

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 16, 2017

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:02 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** Ulysses Borough Councilman Roy Hunt posed a series of questions about the pending Potter County Visitors Assn. (PCVA) merger with the Tioga County Visitors Bureau. Materials were sent to municipalities in early February to gain support through a resolution authorizing the merger. Mr. Hunt stated that Ulysses Borough Council tabled action until more information was gathered. Commissioner Morley detailed how the process has proceeded and encouraged those interested in more details to contact PCVA or the Commissioners.

**MINUTES** -- March 2, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Resolution #5 of 2017 – Change in location for Galeton Borough First Ward Voting District at the request of Elections Director Sandra Lewis. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

GIS/Planning Director Will Hunt asked the Commissioners to fund two on-site training sessions that would be presented by the Pa. State Assn. of Boroughs (PSAB). Courses cover Community Planning (May) and Subdivision & Land Development (June) for townships and boroughs and would be held in Coudersport. Cost to the county would be \$1,650 per course. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Request from Sweden Twp. Police Dept and Coudersport Police Dept. for funding assistance for mobile data terminals and printers to accommodate electronic filing with District Judge offices. Commissioner Morley proposed an offer of \$1,200 per department, adding that the equipment would save the county expenses in the three District Judge offices. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with Kimberly Kio for cleaning services in the Shinglehouse District Judge Office, March 1, 2017 to February 28, 2018, at \$10.00 per week. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with KOS Inc. for copier maintenance in the Register & Recorder Office, March 25, 2017 to March 25, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with KOS Inc. for copier maintenance in the Potter County Court System at a flat rate of \$54.00 per machine, April 1, 2017 thru March 31, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

■ **MENTAL HEALTH**

15/16                      16/17

Guidance Center

MH Psychiatric Outpatient Services –

Project RAPPORT

Maximum of \$25,000.00

\$49.21/hr.              \$12.50 per 15-minute unit

7/1/16 to 6/30/17

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

**TRAINING REQUESTS**

--Ann Marie Rathbun – Court Reporter – Court Reporter Training, Lancaster, Pa. Registration & lodging. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.  
 --Danielle Stilson – DJ Galetton Office – Violent Workplace Emergencies: The Active Shooter, Coudersport, Pa. Registration. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.  
 --Isaac Musser – PCHS – Family Group Decision-Making, Mechanicsburg, Pa. Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.  
 --Ray Morales, Derick Morey & Brian Abel – Probation – Officer Survival Mindset, Cover & Concealment, Harrisburg, Pa. Lodging. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

**PERSONNEL**

**CHIEF CLERK REPORT**

Received an application for 2017 Liquid Fuels Tax funds from Homer Township, \$1,843.47. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

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

**COMMISSIONERS' REPORTS**

Commissioner Kefover presented a brief description of the state’s proposal to consolidate human services departments and the effects it could have on Aging services, which was discussed at a recent Potter County Aging Advisory Council meeting. She also complimented the Potter County Conservation District for its many projects and initiatives.

Commissioner Heibel discussed the numerous topics of local interest that will be covered during the County Commissioners Assn. of Pa. Spring Conference in Harrisburg, including shale gas development and issues related to the 2017-18 state budget that could have a major impact on Potter County.

**BILLS**

**Potter County Human Services Fiscal Summary**

|   |                   |
|---|-------------------|
| PAYROLL CHECKS - Check #485                       | 1,747.00          |
| PAYROLL AUTOMATIC DEPOSITS                        | 51,042.40         |
| PAYROLL CHRISTMAS CLUB DEPOSITS                   | 1,298.00          |
| PAYROLL TAX TRANSFERS (EFTPS)                     | 20,097.64         |
| STATE TAX WITHHOLDINGS (ETIDES)                   | 2,489.25          |
| ACCOUNTS PAYABLE CHECKS – Check #56239-56359 3/16 | 151,014.15        |
| Check #56238 3/03                                 |                   |
| <b>Total Checks Written</b>                       | <b>227,688.44</b> |

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

**Potter County Courthouse Special Run – 03/10/2017**

| <i>Fund #</i> | <i>Fund Description</i> | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|-------------------------|------------------|-------------------------|-------------------------|--------------|
| 62            | CDBG                    | 121061           |                         |                         | 5,530.00     |

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

**Potter County Courthouse Fiscal Summary – 3/17/2017**

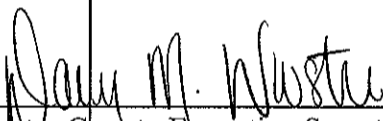
| <i>Fund</i> | <i>Fund Description</i>          | <i>Check #'s</i>    | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|-------------|----------------------------------|---------------------|-------------------------|-------------------------|--------------|
| 0           | Payroll-Checks                   | 84051-84053         |                         |                         | 2,186.39     |
| 10          | Payroll-Direct Deposit           | 9021983-9022081     |                         |                         | 86,192.91    |
| 10          | General Fund - Accounts Payable  | 121062-121155       | 121078                  | 21.86                   | 151,226.68   |
| 10          | General Fund – A/P Manual Checks | 903171726-903171730 |                         |                         | 127,023.60   |
| 11          | LEPC                             | 2333-2338           |                         |                         | 1,422.26     |
| 16          | 911                              | 2512-2515           |                         |                         | 7,076.68     |
| 18          | Automation Fund (Civil)          | 121156-121157       |                         |                         | 969.50       |
| 28          | Domestic Relations IV-D          | 739                 |                         |                         | 40,075.07    |
| 32          | Specialty Courts                 | 121158              |                         |                         | 630.72       |
| 34          | V.O.J.O.                         | 121159              |                         |                         | 610.05       |
| 35          | Victim Services                  | 121160              |                         |                         | 649.05       |
| 59          | P.C. Victim Impact Panel         | 121161              |                         |                         | 70.00        |

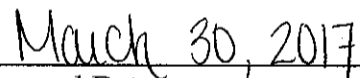
~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**NEXT MEETING:** March 30, 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

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

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

## RESOLUTION #5 – 2017

### CHANGE IN POLLING PLACE FOR GALETON BOROUGH FIRST WARD VOTING DISTRICT

**WHEREAS**, the polling place for Galeton Borough First Ward Voting District was located at 27 West St, Galeton, Pennsylvania; and


**WHEREAS**, the Galeton Borough First Ward Voting District has been re-established to the new location in the St. Bibiana's Social Center at 111 Germania St, Galeton, Pennsylvania; and

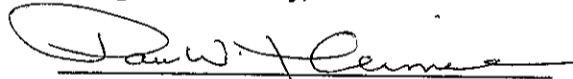
**WHEREAS**, the Potter County Board of Elections, has the authority to designate polling places per County Code 25 P.S.2726, Election Code.

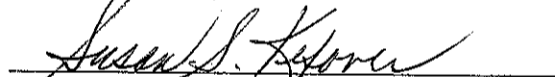
**NOW THEREFORE, LET IT BE RESOLVED**, THAT the Board of Potter County Commissioners, does support the re-establishment of the Galeton Borough First Ward Voting District, commencing with the Municipal Primary Election to be held on Tuesday, May 16, 2017.

**DULY ADOPTED** at the regular meeting of Potter County this 16th day of March, 2017.

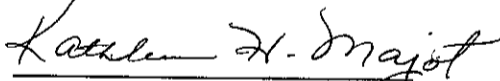
### POTTER COUNTY COMMISSIONERS

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

  
\_\_\_\_\_  
Paul W. Heimel, Vice-Chairman

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

ATTEST:

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