

*~Minutes~*

**POTTER COUNTY COMMISSIONERS MEETING**

**FEBRUARY 2, 2017**

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:08 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** – January 19, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes; Heimel abstain.

**NEW BUSINESS**

Resolution #2 of 2017 – Appointment of Todd Brown as Tax Claim Bureau Upset Sale auctioneer for the year 2017, on a volunteer basis. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution #3 of 2017 – Certifying merger with Tioga County as a regional Tourist Promotion Agency, as requested by Potter County Visitors Assn. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Intergovernmental Agreement between Potter County Sheriff's Department and the Potter County Domestic Relations office for law enforcement services through the Title IV-D Child Support Enforcement Program, October 1, 2016 through September 30, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with Prescient Medicine, LLC for laboratory services in coordination with the Potter County Drug/DUI Court programs, invoiced monthly. January 1, 2017 to December 31, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS** None

**TRAINING REQUESTS**

--Barb Kiel – PCHS – Nutrition/Health Wellness Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Brian Abel & Jackie Murray – Probation – ORAS Train the Trainer, Sunbury, Pa. Requests lodging in advance, to be reimbursed later by grant monies. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

Sheriff/Warden Glenn Drake has promoted Corrections Officer Joshua Rosenswie from part-time status to full-time status effective February 6, 2017. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Request for Chesney Mulaski be promoted from County Social Casework Intern to County Caseworker I, PCHS Coordinated Services, effective January 23, 2017 to fill a vacant position. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel summarized the national Stepping Up Program and related grant opportunities that he and Human Services Administrator Jim Kockler have been investigating. Its goal is to improve mental health services for those individuals involved in the county's criminal justice system, decreasing the likelihood that they will reoffend.

Commissioner Kefover discussed upcoming National Main Street Now Conference in Pittsburgh from May 1<sup>st</sup> to May 3<sup>rd</sup>, 2017, and the Pennsylvania Downtown Center's 30<sup>th</sup> Anniversary Gala in Harrisburg on June 13<sup>th</sup>.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #482	1,747.00
PAYROLL AUTOMATIC DEPOSITS	48,280.51
PAYROLL CHRISTMAS CLUB DEPOSITS	1,408.00
PAYROLL TAX TRANSFERS (EFTPS)	18,589.49
STATE TAX WITHHOLDINGS (ETIDES)	2,347.71
ACCOUNTS PAYABLE CHECKS - Check #55923 2/02	118,769.63
<b>Total Checks Written</b>	<b>191,142.34</b>

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

**Potter County Courthouse Fiscal Summary - 2/03/2017**

<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	84039-84042			2,242.56
10	Payroll-Direct Deposit	9021688-9021786			84,895.01
10	General Fund - Accounts Payable	120726-120833			136,962.89
10	General Fund - A/P Manual Checks	902031711-902031715; 999103			125,675.55
11	LEPC	2322-2325			523.45
14	Liquid Fuels	1362-1363			3,688.81
16	911	2497-2501			1,415.52
28	Domestic Relations IV-D	737			315.00
34	V.O.J.O.	120834-120835			726.10
35	Victim Services	12036-120837			1,002.10

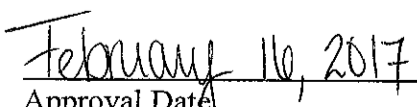
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEXT MEETING:** February 16, 2017

**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



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

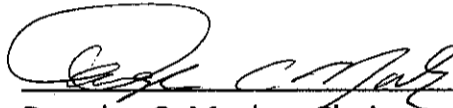
Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

## **RESOLUTION #2 OF 2017** *Potter County, Pennsylvania*

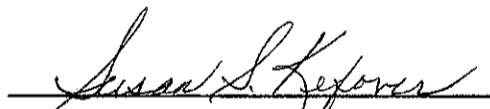
BE IT RESOLVED that Todd Brown is appointed as Tax Auctioneer to represent the Potter County Tax Assessment Office and Potter County in the matter of providing auctioning services at no charge for the Potter County Tax Sale Properties for the year of 2017.

