

Casto & Harris EPN111130

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

DECEMBER 7, 2017

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:04 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** – November 22, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Potter County Community Development Director Jennifer Rossman and Bill Siegel, Executive Director of SEDA-COG, were present to request the adoption/approval of several documents relative to the Community Development Block Grant (CDBG) program.

--Approval of the CDBG Potter County Statement of Goals for utilization of minority and women business enterprises. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Adoption of Resolution #13 of 2017 designating Jennifer Rossman as Section 504 Compliance Officer. ~Action~ Comm. Kefover moved to adopt. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Signature execution of the FFY 2017 CDBG Grant Application.

--Signature execution of the FFY 2016 CDBG Competitive Grant Contract.

--Approval of sub-grants with the Genesee Water Authority for use of FFY15 CDBG Grant and FFY15 CDBG Competitive Grant monies towards the water treatment project. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Agreement with SEDA-COG for professional and administrative services at a total cost of \$34,250 for the FFY16 CDBG Competitive Grant. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Agreement with SEDA-COG for professional and administrative services at a total cost of \$27,900 for the FFY16 CDBG Grant. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #10 of 2017 – Tax levy for Budget Year 2018. Real estate tax rate would increase from 17.0 mills to 17.5 mills. No \$5.00 per-capita tax would be levied. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution #11 of 2017 – Area Transportation Authority (ATA) Local Match FY 2018-2019 ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Recommendation from the Oswayo Valley Memorial Library to appoint Sarah Rhodes to serve on the Potter-Tioga Library System board for the term 2018-2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Proposal from J.C. Ehrlich Co. for pest control services for the Gunzburger Building. Initial set up and first service fee of \$150.00 and then monthly maintenance fee of \$95.00. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Potter County Veterans Affairs office at a rate of \$265.00 per year, Dec. 1, 2017 to Dec. 1, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Galeton District Judge office at a rate of \$265.00 per year, Dec. 11, 2017 to Dec. 11, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with Thomas R. Shaffer, Esq. to serve as county solicitor and Daniel F. Glassmire, Esq. to serve as assistant county solicitor for Jan. 1, 2018 to Dec. 31, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Contract renewal with AMP Global Strategies for 9-1-1 Coordinator, Technical Advisement and Financial Advisement for the term January 1, 2018 through December 31, 2018, annual cost of \$24,000, paid through state 911 funding. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Contract renewal with AMP Global Strategies for DES maintenance services for the term January 1, 2018 to December 31, 2018, annual cost of \$165,495.35, paid through state 911 funding. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Agreement renewal with Jack Keifer as a Network Support Specialist in collaboration with the Potter County IT Department, Jan. 1, 2018 to Dec. 31, 2018, at a rate of \$40.00 per hour. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Agreement renewal with Thomas A. Walrath, Jr. Esq. as Juvenile Defender, Indigent Parents Counsel for Potter County, Jan. 1, 2018 to Dec. 31, 2018 at an annual salary of \$39,000. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Contract renewal with Anita J. Mead as Victim/Witness Coordinator at a rate of \$17.43 per hour, Jan. 1, 2018 to Dec. 31, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Grant agreement with the Pennsylvania Emergency Management Agency (PEMA) for 9-1-1 Statewide interconnectivity funding for the NorthCom Microwave Project for performance period January 1, 2018 to December 31, 2018. AMP Global Strategies will be assisting with the expansion and/or replacement of communications equipment. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

#### **PCHS CONTRACTS AND AGREEMENTS - None**

#### **TRAINING REQUESTS**

Kevin Dusenbury & Kent Dates -- Coroner's Office-- Annual Coroner/EMS/Law Enforcement Continuing Education Day, Williamsport, Pa. Registration, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

#### **PERSONNEL**

#### **CHIEF CLERK REPORT**

Chief Clerk Majot reported that there is one municipality left to request 2017 Liquid Fuels Tax funds.

#### **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

#### **COMMISSIONERS' REPORTS**

Commissioner Heibel and Commissioner Kefover provided a list of priorities that the County Commissioners Assn. of Pa. has adopted to help county governments fulfill their mission. CCAP will be lobbying state lawmakers to support the priorities, which include human services funding and system reform; preventing substance abuse and drug overdose; maintaining the Shale Gas Impact Fee; increasing forensic bed access for county inmates with mental illness; supporting veterans services; funding for voting systems, and mandate reform.

The Potter County Commissioners recognized Sheila Bryant, a 911 dispatcher in Tioga County, for her 38 years of service.

#### **BILLS**

#### **Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #1203-1205	2,661.10
PAYROLL AUTOMATIC DEPOSITS	45,742.76
PAYROLL CHRISTMAS CLUB DEPOSITS	
PAYROLL TAX TRANSFERS (EFTPS)	18,119.83

STATE TAX WITHHOLDINGS (ETIDES)	2,229.36
ACCOUNTS PAYABLE CHECKS – Check #60561 11/27	550.00
Check #60562-60642 12/07	45,353.43
Check #60643 12/08	758.53
<b>Total Checks Written</b>	<b>115,415.01</b>

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

**Potter County Courthouse Fiscal Summary – 12/08/2017**

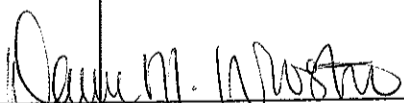
Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	85005-85007; 84164	83333, 83357, 83396, 83430, 83489, 83514, 83539, 83577, 83603	2,239.97	4,210.30
10	Payroll-Direct Deposit	9024023-9024120			84,910.43
10	General Fund - Accounts Payable	125276-125372			159,334.94
10	General Fund – A/P Manual Checks	912081721- 912081725; 999113	999113	40.00	124,060.71
11	LEPC	2503-2505			371.34
14	Liquid Fuels	1501-1502			6,096.75
16	911 Fund	2620-2627			42,889.46
18	Automation Fund (Civil)	125373			890.00
20	Supervision Fees	125374			10,000.00
28	Domestic Relations IV-D	1001			360.00
34	V.O.J.O.	125375			610.05
35	Victim Services	125376-125377			1,288.82
38	Divorce Fund	125378			639.45

