

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MAY 10, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:09 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 – April 26, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Potter County Conservation District Manager Jason Childs introduced the agency’s new Communications and Outreach Advisor, Emily Shosh. In her position, Ms. Shosh will oversee the district’s new educational outreach programs and public communications.

Proclamation – May 14-18, 2018 as National Police Appreciation Week. Potter County District Attorney Andy Watson was in attendance to express the need to show support and appreciation for local law enforcement. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS, Inc. for maintenance services for the copier in the Auditor’s office at a rate of \$.08 per color copy. \$.009 per black/white copy. Term of May 12, 2018 to May 12, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with KOS, Inc. for maintenance services for the copier in the Probation Department at a rate of \$342.00 per year. Term of May 16, 2018 to May 16, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring in the Potter County Courthouse at an annual cost of \$300, term of July 1, 2018 to June 30, 2019. Monitoring has been separated from previous inspection agreement. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ **AGING**

Automated Security Alert, Inc. dba Staar Alert

PERS and Medication Dispensers

7/1/18 to 6/30/19

Monthly Rental Fees:

PERS: \$29.50	No Change
PERS Cellular Unit: \$41.50	No Change
Mediation Dispensers: \$40.00	No Change
Cellular Medication Dispensers: \$50.00	No Change
Mobile PERS: \$34.95	No Change

Pauline Goochee, RN

Community Health Nurse

\$27.00/hr.

No Change

Independent Contractor

7/1/18 to 6/30/19

■ MENTAL HEALTH

Concern

Family Based Mental Health Services

3/1/18 to 6/30/18

N/A \$26.93/15 minute
Unit up to a maximum Of \$20,000.00

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

TRAINING REQUESTS

--Barb Kiel – PCHS – PDA Nutrition, Health & Wellness Conferences, State College, Pa. Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Susanne Boucher & Lisa Harris – PCHS – PDA Caregiver Support Program Training, Meadville, Pa. Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Brian Abel – Probation – DUI Coordinator's Conference, State College, Pa. Mileage. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Glenn Dunn & Dean Predmore – DES – Quarterly Training, State College, Pa. Mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Derick Morey – Probation– Certified Firearm Instructor Course, Palmyra, Pa. Lodging, mileage and meals. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

Paid internship under county internship policy with Cameron Kockler in the District Attorney's office, effective May 7, 2018 and concluding on August 10, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Warden Glenn Drake has terminated the employment of Wayne Buck as a part-time Corrections Officer at the Potter County Jail, effective May 4, 2018. ~Action~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Warden Glenn Drake has hired Jeremy Barnard as a part-time Corrections Officer at the Potter County Jail retro effective May 4, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Resignation received from Dawn Wooster, Confidential Executive Secretary, effective June 8, 2018. ~Action~ Comm. Heibel moved to accept. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Hiring of Jessica Giebel for the new position of Criminal Justice Resources Coordinator, effective May 29, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT

Received applications for 2018 Liquid Fuel tax funds from Bingham Township, \$3,306.69; Sharon Township, \$3,831.80; and Allegany Township, \$2,695.19. ~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 commented on the Weather Exercise conducted at the Dept. of Emergency Services. Volunteers assisted with making phone calls and pulling resources to each crisis. Comm. Kefover stated there is a need for volunteers.

Commissioner Heibel announced that Potter County has been awarded the National Association of Counties (NACo) 2018 Achievement Award for Criminal Justice and Public Safety. He said this was a compliment to the members of the county's criminal justice system for implementing reforms that have been proven to enhance public safety, improve outcomes and save money.

Cops & Heres ENT11130

Commissioner Morley recognized Commissioner Heimel's efforts in communicating significant achievements that have garnered state and national recognition for Potter County.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #1223	1,855.54
PAYROLL AUTOMATIC DEPOSITS	51,579.72
PAYROLL TAX TRANSFERS (EFTPS)	17,876.92
STATE TAX WITHHOLDINGS (ETIDES)	2,382.71
ACCOUNTS PAYABLE CHECKS - Check #61779 5/01	1,363.61
Check# 61780-61893 5/10	250,666.92
Total Checks Written	325,725.42

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

Potter County Courthouse Fiscal Summary - 5/11/2018

<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	85059-85062			3,084.50
10	Payroll-Direct Deposit	9025200-9025297			86,315.17
10	General Fund - Accounts Payable	126434-126587			704,574.52
10	General Fund - A/P Manual Checks	905111846-905111850			125,491.48
11	LEPC	2542-2546			277.16
14	Liquid Fuels	1508			1,963.44
16	911 Fund	2690-2695			9,289.68
18	Automation Fund (Civil)	126588			996.50
20	Supervision Fees	126589			178.00
34	V.O.J.O.	126590			610.05
35	Victim Services	126591			621.05
38	Divorce Fund	126592			718.47
60	Hotel Excise Tax Fund	126593-126594			16,687.61

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

NEXT MEETING: May 24, 2018

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

Prepared by Dawn Wooster


 Potter County Executive Secretary

May 24, 2018
 Approval Date



*Established
1804*

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

County of Potter Board of Commissioners

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Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

PROCLAMATION

National Police Appreciation Week

May 14 – 18, 2018

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of law enforcement agencies of Potter County, Pennsylvania play an essential role in safeguarding the rights and freedoms of the citizens of Potter County, Pennsylvania; and

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their police departments, and that members of our police departments recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

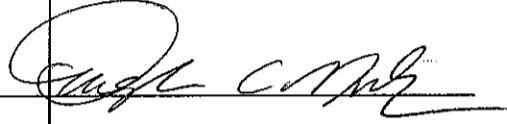
WHEREAS, the police departments of Potter County, Pennsylvania have grown to be modern and scientific law enforcement agencies which unceasingly provide a vital public service;

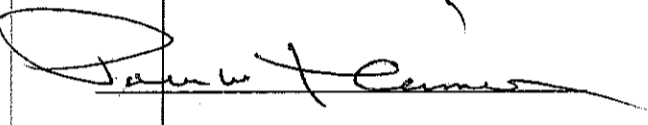
NOW, THEREFORE, WE, the Potter County Commissioners, call upon all citizens of Potter County, Pennsylvania and upon all patriotic, civil and educational organizations to observe the week of **May 14 – 18, 2018, as Police Week**. We encourage all residents to join us in thanking our local police officers by hanging signs, posters, and black and blue balloons outside of local businesses and residences.


WE FURTHER call upon all citizens of Potter County, Pennsylvania to observe Tuesday, May 15, 2018 as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

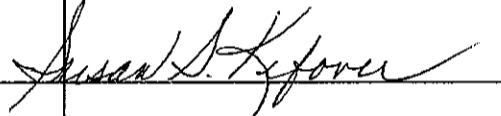
Given under our hands this 10th day of May, 2018.

POTTER COUNTY COMMISSIONERS


Douglas C. Morley, Chairman


Paul W. Heimel, Commissioner

ATTEST:

Kathleen H. Majot, Chief Clerk


Susan S. Kefover, Commissioner