

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

SEPTEMBER 14, 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

MINUTES – August 31, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Community Development Director Jennifer Rossman presented a summary of the two applications submitted for funding through the 2017 Community Development Block Grant (CDBG). Based on site visits and research into both projects, it was recommended by Ms. Rossman and the commissioners' consultant, SEDA-COG Executive Director Bill Seigel, to proceed with the application submitted by Roulette Township for a sewer plant upgrade. Comm. Kefover expressed concern that the other proposed project, consisting of upgrades to the Galeton wastewater treatment plant, constituted a crisis. She recommended that Pa. Act 13 Shale Gas Impact Fee revenue that has been received by the county be used to support whichever of the two projects is not chosen for the CDBG funds. Comm. Morley and Comm. Heimel responded that decisions on allotment of the Pa. Act 13 revenue would require further discussion and review that should be held separate from the CDBG process. ~Action~ Comm. Heimel moved to approve the recommendation to select the Roulette Township project for FFY 2017 CDBG funding. Comm. Morley seconded. Heimel yes; Morley yes; Kefover no.

Potter County Human Services Drug & Alcohol Director Colleen Wilber provided a summary of alcohol and drug abuse trends in the county, as well as the programs and services being used to address the drug and alcohol dependencies in Potter County communities. She pointed out almost 90 percent of the clients serviced by her agency are involved in the criminal justice system, where new approaches are now being employed to address addiction issues.

Reappointments to the Potter County Conservation District Board of Directors; Earl Brown as Public Director and Jon Blass as Farmer Director, each for a term of Jan. 1, 2018 to Dec. 31, 2021; and Doug Morley as commissioners' representative, also for a term of Jan. 1, 2018 to Dec. 31, 2018. ~Action~ Comm. Kefover moved to approve the reappointments. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Linkage agreement renewal with Dickinson Center Inc. for annual license requirement of programs provided, Oct. 1, 2017 to Sept. 30, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Acceptance of the FFY 2017 Emergency Management Performance Grant (EMPG) in the amount of \$87,247; grant performance period is October 1, 2016 to September 30, 2017. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Intellectual Disability (7/1/2017 to 6/30/2018)**

The Arc of Crawford County

	<u>16/17</u>	<u>17/18</u>
Administrative Fee	\$125.00/month	No Change
Base Services not Otherwise Specified	\$88 to \$120/unit	No Change
In-Home Community Supports w/Benefits	\$5.01/unit	\$5.53/unit
In-Home Community Supports w/o Benefits	\$4.46/unit	\$4.91/unit
Companion Services w/Benefits	\$3.33/unit	\$4.54/unit
Companion Services w/o Benefits	\$2.78/unit	\$3.92/unit

■ **Children & Youth**

Marshmellow Overcoat (Band)

Annual Teen Conference (11/17/2017) N/A \$1,000.00

■ **Potter County Human Services (7/1/17 to 6/30/18)**

Dawn Bacon

Training for CPR/First Aid/AED \$45.00/student No Change
 \$.54/mile No Change

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

TRAINING REQUESTS

--Jacob Ostrom – Tax Assessment – AAP Fall Conference, Lancaster, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Marian Butler & Sarah Seeley – DJ Coudersport Office – 2017 MDJS Workshop, Wellsboro, Pa. Each requests mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Ann Marie Rathbun – Courts – Catalyst Workshop/New Updates, online. Registration. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Resignation received from Marlin Moore as a part-time Courthouse Security Guard effective September 29, 2017, due to health issues. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation received from Christopher Ianson as a full-time Maintenance employee effective September 22, 2017, due to securing other employment. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Received applications for the 2017 Liquid Fuel tax funds from Hebron Township, \$3,213.78; Clara Township, \$1,008.97; Portage Township, \$510.75 and Sweden Township, \$2,715.85. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover distributed a bulletin for the Façade Grant Workshop taking place in Coudersport and announced the Northcentral Pa. International Expo that might be beneficial for businesses seeking to make exporting connections.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #508-509	2,442.40
PAYROLL AUTOMATIC DEPOSITS	46,931.21
PAYROLL CHRISTMAS CLUB DEPOSITS	1,130.00
PAYROLL TAX TRANSFERS (EFTPS)	18,632.51
STATE TAX WITHHOLDINGS (ETIDES)	2,296.29
ACCOUNTS PAYABLE CHECKS – Check #57701-57802 9/14	150,350.97
Check #57805-57808 9/15	2,756.39
Total Checks Written	224,539.77

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

Potter County Courthouse Fiscal Summary – 9/15/2017

<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	84138-84143			1,981.00
10	Payroll-Direct Deposit	9023390-9023500			84,434.11
10	General Fund - Accounts Payable	124665-124753			171,828.05
10	General Fund – A/P Manual Checks	909151791-909151795			123,974.72
11	LEPC	2382-2387			589.24
14	Liquid Fuels	1371-1372			2,733.34
15	North Fork Dam	124754			3,400.00
16	911 Fund	2584-2585			1,076.81
18	Automation Fund (Civil)	124755			890.00
28	Domestic Relations IV-D	753			862.50
34	V.O.J.O.	124756			610.05
35	Victim Services	124757			621.05
37	Triple Divide Water Monitoring	124758			180.76
38	Divorce Fund	124759			635.95
64	Gas Well Impact	124760			10,145.54

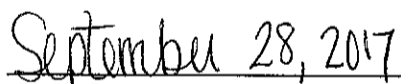
~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

NEXT MEETING: September 28, 2017

ADJOURNMENT Commissioner Kefover moved to adjourn. Commissioner Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Prepared by Dawn Wooster


 Potter County Executive Secretary


 Approval Date