

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 29, 2018

CALL TO ORDER Commissioner Morley called the meeting to order 11:01 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 – March 15, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Proclamation of April 8-14, 2018 as National Library Week ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Acknowledgement of use of Capital Outlay funds from 2017 to be transferred to operational reserve to continue to build project funds for 2018.

Appointment of Chris Robbins to the Potter County Conservation Board of Directors as a Farmer/Director, term of March 29, 2018 to Dec. 31, 2020. This appointment fills a vacancy created by Leroy White's resignation. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Memorandum of understanding with Northcentral Pa. Regional Planning and Development Commission and Cameron, McKean and Potter Counties for the collaboration of a Multi-County Comprehensive Plan. Effective July 1, 2018 to June 30, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Contract renewal with MPS Consulting Firm for 911 Fund management and consulting services. Cost is \$24,000, term of Jan. 1, 2018 through Dec. 31, 2018. Successful PEMA audit for 2015-2016 has been completed. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Acceptance of the Grant Agreement with Pa. Dept. of Military and Veterans Affairs for the 2017-2018 Veterans' Trust Fund grant in the amount of \$11,250. The Veterans Service Committee appreciates efforts of American Legion Post 192 to step up and help coordinate activities planned for the September 2018 Vietnam Veterans Weekend. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with George D. Parsell for mowing and trimming at the Galeton District Magistrate's office at a rate of \$35.00 per mowing. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS **16/17** **17/18**

■ **DRUG & ALCOHOL**

Alcohol and Drug Abuse Services, Inc. 3/01/18 to 6/30/18
Contract Amendment for Prevention Services

\$80/hour to \$82/hour

■ **CHILDREN & YOUTH**

Child Accounting & Profile System (CAPS)

Addendum to Avanco (CAPS) For Consulting
03/22/18 to 6/30/19

Services For Up to \$20,000.00
(County must request services)

Prior Lease New(60 month) Lease

■ POTTER COUNTY HUMAN SERVICES

Pitney Bowes

Lease Renewal for postage meter
06/30/18 to 06/30/23

\$115.05 monthly \$139.97 monthly

\$345.03 quarterly \$419.91 quarterly

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

TRAINING REQUESTS

--Sherry Hoffman – PCHS – Train the Trainer for Pa. Individualized Assessment System, Harrisburg, Pa. Lodging. ~**Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Lisa Harris – PCHS – Legal & Financial Updates Training, Middletown, Pa. Registration and lodging. ~**Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Darcy Shutt – PCHS – Act 101 of 2010 Training, Mechanicsburg, Pa. Registration and lodging. ~**Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Barbara Busch – PCHS – Apprise Back to Basics Training, State College, Pa. Lodging. ~**Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Patricia Young-Allen – PCHS – Assessing & Responding to Suicide Threat, DuBois, Pa. Mileage. ~**Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Derick Morey, Desiree Earle, Jackie Murray & Brian Abel – Probation – Opiate Abuse/Addiction, Port Allegany, Pa. Registration and mileage. ~**Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

Hiring of Christina Cole as Aging Dept. Clerk Typist 2, Potter County Human Services, effective April 2, 2018 to fill a vacancy. ~**Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Retirement notice received from Mary Durst, paralegal, administrative assistant in the Public Defender's Office, effective April 6, 2018. ~**Action**~ Comm. Heibel moved to accept. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Application for 2018 Liquid Fuel tax funds from Oswayo Township, \$2,070.36. ~**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 stated that the regional Essential Emergency Services Training (EEST) program is close to reaching its goal of \$500,000. Several municipalities in Potter County and the county have pledged funds to bring first responder/homeland security training to the area.

She also attended a Rural Advisory Council to the Governor meeting where the affordability and availability of broadband service in Pennsylvania was discussed.

BILLS**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #1218	1,855.54
PAYROLL AUTOMATIC DEPOSITS	51,506.18
PAYROLL TAX TRANSFERS (EFTPS)	17,902.92
STATE TAX WITHHOLDINGS (ETIDES)	2,384.93
ACCOUNTS PAYABLE CHECKS – Check #61444-61574 3/28	90,487.49
Total Checks Written	164,137.06

