

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**DECEMBER 21, 2017**

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:03 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** Citizen Leslie Howarth posed questions to the board about handicapped accessibility issues.

**MINUTES** – December 7, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Adoption of 2018 County Budget. Commissioner Heimel noted that the proposed budget had been advertised for public review and comment. No input was received. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

■ **Mental Health**

Kelly Preston Act 143 Designee Agreement, 11/28/17 to 6/30/18. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**TRAINING REQUESTS**

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

**PERSONNEL**

Potter County Jail Warden Glenn Drake informed the board that Corrections Officer Allen Hathaway has resigned, effective Dec. 14, 2017. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Register & Recorder Gary Kelsey informed the board that he has hired Mandy Andreano as full-time Second Deputy Register of Wills and Recorder of Deeds, effective Jan. 2, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel commended Warden Glenn Drake and Deputy Warden Angela Milford for their work in achieving 100-percent compliance from the Pa. Dept. of Corrections during the 2017 inspection of operations and facilities at the Potter County Jail.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #1205-1206	2,442.40
PAYROLL AUTOMATIC DEPOSITS	48,132.17
PAYROLL CHRISTMAS CLUB DEPOSITS	
PAYROLL TAX TRANSFERS (EFTPS)	18,793.92
STATE TAX WITHHOLDINGS (ETIDES)	2,318.91
ACCOUNTS PAYABLE CHECKS – Check #60644-60757 12/22	130,107.19
<b>Total Checks Written</b>	<b>201,794.59</b>

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

**Potter County Courthouse Fiscal Summary – 12/22/2017**

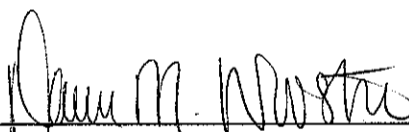
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85008-85014			2,681.09
10	Payroll-Direct Deposit	9024121-9024235			86,146.89
10	General Fund - Accounts Payable	125379-125471			461,377.37
10	General Fund – A/P Manual Checks	912221726-912221730			126,420.22
11	LEPC	2506-2508			10,141.14
14	Liquid Fuels	1503-1504			5,151.63
15	North Fork Dam	125472			15.17
16	911 Fund	2628-2639			17,808.20
17	Saulter Preserve	125473			20.00
34	V.O.J.O.	125474			610.05
35	Victim Services	125475-125476			708.05
38	Divorce Fund	125477-125478			150,000.00

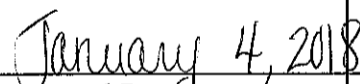
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEXT MEETING:** January 4, 2018 \*Reorganizational Salary and Retirement Mtgs. Jan. 2, 2018

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

Prepared by Dawn Wooster

  
 Potter County Executive Secretary

  
 Approval Date