

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

SEPTEMBER 28, 2017

CALL TO ORDER Commissioner Morley called the meeting to order at 11:23 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 – September 14, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

2018 Tax Anticipation Loan proposals were received from Juniata Valley Bank (JVB), Citizens & Northern Bank, First Citizens Community Bank and Northwest Savings Bank. Lowest interest rate and best overall terms were offered by JVB. ~Action~ Comm. Heimel moved to accept the Juniata Valley Bank proposal. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #7 of 2017; 2018 Tax and Revenue Anticipation Loan with Juniata Valley Bank. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Opening of bids received for three high-mileage Potter County Human Services vehicles:
2007 Chevy Impala: \$161.50, Alfred Tomb; 2004 Chevy Venture Van: \$161.50, Alfred Tomb; 2003 GMC Savanna, Handicap Van: \$330.00, Alfred Tomb

~Action~ Comm. Heimel moved to table the bids for Potter County Human Services review. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Support of the Triple Divide Watershed Coalition's continuous water monitoring through Verizon Wireless for the purpose of monitoring and transferring data. Effective Oct. 1, 2017 and covering approximately two years of service for \$5,000. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #8 of 2017 – Authorizing submission of an application for CDBG FFY 2017 ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Contract renewal with Austin Locksmithing & Security Inc. for central office monitoring services of the electronic security equipment system at the DES building, Oct. 1, 2017 to Sept. 30, 2022. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Proposal from Austin Locksmithing & Security Inc. for the installation of an upgraded security system at the Potter County DES facility. Total cost of \$3,817.66. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal between the Potter County Sheriff's Office and Potter County Domestic Relations Office for law enforcement services through the Title IV-D Child Support Enforcement Program, Oct. 1, 2017 through Sept. 30, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with KOS Inc. for maintenance service of the copier in the Potter County Sheriff's office, \$342.00 per year, effective Oct. 8, 2017 to Oct. 8, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with KOS Inc. for maintenance service of two copiers in the Potter County Commissioners Administration office, rates of \$0.009 per copy and \$0.0085 per copy, effective Oct. 17, 2017 to Oct. 17, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

16/17

17/18

■ Children & Youth (7/01/17 to 6/30/18)

KidsPeace

Residential Treatment Program for
Delinquent/Dependent Youth

\$314.23	RTF	\$339.74/day
	Diagnostic	\$339.74
	Clinical Shelter	\$339.74

■ Drug & Alcohol (7/01/17 to 6/30/18)

Turning Point

Inpatient Non-Hospital Treatment Short-Term (men)	\$187.00	\$192.00
Inpatient Non-Hospital Treatment Long-term (men)	\$143.00	\$143.00
Inpatient Non-Hospital Treatment Detox (men & women)	\$238.00	\$249.00
Inpatient Non-Hospital Treatment Short-Term (women)	\$170.00	\$163.00
Inpatient Non-Hospital Treatment Long-Term (women)	\$157.00	\$157.00

■ Mental Health (7/01/17 to 6/30/18)

Linda Swift

Independent Escort Contractor

Round Trip, portal to portal less than 4 hours	\$ 70.00	No Change
Round Trip, portal to portal 4 up to 8 hours	\$120.00	No Change
Round Trip, portal to portal 8 hours and over	\$240.00	No Change

