

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

APRIL 12, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:45 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 Citizen Leslie Howarth questioned a local newspaper report that the landlord of the District Court office building in Coudersport is addressing the handicapped issues on his own accord; Commissioner Morley stated that it is understood that the landlord is looking into the needs of that building for accessibility.

MINUTES – March 29, 2018 ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

NEW BUSINESS

Reappointment of Nancy Lent to the Potter County Human Services Aging Advisory Council for the three-year term of April 2018 to April 2021. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with The County of Erie for part-time use of Forensic Pathologist Eric Lee Vey, M.D. retro to January 1, 2018 to December 31, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with KOS, Inc. for maintenance services on the copier in the Treasurer's office at an annual rate of \$342.00. Term is April 17, 2018 to April 17, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Services agreement with Alertus Technologies, Inc. for installation and implementation of the Alertus System to be utilized as a countywide panic system. Cost of \$31,050, with \$25,000 being provided through CCAP's PComp grant program. County covering remainder of cost. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Service agreements with 3D Facility Services for 2018 maintenance contracts: Courthouse, \$95.00 per month; Human Services, \$290.00 per month; Gunzburger, \$725.00 per month; EMA Building, \$65.00 per month. Terms retro to April 1, 2018 through March 30, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

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

■ **Coordinated Services**

Central PA Food Bank

Back Pack Program – Austin School 12/07/17 to Present	N/A	Match Grant \$2,000 + \$2,000 from C.S.
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United States Dept. of Agriculture

USDA Bonus Commodities 1/05/17 to continuous	N/A	N/A
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Central PA Food Bank

Potter County Food Banks – State Food Grant 7/01/17 to Present	N/A	Grant amount \$26,887.72
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~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

--Crystal Thomas – PCHS – Medication Assisted Treatment, Port Allegany, Pa. Registration. - Opiate Abuse/Addiction, Port Allegany, Pa. Registration. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.
 --Sherry Hoffman – PCHS – FED Training, Harrisburg, Pa. Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.
 --Will Hunt & Charlie Tuttle – GIS/Planning – Pa. GIS Conference, State College, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Sheriff/Warden Glenn Drake has hired Richard Kouhout as a part-time Corrections Officer at the Potter County Jail retro to April 2, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #1220	1,855.54
PAYROLL AUTOMATIC DEPOSITS	49,768.67
PAYROLL TAX TRANSFERS (EFTPS)	17,604.41
STATE TAX WITHHOLDINGS (ETIDES)	2,316.09
ACCOUNTS PAYABLE CHECKS -- Check #61575 4/02	1,638.14
Check #61576-61663 4/12	155,476.70
Check #61664 4/13	2,012.54
Total Checks Written	230,673.09

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

Potter County Courthouse Special Run – 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	General Fund – Accounts Payable	126217-126219	126145-126146	145,283.86	120,597.74
62	CDBG Entitlement	126203	126203	313.88	313.88

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

Potter County Courthouse Special Payroll – 4/06/2018

<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	85048			544.81
10	Payroll- Direct Deposit		9024813, 9024930	553.05	

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

Potter County Courthouse Fiscal Summary – 4/13/2018

<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	85049-85052			2,983.48
10	Payroll-Direct Deposit	9024976-9025073			90,177.11
10	General Fund - Accounts Payable	126220-126311			231,763.64
10	General Fund – A/P Manual Checks	904131836-904131840			130,838.81
11	LEPC	2534-2538			310.85
16	911 Fund	2683-2686			5,338.06
18	Automation Fund (Civil)	126312			996.50
34	V.O.J.O.	126313			610.05
35	Victim Services	126314			610.05
61	Employee Wellness Initiative	126315			50.00
64	Gas Well Impact – Capital Reserve	126316			1,200.00

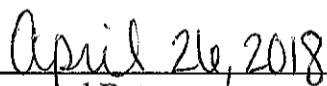
~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

NEXT MEETING: April 26, 2018

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