DULY ADOPTED by the Potter County Commissioners at their regular meeting held on the 2<sup>nd</sup> day of February, 2017.

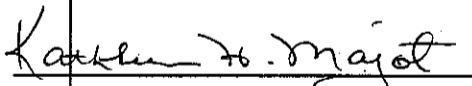
### POTTER COUNTY COMMISSIONERS

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

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

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

ATTEST:

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



*Established  
1804*

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

### **RESOLUTION #3 OF 2017** County of Potter, Pennsylvania

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

### **Resolution Certifying a Tourist Promotion Agency for Potter County**

**WHEREAS**, the law of Pennsylvania authorizes the Board of Commissioners of the County of Potter to certify a nonprofit corporation, organization, association or agency to serve as the county's recognized tourist promotion agency - (16 P.S. § 1770.11(a));

**WHEREAS**, the Board of Commissioners of Potter County must certify a recognized tourist promotion agency under subsection (a) by proper resolution of the governing body of the county, concurred in by resolution of the governing bodies of cities, boroughs, towns or townships within the county which have an aggregate of more than fifty per centum of the total population of the county as determined by the most recently completed Federal decennial census - (16 P.S. § 1770.11(b)(1));

**WHEREAS**, a recognized tourist promotion agency shall operate until that agency has dissolved as an entity, withdrawn its certification or has been decertified by the county under subsection (c) - (16 P.S. § 1770.11(b)(1));

**WHEREAS**, the Potter County Visitors Association, a non-profit Pennsylvania corporation (Entity Number 289034) having a place of business at 28 East Second Street, Coudersport, PA 16915 has acted from many years as the certified tourist promotional agency for Potter County;

**WHEREAS**, the Potter County Visitors Association has sent a letter dated November 16, 2016 to Potter County, (a true and correct copy of which is attached hereto and incorporated herein by reference as Exhibit A) that expresses the intention of the Potter County Visitors Association to end its role as Potter County's certified tourist promotion agency effective June 30, 2017 and expresses its desire to merge with the Tioga County Tourist Promotion Agency, a non-profit Pennsylvania corporation (Entity Number 2534625) having a place of business at 2053 Rt. 660, P.O. Box 139, Wellsboro, PA 16915;

**WHEREAS**, said letter constitutes a withdrawal of its certification under 16 P.S. § 1770.11(b)(1); and

**WHEREAS**, the Board of Commissioners desires to certify the Tioga County Tourist Promotion Agency as the recognized tourist promotion agency for Potter County subject to the terms and conditions of this Resolution.

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

1. Subject to the provisions of paragraphs 2 and 3 below, effective July 1, 2017 (or on such date thereafter upon which such conditions are met), the Tioga County Tourist Promotion Agency shall automatically be certified as the recognized tourist promotion agency for Potter County.

2. The certification of the Tioga County Tourist Promotion Agency as the recognized tourist promotion agency for Potter County is expressly conditioned upon the concurrence by resolution of the governing bodies of cities, boroughs, towns or townships within the county of Potter which have an aggregate of more than fifty per centum of the total population of the county as determined by the most recently completed Federal decennial census as required by 16 P.S. § 1770.11(b)(1)).

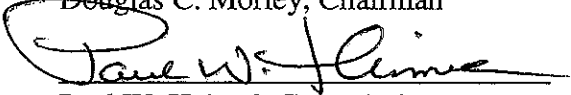
3. The certification of the Tioga County Tourist Promotion Agency as the recognized tourist promotion agency for Potter County is also expressly conditioned upon the Tioga County Tourist Promotion Agency agreeing to provide services to Potter County in a just and fair manner and a manner consistent with the services it provides to Tioga County.

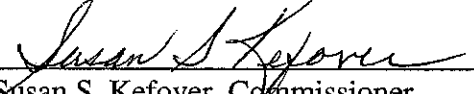
This resolution shall become effective July 1, 2017 provided the conditions of paragraphs 2 and 3 have been met or on such date thereafter upon which such conditions have been met.

