

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

November 8, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:02 p.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 Danielle Gietler; all present.

PUBLIC COMMENT

MINUTES – October 25, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Approval of the 2019 County Holiday Schedule ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approval of the 2019 Commissioners Meeting Schedule ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Proposal received from Infocon Corp. for Security/Prevention File. Initial setup & software license is \$6,000.00. Ongoing software support fee is \$1,900/year. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Contract renewal with Potter County Human Services for use of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, monthly cost of \$3,035. Term of January 1, 2019 to December 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Potter County Voter Registration office at a rate of \$.0085/copy; Nov. 14, 2018 to Nov. 14, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Potter County Domestic Relations office at a rate of \$342 per year; Nov. 6, 2018 to Nov. 6, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Renewal of agreement with Cholin Corp. Inc. for preventative maintenance of the fire alarm equipment for the Potter County Jail. Annual maintenance fee \$1,950, October 2018 through October 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ **Mental Health** - 10/21/18 to 06/30/19

Northern Tier Children's Home

60-day Transitional Living program for individuals
Coming out of institutional placement or dealing with
Homelessness.

PCHS responsible for \$60 of the stipend & the
Individual is responsible for \$10/day

N/A

\$70/day

■ **Drug & Alcohol** - 10/1/18 to 06/30/19

Pyramid Health Care Inc.

Adolescent Rehabilitation Level 3-B&C

New Contract

3B - \$268.03

3C - \$268.03

Gateway Liberty Station (11/11/18 to 6/30/19)

New Contract

Adolescent & HWF

Halfway House Male Adolescent

\$239.15

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

PERSONNEL

Resignation from James Simms, PCHS Driver - effective October 26, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT

Application received for 2018 Liquid Fuel tax funds from the following municipality:

- Keating Township \$2,060.66

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

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Susan Kefover reported that NEPEDA requested a meeting on Wednesday, November 7th with Dr. Scott Sheely, Special Assistant for Workforce Development at PA Department of Agriculture. He was asked for help in strengthening our local farms. Those in attendance were Pam Streich from Workforce Solutions for North Central PA; Lacey Miles, head of the Agricultural Dept. at Northern Potter School; Northern Potter's FFA Officers; & Harry Chrissy from Penn State Extension. Farms visited were Bochman's Farm; Phil Lehman's Dairy; Kevin Smoker's, Kenny Lambert's and Hamilton's Maple Producer. It was interesting to hear what some of the farmers are changing due to the loss of dairy contracts. Dr. Sheely stated that our area has a unique farm market niche that may support "Food Hubs" created throughout Pennsylvania. Other opportunities are being discussed and researched. There will be follow up meetings.

Commissioner Heibel summarized two focus group meetings held recently for input on the Northern Pennsylvania Three-County Comprehensive Plan (2020-29) and noted that public input will soon be solicited. Among interests represented in the focus groups were environmental stewardship, agriculture, economic development, state forest/park land, emergency services, local government, travel and tourism, employment services, education and others.

Commissioner Morley introduced Jim Chorney, interim executive director of the Northcentral Pa. Regional Planning and Development Commission. He has been visiting each county in the region to discuss the agency's services and partnership opportunities with counties, business, social service agencies and other entities.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1236	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$52,179.10
PAYROLL TAX TRANSFERS (EFTPS)	\$18,288.90
STATE TAX WITHHOLDINGS (ETIDES)	\$2,423.05
ACCOUNTS PAYABLE CHECKS – Check #63250-63366	\$146,676.20
Total Checks Written	\$221,422.79

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

Casto & Harris EPN111130

Potter County Courthouse Fiscal Summary – Special Run 11/01/2018

<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	128042			\$189,327.78

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

Potter County Fiscal Summary – 11/09/2018

<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	85125-85127			\$1,997.86
0	Payroll-Direct Deposit	9026635-9026728			\$87,271.09
10	General Fund - Accounts Payable	128043-128130	127313	\$10.00	\$183,195.09
10	General Fund – A/P Manual Checks	911091811-911091816			\$123,788.11
11	LEPC	2591-2594			\$1,483.83
14	Liquid Fuels	1517-1520			\$7,398.67
16	911 Fund	2769-2773			\$23,226.09
20	Supervision Fees (County)	128131			\$4,113.87
34	V.O.J.O.	128132			\$610.05
35	Victim Services	128133			\$610.05
59	PC Victim Impact Panel	128134-128135			\$250.00
60	Hotel Excise Tax	128136-128137			\$43,198.09


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

NEXT MEETING: November 22, 2018

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



 Potter County Executive Secretary

Prepared by Danielle Gietler


 Approval Date