

## ~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING****OCTOBER 26, 2017****CALL TO ORDER** Commissioner Morley called the meeting to order at 11:45 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** – October 12, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.**NEW BUSINESS**

GIS/Planning Director Will Hunt shared the Municipal Resource Booklet, a project completed by the Planning/GIS Department and Potter County Conservation District. Through meetings with municipal leaders, the resource booklet was designed for townships and boroughs to use for information on permits, regulations, planning, flood plain management and many other topics.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with Cholin Corp. Inc. for preventative maintenance of fire alarm equipment for the Potter County Jail, \$2,475, October 2017 through October 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with Clinton County for female inmate housing. Wording has been added to reflect medical expenses and transportation costs. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS****16/17****17/18****■ Children & Youth***Eric Anderson (11/17/2017)*

Motivational Speaker

Keynote Speaker for Teen Conference  
& (2) breakout sessions\$2,000/last yr.  
(speaker only)

\$1,750

*Potter County Commissioners (7/6/17 to 8/30/17)*

Trailblazers Program

Workers &amp; Assistance Crew Leader

\$25,000

No Change

**■ Potter County Human Services***Austin Locksmithing & Security Inc. (10/1/18 to 9/30/23)*

Office Monitoring Services

\$32.95/quarterly

No Change

*Potter County Educational Council (8/1/17 to 6/30/18)*Career Vocational Mentor Aide Program  
(\$6,000/monthly payments)

\$35,000 – mentor

No Change

\$7,000 -field trips/speakers

No Change

**■ Mental Health***Flinface, LLC (7/1/17 to 6/30/18)*Systems of care – Musical group held  
At 5 school districts (2 @ NP)

N/A

\$500/show

6 shows=\$3,000

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

**TRAINING REQUESTS**

--Danielle Gietler & Sarah Yates – Probation – CPCMS Juvenile Delinquency Training, Mechanicsburg, Pa. Mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.  
--Jackie Murray – Probation – Intelligence Liaison Officer Conference, State College, Pa. Mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.  
--Rebecca Ross – Assistant District Attorney – Pa Conference on Juvenile Justice, Harrisburg, Pa. Registration, lodging, mileage, meals, parking and tolls. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.  
--Kevin Hannan – Jail Corrections Officer – Staff Training, Lock Haven, Pa. Lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

Received retirement notice from Sharon Rawson, Deputy I in the Register of Wills and Recorder of Deeds office, effective Feb. 9, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Maintenance Supervisor Joe Kurtz requested the transfer of current part-timer Kevin Coates to the fill the vacant full-time maintenance position, effective October 18, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Received applications for the 2017 liquid fuel tax funds from Pike Township, encumber \$1,263 and Keating Township, \$1,946.83. ~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 reported on the Pa. Workforce Development Board symposium where she presented on the chief elected officials' role in working with the workforce development system. She stated that the conference was rich in examples and innovations at the state level, with agencies focusing on the availability of skilled workers in a location and flexibility of community colleges where technical training can be offered.

Commissioner Heimel distributed the new edition of the Potter County Veterans News newsletter. Among highlights was a report on the Potter County Veterans Service Committee's acceptance as a Vietnam War Commemorative Partner by the U.S. Defense Department. This partnership provides valuable resources for the committee's plans for a local Vietnam veterans recognition dinner and memorial service for those killed in action.

The Potter County Natural Gas Resource Center held a successful relaunch last week with a public meeting. Featured speaker was Penn State educator Dan Brockett, who presented an overview on the shale gas industry in our area.

Commissioner Morley stated that the 2018 county budget preparations continue and plans call for the draft document to be available for a 20-day public comment and review on Nov. 30. The Board of Commissioners are scheduled to vote on the budget at its final meeting of 2017, scheduled for Dec. 21.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #515-516	2,442.40
PAYROLL AUTOMATIC DEPOSITS	47,354.90
PAYROLL CHRISTMAS CLUB DEPOSITS	1,130.00
PAYROLL TAX TRANSFERS (EFTPS)	18,812.27
STATE TAX WITHHOLDINGS (ETIDES)	2,327.17
ACCOUNTS PAYABLE CHECKS – Check #58038-58151 10/26	134,041.58
<b>Total Checks Written</b>	<b>206,108.32</b>

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

**Potter County Courthouse Special Run – 10/17/2017**

<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	122512			2,774.80

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

**Potter County Courthouse Fiscal Summary – 10/27/2017**

<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	84155-84159			5,708.33
10	Payroll-Direct Deposit	9023709-9023815			92,295.12
10	General Fund - Accounts Payable	122513-122615			93,578.06
10	General Fund – A/P Manual Checks	910271706-910271710			140,540.30
11	LEPC	2397			1,991.22
14	Liquid Fuels	1376-1378			6,463.93
15	North Fork Dam	122616			22.00
16	911 Fund	2607-2608			2,767.24
17	Saulter Preserve	122617			25.00
32	Specialty Courts	122618-122619			155.00
34	V.O.J.O.	122620			610.05
35	Victim Services	122621-122622			1,204.98
55	PHARE Grant	122623			10,000.00
59	P.C. Victim Impact Panel	122624-122625			213.80

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

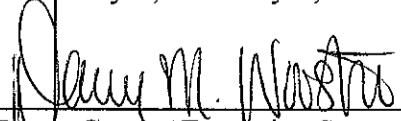
**Potter County Courthouse First of the Month – 11/01/2017**

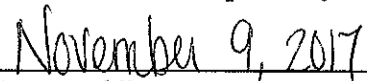
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	122626-122637			54,395.14
10	General Fund – A/P Manual Checks	999112			40.00
11	LEPC	2398			309.12
16	911 Fund	2609-2610			792.00

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

**NEXT MEETING:** November 9, 2017

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

  
Potter County Executive Secretary

Prepared by Dawn Wooster  
  
Approval Date