

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 2, 2017

Casto & Harris EPN11130

CALL TO ORDER Commissioner Morley called the meeting to order at 11:27 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Dawn Wooster; all present.

PUBLIC COMMENT

MINUTES – February 16, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Proposal from Infocon Corp. for microfilming images in the Prothonotary’s system at an estimated cost of \$9,981.75, to be paid through the Prothonotary’s Automation (Civil) Fund. This will continue the microfilm project to include documents for the years 1982-2001.

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

CONTRACTS AND AGREEMENTS

Termination of contract with Vicki Flewellyn for cleaning services in the Galeton District Judge Office effective February 24, 2017.

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

Contract with Danielle Stilson-Peffer for cleaning services in the Galeton District Judge Office effective February 27, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with the County of Erie for part-time use of forensic pathologist, Jan. 1, 2017, through Dec. 31, 2017 with a yearly retainer fee of \$2,600.

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

PCHS CONTRACTS AND AGREEMENTS

■ CHILDREN AND YOUTH

15/16

16/17

Galeton Area School District

Per School/Per Intensive Case Manager

\$6,000

No Change

7/1/16 to 6/30/17

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

TRAINING REQUESTS

--Jake Ostrom – Tax Assessment – “Understanding TIF, LERTA & KOZ”, Towanda, Pa. Mileage.

--Pauline Kleintop, Jeanette Stuckey & Michele Gledhill – Auditors – PSACA Northeast Caucus Meeting, Towanda, Pa. Registration and mileage.

--Sandra Lewis – Elections – WPEPA Spring Meeting, Altoona, Pa. Registration, lodging and mileage.

--Glenn Drake II – Sheriff – Recertification, Clarion, Pa. Mileage and meals.

--Glenn Dunn – DES – PEMA Homeland Security Training, Harrisburg, Pa. Costs covered by North Central Task Force.

--Bryonna Swede – PCHS – BHARP Trauma Institute trainings, Lewisburg, Pa. Lodging.

--Krista Miller – Treasurer – CTAPA Spring Seminar, State College, Pa. Lodging, meals and mileage.

--Susanne Boucher – PCHS – Supervisory Training, State College, Pa. Registration and lodging.

--Colleen Wilber – PCHS – PCCD CJAB Conference, State College, Pa. Lodging.

--Jake Ostrom – Tax Assessment – AAP Annual Conference, Lancaster, Pa. Registration, lodging and mileage.

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

PERSONNEL

Resignation received from Kyle Babcock as part-time corrections officer at the Potter County Jail effective February 21, 2017. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Judge Delores Weiss has hired Danielle Stilson-Peffer as full-time secretary/clerk in the Galetton District Judge Office, effective February 24, 2017. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Maintenance Supervisor Joe Kurtz requests the hiring of Kevin Coates as a temporary on-call maintenance worker for seasonal help March 1, 2017 through October 1, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Motion to establish of Community Development Director 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 Kefover reported on the Essential Emergency Services Training (EEST) meeting that was held at the Gunzburger Building. There was good representation from Potter and McKean counties with strong support for the goal of supporting youth emergency training and volunteering. Jim Young, executive director of the Seneca Highlands Career & Technical Center, provided the specifics of the 3-credit, 3-year, dual-certification training curriculum that is being developed. Letters will be sent to continue the fundraising effort

An individual involved in community initiatives in Brockway has contacted Commissioner Kefover for information on Potter County's Circuit Rider program for downtown and community development, with an interest in pursuing a similar initiative in Brockway.

Commissioner Heimel provided an update on the Stepping Up Initiative, which involves providing services for criminals with mental health issues. Comm. Heimel and PCHS Administrator Jim Kockler are now able to join the Rural Counties Network within the national structure.

Plans are moving forward for the Veterans Gravestone Restoration Project, being coordinated by the Potter County Veterans Service Committee. Members will engage cemetery associations, volunteers and historical organizations to assist.

Commissioner Morley expressed his appreciation for Commissioner Heimel's work on the CCAP magazine, County News, emphasizing the challenges of rural counties in Pennsylvania.

Comm. Morley reported that the Potter/Tioga tourist promotion agency (TPA) merger is continuing to gain support from Potter County municipalities.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #484	1,747.00
PAYROLL AUTOMATIC DEPOSITS	47,723.77
PAYROLL CHRISTMAS CLUB DEPOSITS	1,358.00
PAYROLL TAX TRANSFERS (EFTPS)	18,550.43
STATE TAX WITHHOLDINGS (ETIDES)	2,329.77
ACCOUNTS PAYABLE CHECKS -- Check #56131-56237 3/02	97,546.21
Check #56238 3/03	3,315.55
Total Checks Written	172,570.73

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

Potter County Courthouse Fiscal Summary – 3/03/2017

<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	84047-84050			6,142.02
10	Payroll-Direct Deposit	9021885-9021982			86,778.53
10	General Fund - Accounts Payable	120932-121047			135,731.14
10	General Fund – A/P Manual Checks	903031721-903031725; 999104			134,209.40
11	LEPC	2331-2332			1,198.59
15	North Fork Dam	121048			22.00
16	911	2508-2511			1,142.09
17	Saulter Preserve	121049			20.00
18	Automation Fund (Civil)	121050			1,519.68
34	V.O.J.O.	121051-121052			726.10
35	Victim Services	121053-121055	121054	497.10	1,158.54
59	P.C. Victim Impact Panel	121056-121057			250.00
62	CDBG	121058			15,000.00

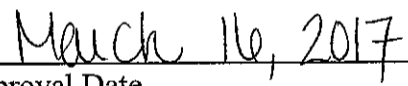
~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

NEXT MEETING: March 16, 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