**DULY ADOPTED** at the regular meeting of Potter County this 2 day of FEBRUARY, 2017.

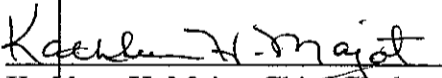
POTTER COUNTY COMMISSIONERS

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

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

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

Attest:

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



POTTER COUNTY VISITORS ASSOCIATION  
 P.O. BOX 245  
 COUDERSPORT PA 16915  
 1-888-POTTER2  
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 Fax: 814-274-4334  
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Potter County, Pennsylvania  
 Commissioners Office  
 Gunzburger Building  
 One North Main Street  
 Coudersport PA 16915

Douglas Morley, Chairman  
 Paul Heimel, Vice-Chairman  
 Susan Kefover, Commissioner  
 Kathleen Majot, Chief Clerk  
 Pam VanVolkenburg, Fiscal Director  
 Dawn Wooster, Executive Secretary

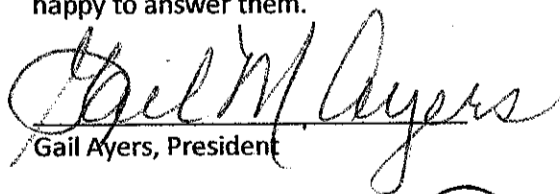
November 16, 2016

With this letter, we the members of the Potter County Visitor Association (PCVA) Board of Directors do officially announce our intentions to end PCVA's role as Potter County's certified tourism promotion agency (TPA), effective June 30, 2017. Following the resignation of David Brooks as the Executive Director of PCVA, the association was approached by the leadership of Tioga County Visitors Bureau (TCVB) with a proposal for a merger of tourism promotion efforts between Potter and Tioga counties. After careful consideration, the PCVA BOD feels that merging with TCVB would provide increased tourism promotion benefits to Potter County and, during a special meeting held on November 1, 2016, voted unanimously to move forward with the merger process. As such, we ask the Potter County Commissioners to begin the TPA de-certification process for PCVA, and strongly encourage you to consider certifying the newly formed regional Potter-Tioga County tourism organization as the official TPA for Potter County as of July 1, 2017. The members of the PCVA BOD are available to work with the commissioner's office in drafting a memorandum of understanding (MOU) that defines the terms of service for the county's new TPA. Additionally, many of the current board members plan to transition onto the board of the newly-formed regional Potter-Tioga tourism agency, providing a continuum of leadership and representation for Potter County.

The PCVA plans to continue to operate as the official and certified tourism promotion agency for Potter County during the merger process, which is anticipated to be completed by the end of the current PCVA fiscal year on June 30, 2017. TCVB has agreed to begin to perform some of the tourism promotion functions of Potter County in good faith during the merger process. Following the merger, core members of PCVA plan to re-register the 501-C as an events and activities organization within Potter County, and hope to continue to administer long-standing special events like the Potter County Marathon and the Austin Dam Show.

PCVA wishes to thank the Commissioners and all of the citizens of Potter County for the opportunity to have served as the county's tourism promotion agency. We are and will remain at your service through the merger and re-certification process. If the commissioner's office has questions concerning this letter we will be happy to answer them.

Sincerely,

  
 Gail Ayers, President

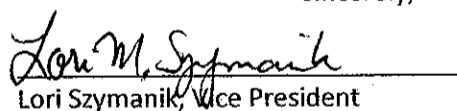


  
 Lori Szymanik, Vice President

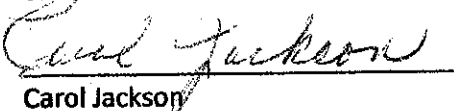


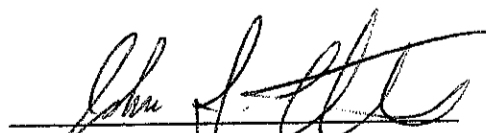
EXHIBIT A

  
 Rich Hadfield, Treasurer  
 Board Members:

  
 Larry Hamilton

  
 Candice Sturdevant

  
 Carol Jackson

  
 Joshua Roth, Secretary

  
 Keith Chase

  
 Glenn Batson