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

Potter County Courthouse Special Run – 3/21/2018

<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	126100			2,500.00

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

Potter County Courthouse Fiscal Summary – 3/30/2018

<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	85042-85047			3,547.63
10	Payroll-Direct Deposit	9024849-9024975			100,661.79
10	General Fund - Accounts Payable	126101-126192	125942	50.00	249,880.97
10	General Fund – A/P Manual Checks	903301831-903301835			144,519.77
11	LEPC	2530-2532			2,241.94
15	North Fork Dam	126193			22.00
16	911 Fund	2674-2680	2650	767.24	121,263.18
17	Saulter Preserve	126194			20.00
18	Automation Fund (Civil)	126195			1,838.99
28	Domestic Relations IV-D	1005			360.00
32	Specialty Courts	126196			209.74
34	V.O.J.O.	126197			610.05
35	Victim Services	126198-126199			1,205.06
38	Divorce Fund	126200			802.55
51	Capital Projects	126201			125,000.00
59	Victim Impact Panel	126202			58.39
62	CDBG Entitlement	126203			313.88

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

Potter County Courthouse First of the Month – 4/02/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
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10	General Fund - Accounts Payable	126204-126216	126205	238.64-	117,483.99
10	General Fund - A/P Manual Checks	999118			35.00
11	LEPC	2533			309.12
16	911 Fund	2681-2682			792.00

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

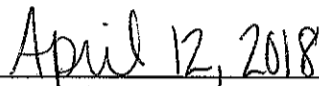
NEXT MEETING: April 12, 2018

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



**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*
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Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

PROCLAMATION

National Library Week

April 8 – 14, 2018

WHEREAS, Pennsylvania libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools;

WHEREAS, Pennsylvania librarians are organizers and information experts who for centuries have guided people to the best information resources. Librarians provide the expertise, services and guidance for patrons to access credible sources and information, making their own informed decisions about the worlds they navigate;

WHEREAS, Pennsylvania librarians continue to fulfill their role in leveling the playing field for all who seek information and access to technologies, particularly as society continues to transition the way in which information is shared and explored across a digital landscape;

WHEREAS, Pennsylvania libraries and librarians offer more than books, offering opportunities for community engagement and delivering new services that more closely connect communities and their needs;

WHEREAS, April 10 is National Library Workers Day, a day for all library staff, volunteers and supporters to highlight the immeasurable contributions made by libraries; April 11 is National Bookmobile Day, a day recognizing the importance of libraries being available beyond their physical structure; and April 12 is honored as Take Action for Libraries day, a day which

encourages everyone to recognize how libraries enhance communities and the quality of life for patrons served;

WHEREAS, Pennsylvania libraries and librarians open a world of possibilities through Makerspaces and introductions to STEM programs, workforce development, nutrition and physical activity programs, life-planning seminars and instilling a sense of the power of reading and lifelong education;

WHEREAS, Pennsylvania libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

WHEREAS, the Pennsylvania Library Association's PA Forward initiative provides a collective voice for libraries throughout the Commonwealth to tell their stories and build capacity for the work they do with and for patrons;

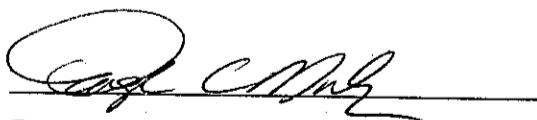
WHEREAS, Pennsylvania libraries work to serve all community members, including people of color, immigrants, people with disabilities, and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity;

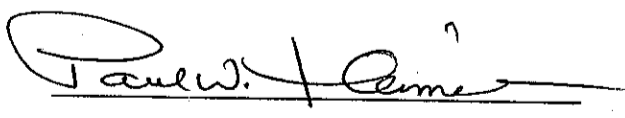
WHEREAS, Pennsylvania libraries, librarians, library workers and supporters across America are celebrating National Library Week, which is celebrating its 60th year in 2018;

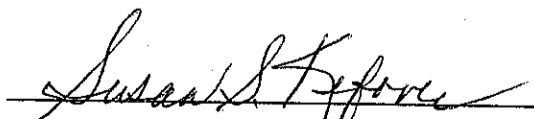
NOW THEREFORE, the Commissioners of Potter County, Pennsylvania do hereby proclaim *National Library Week, April 8-14, 2018*. We encourage all residents to visit the library this week and explore what's new at your library, and engage with your local librarians. Because of you and our experts in the library, libraries help move Pennsylvania Forward!

Given under our hands this 29th day of May, 2018.

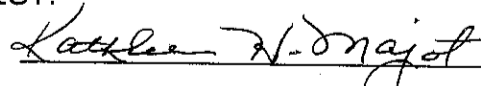
POTTER COUNTY COMMISSIONERS


Douglas C. Morley, Chairman


Paul W. Heimel, Commissioner


Susan S. Kefover, Commissioner

ATTEST:


Kathleen H. Majot, Chief Clerk