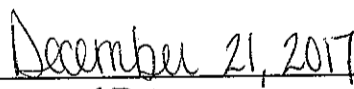
~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**NEXT MEETING:** December 21, 2017

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

Prepared by Dawn Wooster

  
Potter County Executive Secretary

  
Approval Date



Established  
1804

## 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](http://www.pottercountypa.net)

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

Kathleen H. Majot  
Chief Clerk

Thomas R. Shaffer  
Solicitor

### **RESOLUTION #10 OF 2017** County of Potter, Pennsylvania

### **Tax Levy for Budget Year 2018 And Per Capita Tax Rate**

**WHEREAS**, the law of Pennsylvania (16 P.S. 1 et seq. – “The County Code”) authorizes the Board of Commissioners of the County of Potter to adopt a budget and to levy a rate of taxation on real estate subject to taxation located within Potter County;

**WHEREAS**, the Board of Commissioners of Potter County desires to adopt and approve a budget for calendar year 2018 for the County of Potter and to set a tax levy for county taxes and real estate subject to taxation located within Potter County;

**WHEREAS**, additional revenues are required to meet the essential services which the County provides and the obligations imposed upon the County; and

**WHEREAS**, the Commissioners desire to keep taxes as low as possible for the residents of Potter County while still providing the necessary and useful services of County Government.

**NOW THEREFORE**, be it resolved and it is hereby resolved as follows:

1. **RESOLVED**, that the rate of taxation for County tax purposes for the calendar year 2018 shall be increased from the current rate of 17.00 mill on every thousand dollars of 2017 valuation to the new rate of 17.50 mills on every thousand dollars of 2018 valuation (assessed value) of real estate subject to taxation located in Potter County, Pennsylvania. The new rate of taxation on each 100 dollars assessed valuation of taxable property amounts to \$1.75 (one dollar, seventy-five cents per one hundred dollars of assessed valuation).

2. **RESOLVED**, that the temporary suspension of per capita tax which, in calendar year 2013, was reduced from the prior rate of \$5.00 per person on all those subject to taxation to the new rate of \$0.00 per person, shall continue to be \$0.00 per person for calendar year 2018. In other words, the per capita tax will continue to be temporarily suspended and will not be collected in 2018.

This resolution shall become effective immediately.

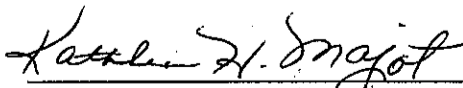
**DULY ADOPTED** at the regular meeting of Potter County this 7<sup>th</sup> day of DECEMBER, 2017.


POTTER COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Douglas C. Morley, Chairman

Attest:

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Kathleen H. Majot, Chief Clerk

  
\_\_\_\_\_  
Susan S. Kefover, Commissioner



Established  
1804

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Thomas R. Shaffer  
Solicitor

### **RESOLUTION #11 OF 2017** Potter County, Pennsylvania

### **RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2018-2019**

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$31,634.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2018-2019.

Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

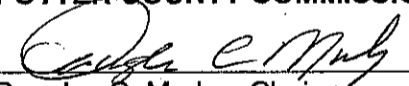
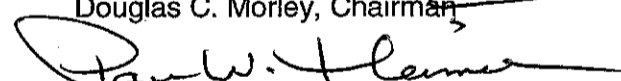
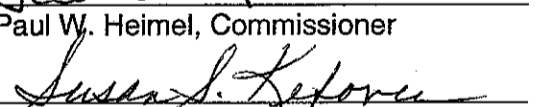
QUARTER PERIOD	PAYMENT AMOUNT DUE	PAYMENT DUE BY
July 1, 2018 – September 30, 2018	\$7,908.50	August 15, 2018
October 1, 2018 – December 31, 2018	\$7,908.50	November 15, 2018
January 1, 2019 – March 31, 2019	\$7,908.50	February 15, 2019
April 1, 2019 – June 30, 2019	\$7,908.50	May 15, 2019

We, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 7th day of DECEMBER, 2017.

#### POTTER COUNTY COMMISSIONERS

ATTEST:

  
Kathleen H. Majot, Chief Clerk

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



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Board of Commissioners**

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1804**

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Commissioners

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Chief Clerk

Thomas R. Shaffer  
Solicitor

**RESOLUTION NO. 13 of 2017  
THE POTTER COUNTY BOARD OF COMMISSIONERS**

**APPOINTING A SECTION 504 COMPLIANCE OFFICER  
AND  
ESTABLISHING A GRIEVANCE PROCEDURE**

WHEREAS, the County of Potter, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

WHEREAS, the County of Potter is statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations, as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973.

WHEREAS, the County of Potter must designate a Section 504 Compliance Officer who will serve as the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures.

WHEREAS, the County of Potter has begun public outreach and consultation with interested parties to solicit input and feedback regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Potter as follows:

1. Jennifer Rossman is hereby designated as the County's Section 504 Compliance Officer.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all County owned facilities and programs.

I HEREBY CERTIFY that the above is a true and correct copy of a Resolution adopted at a regular meeting of the Board of Commissioners of the County of Potter, held on December 7, 2017.

*Douglas C. Morley - Chairman*

ATTEST:

DATE:

*Kathleen H. Majot*

12/07/2017