

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MAY 11, 2017

CALL TO ORDER Commissioner Morley called the meeting to order at 12:03 p.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

MINUTES – April 27, 2017 **~Action~** Comm. Kefover moved to approve with proposed changes. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Request by Potter County Sheriff for the approval of a Strike Prevention and Contingency Plan. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Proposal from KOFILE Technologies for the preservation of records in the Prothonotary & Clerk of Courts Office at a cost of \$10,056, specific to old record books that are still being utilized. This will continue to be an annual project with a list supplied by the Prothonotary **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Contract with BTM Software Solutions, LLC and Corrections Development Inc. for software implementation, maintenance and support of the Adult Probation application, necessary for managing reporting requirements, at an annual cost of \$3,750. Term valid through Dec. 31, 2017. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with S. Wilson Enterprise, LLC for the lease of a vehicle for the 2017 Trailblazer program at a cost of \$0.62 per mile, June 5, 2017 through August 4, 2017. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Renewal with KOS, Inc. for maintenance service on the copier in the Probation Department, at a cost of \$342, May 16, 2017 to May 16, 2018. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Transition from North Central Planning Commission to Workforce Solutions requires three agreements mandated by the Pa Dept of Labor and Industry – Partnership Agreement, CEO Fiscal Agent Agreement, and CEO Agreement. Minor changes were made from the original agreements. Affirmation of Commissioner Susan Kefover's signature being needed. **~Action~** Comm. Kefover moved to approve and affirm. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUEST

Danielle Stilson – DJ Galetton Office – MDJS Basic for New Employees Training, Mechanicsburg, Pa. Lodging and mileage. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Potter County Jail Warden Glenn Drake has changed the status of Kenneth Gamet III, Corrections Officer, from part-time to full-time, effective May 1, 2017. **~Action~** Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Received applications for 2017 Liquid Fuel Tax Funds from Austin Borough, \$1,385.72; Oswayo Borough, \$447.28; Hector Township, \$3,546.75. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

COMMISSIONERS' REPORTS

Commissioner Kefover commended Commissioner Morley on his work with the Potter-Tioga Visitor Bureau merger and the administration of the process. The merger must still be certified by the state.

Comm. Heibel shared that National Public Radio reached out to the Potter County Veterans Service Committee for details on its Veterans Gravestone Restoration Project. The interview will air nationwide and may inspire other counties to initiate a similar project.

Commissioner Heibel expressed the board's deep concerns about provisions of Pa. House Bill 218, which cuts state funding for services that counties are mandated to provide. That measure passed in the House of Representatives and is now being deliberated in the State Senate.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #489	1,747.00
PAYROLL AUTOMATIC DEPOSITS	46,573.20
PAYROLL CHRISTMAS CLUB DEPOSITS	1,140.00
PAYROLL TAX TRANSFERS (EFTPS)	18,347.60
STATE TAX WITHHOLDINGS (ETIDES)	2,265.86
ACCOUNTS PAYABLE CHECKS - Check #56682-56797 5/11	179,432.64
Total Checks Written	249,506.30

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

Potter County Courthouse Fiscal Summary - 5/12/2017

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	84067-84069			2,178.14
10	Payroll-Direct Deposit	9022406-9022521			102,259.78
10	General Fund - Accounts Payable	121499-121602	121423	106.00	338,441.61
10	General Fund - A/P Manual Checks	905121746-905121750			148,778.33
11	LEPC	2348-2352			688.80
16	911 Fund	2532-2537			97,035.57
17	Saulter Preserve	121603			7.98
18	Automation Fund (Civil)	121604-121605			2,373.71
34	V.O.J.O.	121606-121607			842.15
35	Victim Services	121608-121609,121611	121610	994.20	1,407.29

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

NEXT MEETING: May 25, 2017

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


 Potter County Executive Secretary

Prepared by Dawn Wooster
 May 25, 2017
 Approval Date