

Waste & Harris EPN111130

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 30, 2017

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, Recording Secretary Dawn Wooster; all present. Chief Clerk Kathleen Majot was absent.

PUBLIC COMMENT

MINUTES – March 16, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Charlie Tuttle, GIS Technician and Triple Divide Water Coalition (TDWC) Chairman briefly provided the Board of Commissioners with updates on current programs and activities of the TDWC. Working with Commissioner Heimel, Miss Tuttle has created two editions of "TDWC Currents", a newsletter of the Triple Divide Watershed Coalition. In sharing with municipalities, she has gathered positive feedback and good reception. Current initiatives include monitoring drinking water sources and groundwater monitoring studies.

Request from Coudersport Borough Council members Todd Husson, Bryan Welsh, & Rich Neefe for funding assistance from the Act 13 Shale Gas Impact fee fund to support renovations needed for the Coudersport Community Pool. The Coudersport Borough plans to submit for a grant, with a match of \$250,000, for the pool renovations. Local support and fundraising has already raised close to \$100,000. ~Action~ Comm. Heimel proposed to contribute \$5,000 from the Act 13 Fund to support Coudersport Borough in meeting the grant match. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Maintenance Agreement renewal and system upgrade with LINSTAR, Inc. for 2017 software maintenance of door-locking system in the Gunzburger Building. Additional cost of \$900.00 to upgrade the existing system to the latest version. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ COORDINATED SERVICES

15/16 16/17

Westgate Inn

Emergency Shelter
7/1/16 to 6/30/17

N/A One person per room/per night -\$79.00
Two people per room/per night - \$82.00
Up to stay of 3 (three) nights

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

TRAINING REQUESTS

- Kenneth Gamet – Jail - Correction Officer Basic Training, Elizabethtown, Pa. Mileage.
- Anita Mead – Victim/Witness – Pathways for Victim Services Conference, Hershey, Pa. Registration and lodging.
- Sherry Hoffman & Barbara Busch – PCHS – 2017 Ombudsman Conference, Gettysburg, Pa. Registration and lodging.
- Susanne Boucher – PCHS – PS/Guardianship Meeting, Harrisburg, Pa. Lodging, mileage and meals.
- Matthew Metzger – Courts – (4 courses) CLE: Bridge the Gap, Scranton, Pa. Registration, mileage and parking. - CLE: File to Trial, Emporium, Pa. Registration and mileage. - CLE: Tracking Down Background Information, Online. Registration. – CLE: Toxicology 101 for Attorneys, Online. Registration.

--Sherry Hoffman – PCHS – Protective Services Supervisor Enrichment, State College, Pa. Lodging.
 --Susanne Boucher – PCHS – Protective Services Supervisor Enrichment, Reading, Pa. Lodging.
 --Crystal Thomas – PCHS – Marijuana;2017, Clarion, Pa.
 --Steve Achre – PCHS – FGDM Part 2, Mechanicsburg, Pa. Lodging.
 ~Action~ Comm. Heimel moved to approve as listed. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

CHIEF CLERK REPORT

Received applications for 2017 Liquid Fuel tax funds from Galeton Borough, to encumber \$2,567.66; Summit Township, \$1,054.00; Bingham Township, \$3,108.92. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover discussed the CCAP Conference and her attendance at several meetings and seminars. Topics of interest included dialogue at the Community and Economic Committee on current business trends and ideas to build new businesses; she attended a service commemorating Pa women's veterans at the Commission for Women meeting; and attended seminars on the relationship between Row Officers and Commissioners and the look at turnover rates of Case Workers in the Children & Youth department.

Commissioner Heimel also attended the CCAP Conference and attended several meetings of important topics. At the Natural Gas Task Force meeting, a Shale Gas drilling waste water treatment facility is being proposed at a location within Coudersport Borough, this would be a first of its kind. At the meeting for the Courts and Corrections Committee, with Potter County's acceptance into the Stepping Up Initiative, the momentum to begin the process in Potter County continues and has federal and state resources to support the need to improve Mental Health services for inmates.

Commissioner Morley provided a reminder of the Early Childhood Expo taking place on April 8th from 10:00 am to 1:00 pm at the Coudersport Elementary school building. Several agencies are scheduled to attend to offer services and educate families on the importance of interaction during the early years from birth to 5-years old. The expo is spearheaded by the Potter County Education Council.

BILLS

Potter County Human Services Fiscal Summary

| | |
|---|-------------------|
| PAYROLL CHECKS - Check #486 | 1,747.00 |
| PAYROLL AUTOMATIC DEPOSITS | 47,598.00 |
| PAYROLL CHRISTMAS CLUB DEPOSITS | 1,223.00 |
| PAYROLL TAX TRANSFERS (EFTPS) | 18,477.58 |
| STATE TAX WITHHOLDINGS (ETIDES) | 2,318.97 |
| ACCOUNTS PAYABLE CHECKS – Check #56360-56463 3/31 | 90,638.15 |
| Total Checks Written | 162,002.70 |

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

Potter County Courthouse Special Run – 3/20/2017

| <i>Fund #</i> | <i>Fund Description</i> | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|-------------------------|------------------|-------------------------|-------------------------|--------------|
| 16 | 911 Fund | 2516 | | | 259.86 |
| 62 | CDBG | 121162 | | | 3,200.00 |

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

Potter County Courthouse Fiscal Summary – 3/31/2017

| <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 | 84054-84058 | | | 2,978.76 |
| 10 | Payroll-Direct Deposit | 9022082-9022181 | | | 89,005.51 |
| 10 | General Fund - Accounts Payable | 121163-121250 | | | 147,149.30 |
| 10 | General Fund – A/P Manual Checks | 903311731-903311735 | | | 131,732.44 |
| 11 | LEPC | 2339 | | | 623.27 |
| 14 | Liquid Fuels | 1364 | | | 1,157.50 |
| 15 | North Fork Dam | 121251 | | | 22.00 |
| 16 | 911 Fund | 2517-2521 | | | 4,643.94 |
| 17 | Saulter Preserve | 121252 | | | 20.00 |
| 22 | Farmland Preservation & Rollback | 121253 | | | 581.99 |
| 28 | Domestic Relations IV-D | 740-741 | 739 | 40,075.07 | 33,549.00 |
| 34 | V.O.J.O. | 121254 | | | 610.05 |
| 35 | Victim Services | 121255-121258 | | | 1,682.47 |
| 38 | Divorce Fund | 121259 | | | 878.91 |
| 52 | Operational Reserve Fund | 121260 | | | 150,000.00 |

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

Potter County Courthouse First of the Month – 4/03/2017


| <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 | 121261-121272 | | | 99,395.13 |
| 10 | General Fund – A/P Manual Checks | 999105 | | | 40.00 |
| 11 | LEPC | 2341 | | | 309.12 |
| 16 | 911 Fund | 2522-2523 | | | 792.00 |

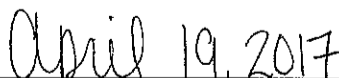
~Action~ Comm. HeimeI moved to approve. Comm. Kefover seconded. HeimeI yes; Kefover yes; Morley yes.

NEXT MEETING: April 13, 2017

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

Prepared by Dawn Wooster


 Potter County Executive Secretary


 Approval Date