Tax Law), Act of May 25, 1945, P.L. 1050, as amended, 72 P.S. §§ 5511.1-5511.42, is the statutory law that governs the compensation of tax collectors and 72 P.S. § 5511.36a allows counties to reduce or increase the compensation of tax collectors by passing an ordinance or resolution prior to the fifteenth of February of the year of the municipal election, in this case, prior to February 15, 2017;

**WHEREAS**, the County of Potter compensates the elected tax collectors in the various municipalities for the collection of county real estate taxes and per capita taxes; and

**WHEREAS**, the elected tax collector compensation was previously set by the Board of Potter County Commissioners at a rate of \$5.00 per parcel on each tax parcel for which taxes are collected, and \$4.00 per parcel on each tax parcel for which taxes are uncollected but for which notices were duly prepared and delivered; and

**WHEREAS**, it has become necessary to change the method of payment for elected tax collector compensation.

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

**RESOLVED**, that at the end of the existing term of all elected tax collectors of county taxes (beginning in tax year 2018), the rate of compensation shall be changed from the current rate, which is \$5.00 per parcel collected and \$4.00 per parcel uncollected, to the following rate:

- a. Elected tax collector shall receive \$5.50 per parcel of each tax parcel collected or uncollected, paid over ten (10) equal payments (March – December);
- b. In no event shall any elected tax collector's compensation be less than \$1,000 for collecting taxes on behalf of the County of Potter;
- c. The compensation for collection of per capita tax (if such tax is then imposed) shall be \$0.50 per collection.

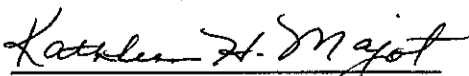
This resolution shall become effective immediately.

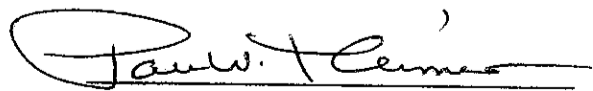
**DULY ADOPTED** by the Potter County Board of Commissioners at their regular meeting held on the 19th day of January, 2017.

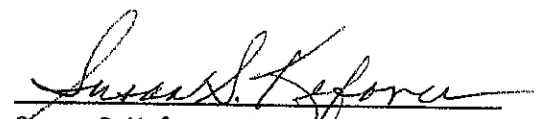
### **POTTER COUNTY COMMISSIONERS**

  
Douglas C. Morley, Chairman

ATTEST:

  
Kathleen H. Majot, Chief Clerk

  
Paul W. Heimel, Commissioner

  
Susan S. Kefover, Commissioner