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

TRAINING REQUESTS

--Krista Miller & Kelsey Valenti – Treasurer – CTAP Fall Seminar, State College, Pa. Lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Sherry Hoffman & Sue Weber – PCHS – Protective Service Enrichment, Bellefonte, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Angela Milford – Jail – Prison Medical Management Workshop, Harrisburg, Pa. Meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Valerie Tinder – Jail Nurse – Prison Medical Management Workshop, Harrisburg, Pa. Meals and mileage. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Matt Metzger – Courts – Estate Administration, Bellefonte, Pa. Registration. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Susanne Boucher & Nicole Wilson – PCHS – Protective Service Conference, Harrisburg, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Barbara Busch – PCHS – Ombudsman Volunteer Coordinator Training, State College, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Will Hunt & Charlie Tuttle – GIS/Planning - North Pa. GIS Conference, Clarion, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Danielle Stilson – DJ Galetton Office – MDJS Advanced Training, Mechanicsburg, Pa. Lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Ray Morales & Brian Abel – Probation – Juvenile Justice Conference, Harrisburg, Pa. Registration, lodging, mileage, meals and parking. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Retirement notice received from Priscilla Watson as Deputy II in the Register of Wills and Recorder of Deeds office, effective December 29, 2017. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Warden Glenn Drake has hired Cody Bova as a part-time Corrections Officer at the Potter County Jail, effective October 2, 2017. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Warden Glenn Drake has hired Colby Babcock as a part-time Corrections Officer at the Potter County Jail, effective October 9, 2017. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Sheriff Glenn Drake has hired Wayne Buck as a part-time Security Guard at the Potter County Courthouse, effective October 9, 2017. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Applications for 2017 Liquid Fuel tax funds from Abbott Township, \$2,382.51m and Allegany Township, \$2,545.17. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover commented on the efforts of Galeton native Kelly Thompson. She has been spearheading efforts to raise support and collect supplies for those devastated by the hurricane on her home island of Vieques.

Commissioner Heimel continues researching issues related to options for county jails to reduce recidivism, cut costs and enhance public safety through more effective services for inmates with mental illness and or addiction.

Commissioner Morley reported that the higher payments-in-lieu-of-taxes (PILT) for state-owned forest and park lands have taken effect. The county is now receiving \$537,000 annually, which is an increase of \$216,400 per year. School districts and townships where state forest and park land is located are also receiving higher payments each year, total \$216,400 more for school districts and \$216,400 for municipalities. Commissioner Morley commended Commissioner Heimel for his effective advocacy for the higher PILT payments as chairman of the Pa. State Land Tax Fairness Coalition.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #510-511	2,442.40
PAYROLL AUTOMATIC DEPOSITS	47,503.08
PAYROLL CHRISTMAS CLUB DEPOSITS	1,130.00
PAYROLL TAX TRANSFERS (EFTPS)	18,773.31
STATE TAX WITHHOLDINGS (ETIDES)	2,319.29
ACCOUNTS PAYABLE CHECKS – Check #57809-579026 9/28	152,098.27
Total Checks Written	224,266.35

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

Potter County Courthouse Fiscal Summary – 9/29/2017

<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	84144-84147			2,512.30
10	Payroll-Direct Deposit	9023501-9023599			87,799.03

10	General Fund - Accounts Payable	124761-124868			80,892.07
10	General Fund - A/P Manual Checks	909291796- 909291700			128,846.98
11	LEPC	2388-2389			199.99
14	Liquid Fuels	1373-1374			3,424.93
15	North Fork Dam	124869			22.00
16	911 Fund	2586-2594			7,398.53
17	Saulter Preserve	124870-124871			69.98
28	Domestic Relations IV-D	754			315.00
32	Specialty Courts	124872			361.02
34	V.O.J.O.	124873			610.05
35	Victim Services	124874			1,107.05
37	Triple Divide Water Monitoring	124875			5,000.00

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

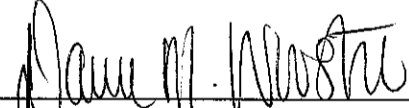
Potter County Courthouse First of the Month - 10/02/2017

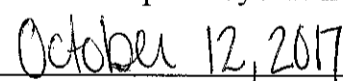
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	124876-124887			56,395.14
10	General Fund - A/P Manual Checks	999111			40.00
11	LEPC	2390			309.12
16	911 Fund	2595-2596			792.00

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

NEXT MEETING: October 12, 2017

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


Potter County Executive Secretary

Prepared by Dawn Wooster

Approval Date



*Established
1804*

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

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*

RESOLUTION #7 OF 2017

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION AUTHORIZING TAX AND REVENUE ANTICIPATION NOTE

WHEREAS, the Board of Commissioners, of Potter County, Pennsylvania, hereinafter called the Local Government Unit, anticipates current revenues as yet uncollected; and

