

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

NOVEMBER 22, 2017

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:01 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** – November 9, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Guest Bill Pekarski spoke on plans for the July 20-22 “Eliot Ness Fest: Touched by the Untouchable” in Coudersport. He said he is co-chair of a committee seeking commissioners’ approval for use of the courthouse square, North East Second Street lot, Water Street parking lot, and Gunzburger Building gymnasium. The committee has ambitious plans and expects a large turnout for a weekend that mixes fun activities with historically significant events, celebrating the life and career of Eliot Ness and recalling his experiences in Coudersport, where he died in 1957.

Approval of the 2018 Board of Commissioners Meeting Schedule ~Action~ Comm. Heimel moved to approve as presented. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointments of Angela Milford and Isaac Musser to the Potter County Alcohol, Tobacco and Other Drugs Advisory Board, each a term of December 2017 to December 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreements with Cleveland Brothers Equipment Company for annual maintenance services of the generators at the Gunzburger Building, \$990, and the Potter County Jail, \$865.00. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Contract renewal with Potter County Human Services for use of county maintenance services for building, grounds and snow removal; and contract through 3D Facilities for HVAC services, monthly cost of \$3,035, Jan. 1, 2018, to Dec. 31, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

16/17

17/18

■ **Drug & Alcohol (11/1/17 to 6/30/18)**

Alcohol and Drug Abuse Services Inc.

SAP Maintenance Training

N/A

\$400/3 hr. training

■ **Children & Youth (7/1/17 to 6/30/18)**

Potter County School Districts

Austin, Coudersport, Galeton, Northern Potter, Oswayo Valley

Per School/Per Intensive Care Manager

\$6,000

No Change

■ **Mental Health (7/1/17 to 6/30/18)**

Beacon Light Behavioral Health Systems

Enhanced Respite Services

Not to exceed 24 days/month unless extension is approved

\$83.15/day

\$95.28/day

Beacon Light Behavioral Health Systems

Emergency Shelter Services

Not to exceed 24 days/month unless extension is approved

\$187.42

\$192.01

■ **Potter County Human Services**

DFT Communications

Upgrade of phone system		\$18,995
Maintenance Agreement		\$137.90/month
8 SIP trunks		\$249.50/month
800 Number		\$5.00/month
7/01/17 to 6/30/18		

Experience Works

MOU to provide volunteers at Senior Centers and Food Banks	None	None
12/01/17 to 6/30/18		

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

**TRAINING REQUESTS**

--Andrea Lehman – DRO –Child Support, Smethport. Mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

**CHIEF CLERK REPORT**

Applications for the 2017 Liquid Fuel Tax funds from Sylvania Township, \$434.50. Chief Clerk Kathleen Majot reported there is just one municipality left to apply for 2017 funds. ~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 her experiences at the CCAP Fall Conference. She was impressed with the presentations by Pa. Attorney General Josh Shapiro on the opioid epidemic, and Billy Kubland, Special Assistant to the President Deputy Director for Government Affairs, a program from NACo on educating high school students on county government, and a presentation on employment programs for inmates who are returning to society.

Commissioner Heimel discussed the meeting of the Pa. Behavioral Health/Criminal Justice Task Force, focused on engaging judges, district attorneys, jail wardens and others to implement reforms in the handling of criminals with addiction or mental health issues. He has been appointed task force vice-chairman for 2018. He also discussed a state-subsidized project to install compressed natural gas fueling stations for motor vehicles, including a site in Bradford.

The Potter County Veterans Service Committee is planning a Vietnam Veterans Week, highlighted by an appreciation dinner for veterans from Potter County and a memorial service for the eight local soldiers who were killed in action. Tentative plans are to hold the event in September.

Commissioner Morley announced that the proposed 2018 County Budget will be available for public review and comment at the administrative office in the Gunzburger Building beginning Dec. 1.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #1201-1202	2,442.40
PAYROLL AUTOMATIC DEPOSITS	47,783.59
PAYROLL CHRISTMAS CLUB DEPOSITS	
PAYROLL TAX TRANSFERS (EFTPS)	18,462.51
STATE TAX WITHHOLDINGS (ETIDES)	2,297.81
ACCOUNTS PAYABLE CHECKS – Check #60451-60560 11/21	366,712.06
<b>Total Checks Written</b>	<b>437,698.37</b>

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

Case & Items # 11130

**Potter County Courthouse Fiscal Summary – 11/24/2017**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85001-85004			2,517.24
10	Payroll-Direct Deposit	9023913-9024022			86,668.86
10	General Fund - Accounts Payable	125001-125252	124815	\$100.00	159,460.27
10	General Fund – A/P Manual Checks	910271706-9102717710			126,888.17
11	LEPC	2501			18.00
15	North Fork Dam	125253			22.23
16	911 Fund	2617			530.00
17	Saulter Preserve	125254			25.00
18	Automation Fund (Civil)	125255			890.00
32	Specialty Courts	125256			373.04
34	V.O.J.O.	125257			610.05
35	Victim Services	125258-125259			3,205.47
37	Triple Divide	125260-125261			985.03
59	P.C. Victim Impact Panel	125262			86.97

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

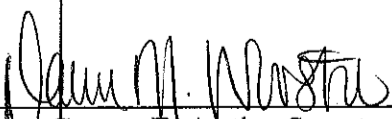
**Potter County Courthouse First of the Month – 12/01/2017**

<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	125263-125275			65,645.14
10	General Fund – A/P Manual Checks	999113			40.00
11	LEPC	2502			309.12
16	911 Fund	2618-2619			792.00

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

**NEXT MEETING:** December 7, 2017

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

  
 Potter County Executive Secretary

Prepared by Dawn Wooster  
 December 7, 2017  
 Approval Date