

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

OCTOBER 12, 2017

CALL TO ORDER Commissioner Morley called the meeting to order at 11:00 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

MINUTES – September 28, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Steve Weeks from Experience Works Inc. spoke about the Senior Corps Retired & Senior Volunteer Program (RSVP). Recruiting is underway for seniors age 55 and older who want to give back to their communities through volunteer efforts. Connections have already been made through Pa. CareerLink and Potter County Human Services Office of Aging and PCHS Coordinated Services.

Proposal for proclamation designating October 2017 National Disability Employment Awareness Month. Marsha Dippold, Employment Support Services Program Director for Dickinson Center Inc., described how Dickinson assists those with disabilities to be active in the work force. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Reappoint Patricia Bowman to Potter County Hospital Authority, Jan. 1, 2018-Dec. 31, 2022. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with David-Ulmer Inc. for the inspection of the sprinkler system in the Gunzburger Building, Oct. 1, 2017 through Sept. 30, 2018. Annual cost of \$2,480 (increase of \$80). ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewals with Davis-Ulmer Inc. for the inspection of fire alarms, Dec. 1, 2017, to Nov. 30, 2018 in the following facilities: Gunzburger Building, \$1,665 annually; Modular Trailers, \$395 annually (increase of \$10); Mapleview Building, \$370 annually (increase of \$20); Courthouse, \$1,025 annually; 911 Building, \$370 annually (increase of \$20). ~Action~ Comm. Heimel moved to approve as listed. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

16/17

17/18

■ Aging

Karpinski's Office Systems (KOS) (9/09/17 to 9/09/18)

Galeton Sr. Center copier maintenance agreement \$265.00/year No Change

Blair Senior Services, Inc. (9/01/17 to 9/01/18) addendum for mutual non-solicitation

■ Children & Youth

Avanco (10/01/17 to 6/30/18)

Required Informational System for CYC Revised contract as recommended \$6,364.60/quarter No Change

by PCYA & CCAP that adds HIPAA & increases insurance covered levels of 5 million \$25,458.40 Total No Change

■ Potter County Human Services

United Way of Southwestern Pa.

Operate & Maintain 2-1-1 Services N/A \$5,000/year
Record Data & Provide Reports

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

TRAINING REQUESTS

--Joy Glassmire – PCHS – PCYA Quarterly Meeting, State College, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.
--Angela Milford & Kevin Hannan – Jail – C.O.V.E.R Retreat for mental health services in jail setting, Muncy, Pa. Mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.
--Renee McClain – DA Office –Extradition & Interstate Rendition Symposium, Harrisburg, Pa. Registration, lodging, mileage, meals, parking and tolls. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.
--Jacob Ostrom – Tax Assessment – GIS for Assessment, Pleasant Gap, Pa. Mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Resignation received from Jim Nelson as a part-time Security Guard for the Potter County Courthouse effective September 29, 2017. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation received from Nicholas Bowman as a part-time Corrections Officer at the Potter County Jail effective October 14, 2017. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Sheriff Glenn Drake hired Jeffrey Russell as a part-time Security Guard at the Potter County Courthouse effective October 3, 2017. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Received an application for 2017 liquid fuels tax funds from Harrison Township, \$4,985.09. ~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 will be attending the Pennsylvania Workforce Symposium next week. She will present on the role of chief elected officials to the Workforce Investment Board (WIB).

Commissioner Heimel announced that the Potter County Veterans Service Committee will be applying to U.S. Dept. of Veterans Affairs to become a Vietnam War Commemorative Partner. Plans are being discussed to organize a recognition dinner for the county's Vietnam veterans, to include a memorial service for the 8 who lost their lives in the war.

Commissioner Kefover reminded businesses that funds are available for façade improvements as part of a regional grant program.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #512-514	2,442.40
PAYROLL AUTOMATIC DEPOSITS	46,212.64
PAYROLL CHRISTMAS CLUB DEPOSITS	1,130.00
PAYROLL TAX TRANSFERS (EFTPS)	18,524.28
STATE TAX WITHHOLDINGS (ETIDES)	2,297.51
ACCOUNTS PAYABLE CHECKS – Check #57927 10/4	1,565.79
Check#57928-58036 10/12	161,839.64
Check#58037 10/13	993.78
Total Checks Written	235,006.04

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

Potter County Courthouse Fiscal Summary – 10/13/2017

<i>Fund</i> Case #	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	84148-84154			2,574.63
10	Payroll-Direct Deposit	9023600-9023708			84,386.91
10	General Fund - Accounts Payable	122400-122505			204,807.93
10	General Fund – A/P Manual Checks	910131701-910131705			123,832.65
11	LEPC	2391-2396			514.48
14	Liquid Fuels	1375			1,008.97
16	911 Fund	2602-2606	2597-2601	0.00	5,727.89
18	Automation Fund (Civil)	122506-122507			4,465.42
28	Domestic Relations IV-D	755	744	753.06	178.90
32	Specialty Courts	122508			1,500.00
34	V.O.J.O.	122509			610.05
35	Victim Services	122510-122511			708.05

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

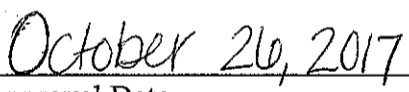
NEXT MEETING: October 26, 2017 ~Retirement~

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



**County of Potter
Board of Commissioners**

*One North Main Street, Suite 207
Coudersport, Pennsylvania 16915
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**Established
1804**

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

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

PROCLAMATION

National Disability Employment Awareness Month

October 2017

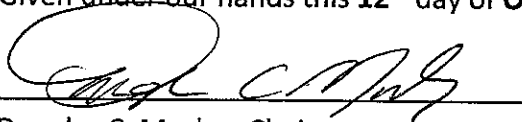
WHEREAS, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy;

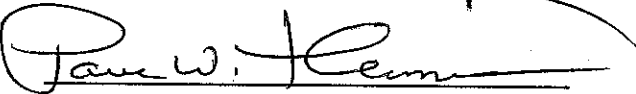
WHEREAS, in this spirit, the County of Potter, Pennsylvania is recognizing National Disability Employment Awareness Month this October to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities;

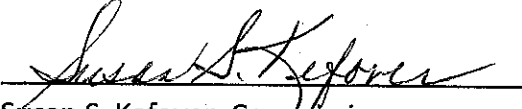
WHEREAS, this month reinforces the value and talent people with disabilities add to our workplaces and communities and affirm Potter County's commitment to an inclusive community;

NOW THEREFORE, the Commissioners of Potter County, Pennsylvania do hereby proclaim October 2017 as "**National Disability Employment Awareness Month**". In doing so, we call upon employers, schools and other community organizations in Potter County, Pennsylvania to observe this month, and to advance its important message that people with disabilities are equal to the task throughout the year.

Given under our hands this 12th day of **October, 2017**.


Douglas C. Morley, Chairman


Paul W. Heimel, Commissioner


Susan S. Kefover, Commissioner

ATTEST:


Kathleen H. Majot, Chief Clerk