WHEREAS, the said Local Government Unit has adequate funds for current expenditures; and

WHEREAS, the said Local Government Unit has determined that it is necessary to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated revenues; and

WHEREAS, the The Juniata Valley Bank has submitted to the said Local Government Unit a proposal to purchase a tax anticipation note of the Local Government Unit and the Local Government Unit desires by the adoption of this resolution to accept such proposal and authorize the issuance and sale of its tax and revenue anticipation note;

NOW THEREFORE, BE IT RESOLVED that,

1. The Local Government Unit hereby authorizes the issuance of a tax and revenue anticipation note in the amount of \$1,000,000.00 in anticipation of the receipt of current taxes and revenues to be sold at private sale.

2. There shall be twenty (20) notes each in the denomination of \$50,000.00, each shall be redeemable at any time at the option of the officers of the Local Government Unit without penalty or premium, shall be fully registered without coupons, as of the date issued and sold, bear interest at the rate of 1.62 percent, shall mature on December 31, 2018, and shall be payable at the 64 Main St., Port Allegany office of the Lender, shall be substantially in the form annexed to the resolution as Exhibit A and hereby made a part of the resolution as though fully set forth in this place.

3. The proposal of the The Juniata Valley Bank to purchase the note dated September 19, 2017, is hereby accepted and shall be incorporated into the minutes of this meeting. A true and correct copy of said Proposal is attached hereto as Exhibit B, and the appropriate executive officers are hereby authorized and directed to execute and deliver a duplicate original of the acceptance of said proposal to the Lender.

4. The Local Government Unit hereby pledges to the Lender and grants to the Lender a first lien and charge on its taxes and revenues to be received during the period when the note is outstanding to secure the payment of the indebtedness evidenced hereby and the interest thereon.

5. Payment of principal and interest shall be made in the following amounts and on the following dates: Each of the twenty (20) fifty thousand dollar (\$50,000.00) denomination notes shall, if sold, be repaid on or before December 31, 2018 with a principal amount of \$50,000.00 to be repaid plus interest at a rate of 1.62% per annum with a maximum interest payment amount for the entire year of \$810.00 with the actual amount of interest to be paid calculated by multiplying said maximum interest amount of \$810.00 times a ratio which has as its numerator the number of days between the date the note was issued and sold and the date the note was repaid and has as its denominator 360 days.

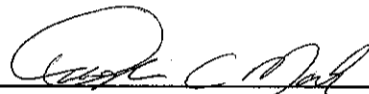
6. The appropriate executive officer be and hereby is authorized and directed to execute and deliver in the name of, on behalf of, and under the seal of, the Local Government Unit, the tax and revenue anticipation note in the form and containing terms described above, and the Secretary of the Local Government Unit be and hereby is authorized and directed to attest the same.

7. The appropriate executive or fiscal officer be and hereby is authorized and directed to prepare or cause to be prepared and to file a Certificate as to Taxes and Revenues to be Collected as required by Section 8128 of the Local Government Unit Debt Act. A true and correct copy of said Certificate is attached hereto as Exhibit C.

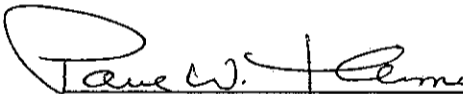
8. The executive officers of the Local Government Unit be and hereby are authorized and directed to perform all acts which are necessary and proper for the valid issuance and securing of the note.

IN WITNESS WHEREOF, the undersigned has hereunto set their hand and affixed the seal of the Local Government Unit this 28th day of September, 2017.

