

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

APRIL 27, 2017

CALL TO ORDER Commissioner Morley called the meeting to order at 11:07 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 – April 13, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Proclamation – 2017 Conservation District Week, April 23-30 ~Action~ Comm. Heimel moved to proclaim. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #6 of 2017 – Ensuring Safety of County Property in Event of Labor Unrest, designating Potter County Sheriff's Department as enforcement authority. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Contracts with 3D Facility Services for preventative maintenance and support on equipment for the term April 1, 2017 to March 30, 2018, at the following locations: Potter County Human Services, \$290/month; Gunzburger Building, \$725/month; EMA Building, \$65/month; and Courthouse, \$95/month. ~Action~ Comm. Heimel moved to approve service contracts as listed. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approval of George Parsell for 2017 grass mowing/trimming at Galetton District Judge office, \$30.00 per mowing with mower and gasoline provided. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Potter County Records Improvement Fund request to purchase a copier for the County Auditors from KOS at a cost of \$3,338.00. Formal recommendation for this request is contingent on the Records Improvement Fund Committee's written approval. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ MENTAL HEALTH	15/16	4/1/16-9/30/16
<i>Potter County Housing Authority</i>		
Blended Case Management to customers of Potter County Transitional Housing Program	N/A	\$24.75 per 15-minute unit

■ AGING	16/17	17/18
<i>Pauline Goochee, RN</i>		
Community Health Nurse	\$27.00	No Change
State Mileage Rate		\$.535
7/1/17 to 7/1/18		

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

TRAINING REQUESTS

--Ray Morales – Probation – YLS Master Trainer Recertification, Mechanicsburg, Pa. Registration, lodging and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Sherry Hoffman – PCHS – P4A & PDA Quarterly Meeting, Gettysburg, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Andrea Lehman – DRO – Spring 2017 Meeting, State College, Pa. Lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Rea Gible & Sherry Ianson – DRO – DRAP Annual Training, Philadelphia, Pa. Registration, lodging, parking, tolls, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Krista Miller & Kelsey Valenti – Treasurer – CTAPA 2017 Annual Convention, Pocono Manor, Pa. Registration, lodging and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Hiring of Jennifer Wilkinson-Rossman as full-time Community Development Director, effective May 22, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Applications for 2017 Liquid Fuel Tax funds from Ulysses Borough, \$1,462.16 and Sharon Township, \$3,596.57. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

The Board of Commissioners will present Chip Harrison, who is retiring, with a certificate of recognition for his 45 years of service to state parks in Pennsylvania and Potter County.

Commissioner Kefover met with Mansfield University representatives and others to discuss suggestions to market the university as a second-tier world class university to Asian (Japan, China, India, Malaysia) students. Dual degrees and a more individualized education are recognized incentives in a safe, rural setting.

Commissioner Heimel distributed the latest edition of the Potter County Veterans News newsletter and presented an update on the Potter County Veterans Gravestone Restoration Project. He also announced that the Potter County Natural Gas Resource Center will be revitalized with an advisory committee in place and a new website.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #488	1,747.00
PAYROLL AUTOMATIC DEPOSITS	47,589.91
PAYROLL CHRISTMAS CLUB DEPOSITS	1,240.00
PAYROLL TAX TRANSFERS (EFTPS)	18,201.84
STATE TAX WITHHOLDINGS (ETIDES)	2,298.17
ACCOUNTS PAYABLE CHECKS – Check #56578-56681	95,974.43
Total Checks Written	167,051.35

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

Potter County Courthouse Special Run – 4/24/2017

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG	121390			6,800.00

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

Potter County Courthouse Fiscal Summary – 4/28/2017

<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	84064-84066			1,997.45
10	Payroll-Direct Deposit	9022305-9022405			90,119.77
10	General Fund - Accounts Payable	121391-121478			111,531.85
10	General Fund – A/P Manual Checks	904281741-9042821745			132,150.18
11	LEPC	2346			500.00
15	North Fork Dam	121479			22.00
16	911 Fund	2528-2529			2,310.50
17	Saulter Preserve	121480			20.00
18	Automation Fund (Civil)	121481			2,018.86
28	Domestic Relations IV-D	742-744			1,523.06
34	V.O.J.O.	121482			610.05
35	Victim Services	121483-121484			708.05
38	Divorce Fund	121485-121486			23,602.83

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

Potter County Courthouse First of the Month – 5/01/2017

<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	121487-121498			114,395.13
10	General Fund – A/P Manual Checks	999106			40.00
11	LEPC	2347			309.12
16	911 Fund	2530-2531			792.00

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

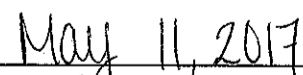
NEXT MEETING: May 11, 2017

*Retirement Board meeting at 11; Commissioners to follow

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

Prepared by Dawn Wooster


 Potter County Executive Secretary


 Approval Date



**Established
1804**

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

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

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

PROCLAMATION

Conservation District Week 2017

Whereas, conservation districts are local units of government established under state law to carry out natural resource management programs.

Whereas, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands.

Whereas, Conservation districts were created in PA in 1945 in response to the dust bowl of the 1930's to improve soil and water conservation.

Whereas, each county in PA has a conservation district except for Philadelphia.

Whereas, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment.

Whereas, districts also work with many partners including government agencies, private organizations, businesses, and others – to accomplish their mission of supporting and helping landowners to conserve natural resources.

Whereas, the districts are each led by a volunteer board of directors with farmers, public members, and a member of county government. The board identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan.

Now Therefore, the Potter County Commissioners do hereby proclaim, **April 23 – April 30 as Conservation District Week** commemorating the great work accomplished by PA's 66 Conservation Districts.

Douglas C. Morley, Chairman

Paul W. Heimel, Commissioner

Susan S. Kefover, Commissioner

ATTEST:

Kathleen H. Majot, Chief Clerk



Established
1804

County of Potter Board of Commissioners

One North Main Street, Suite 207
Coudersport, Pennsylvania 16915
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RESOLUTION #6 OF 2017
County of Potter, Pennsylvania

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

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION ENSURING SAFETY OF COUNTY PROPERTY IN THE EVENT OF LABOR UNREST


WHEREAS, the Board of Commissioners of Potter County desires to ensure the safety of the public, County employees and County property in the event of labor unrest; and

WHEREAS, the Board of Commissioners desires to implement a plan to protect the safety of the public, County employees, and County property in the event of labor unrest, including but not limited to work stoppages, picket lines and other demonstrations.

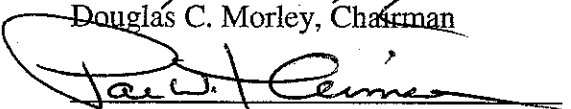
NOW THEREFORE, be it resolved by the authority of the Board of Commissioners of the County of Potter and in coordination with the Potter County Sheriff that in the event of a strike or other labor unrest, the Potter County Sheriff's Department is responsible for enforcing County Rules to protect the safety of individuals on the County's premises and the safety of County property. The Sheriff's Department shall enforce such County rules against County employees and others. Deputy Sheriffs shall guard County property during labor unrest, and shall patrol and maintain security on County property during labor picketing, work stoppages and other forms of labor unrest.

DULY ADOPTED at the regular meeting of Potter County this 27th day of April, 2017.

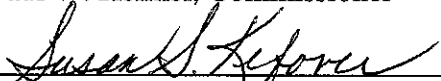
POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

Attest:



Kathleen H. Majot, Chief Clerk