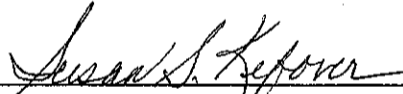
POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman

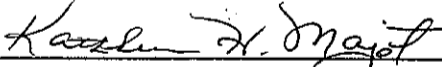


Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

Attest:



Kathleen H. Majot, Chief Clerk



*Established
1804*

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

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*

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION # 8 of 2017 *Potter County, Pennsylvania*

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for Federal Fiscal Year 2017 under the Community Development Block Grant Program, and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the County of Potter, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the Potter County Board of Commissioners has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds and represent the non-entitlement communities within the county; and

WHEREAS, the Potter County Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, the Potter County Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, the Potter County Board of Commissioners wishes to apply for said funds.

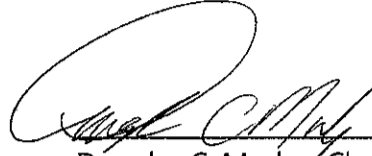
NOW, THEREFORE, BE IT RESOLVED by the Potter County Board of Commissioners that its Chairman is authorized to have prepared by the Potter County Community Development Program staff the necessary forms and documents in order to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED that the Community Development Plan developed as a result of the citizen participation process and municipal information gathering is hereby adopted; and

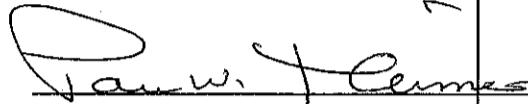
BE IT FURTHER RESOLVED that the Chairman of the Potter County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the County of Potter.

Adopted by the Potter County Board of Commissioners at the regular meeting of September 28, 2017.

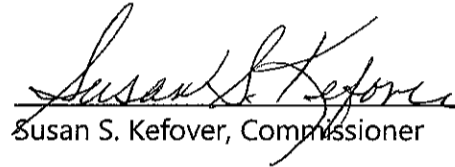
POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman

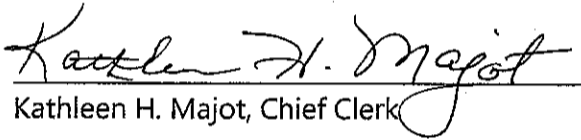


Paul W. Heimel, Vice-Chairman



Susan S. Kefover, Commissioner

ATTEST:



Kathleen H. Majot, Chief Clerk





*Established
1804*

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

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*

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION #9 OF 2017 *Potter County, Pennsylvania*

POTTER COUNTY FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the County of Potter that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed. It is the policy of the County of Potter to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed.

Therefore, the County of Potter does hereby pass the following resolution.

BE IT RESOLVED, that within available resources, the County of Potter will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed to seek equity under federal and state laws by filing a complaint with the Fair Housing Officer, at the Potter County Commissioners Office, Courthouse, Coudersport, PA.

BE IT FURTHER RESOLVED that the Potter County Commissioners shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

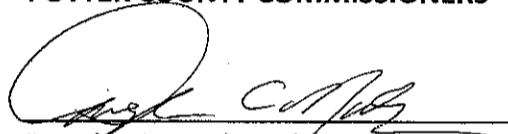
FURTHER ACTION will at a minimum include, but not to be limited to:

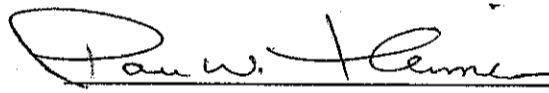
- 1) Publicizing the name and contact information of the Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- 2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- 3) Use the fair housing logo on all materials dealing with housing programs such as, but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

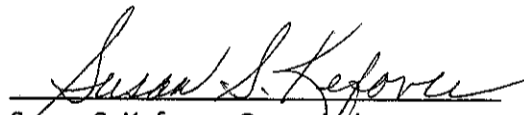
If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business office at (814) 274-8290.

APPROVED by the Potter County Board of Commissioners at their regular meeting held on the 28th day of September, 2017.

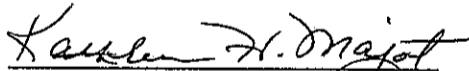
POTTER COUNTY COMMISSIONERS


Douglas C. Morley, Chairman


Paul W. Heimel, Commissioner


Susan S. Kefover, Commissioner

ATTEST:


Kathleen H. Majot, Chief Clerk

