

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

November 21, 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 – November 8, 2018~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Amendment to Supplemental Retirement Contract through Nationwide Life Insurance. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement with Nationwide Retirement Solutions – Supplemental Plan(s) for employees. No cost to County. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with Elk County Prison – Housing of male/female inmates at a rate of \$60.00 per day, per inmate; January 1, 2019 to December 31, 2021. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Maintenance Agreement – KOS Inc. for services on copier in Potter County Veterans Affairs office at a rate of \$265.00 per year, Dec. 1, 2018 to Dec. 1, 2019. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Lease Agreement – for Potter County Education Council for modular offices at 5 Water Street in Coudersport at a cost of \$1,000.00 per month; Sept. 1, 2018 to Jun. 30, 2023. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

Sandy Hoffman – Probation – New User Juvenile Delinquency Case Processing, Mechanicsburg, Pa. Requests mileage & meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Amanda Morey – PCHS – Coaching/Life Course Training, Smethport, Pa. Requests mileage & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

COMMISSIONERS' REPORTS

Commissioner Kefover reported on the County Commissioners Assn. of Pa. (CCAP) Fall Conference in Hershey. She attended the Community and Economic Development Committee meeting; Women's Caucus; and workshops on Community & Mental Health Diversion and Rural Broadband. She also shared observations by Lisa Soronen, executive director of State & Local Legal Centers, on U.S. Supreme Court issues and the dynamics of the court system.

Commissioner Heimel discussed his participation in the CCAP Fall Conference in Hershey, where his focus was on criminal justice reform, energy policy/shale gas development, trouble signs on the horizon for state funding of mandated services provided by counties, and advocacy at the State Capitol for rural interests.

Commissioner Morley, who is also director of emergency services, introduced Mitch Smith from MPS Consulting. He shared details and answered questions on the 911 emergency communications network upgrades that the commissioners have approved. Through 14 towers, microwave relay technology and other infrastructure, communications coverage will be enhanced and response times by emergency agencies will be shortened. Smith said he is working closely with Glenn Dunn, the county's emergency management coordinator, to engage emergency responders across Potter County to seek input on their communications needs and respond to concerns. Work on the system should begin next year. The upgraded system will have a life expectancy of approximately 15 years.

BILLS

Potter County Human Services Fiscal Summary

| | |
|--|---------------------|
| PAYROLL CHECKS – Check #1237 | \$1,855.54 |
| PAYROLL AUTOMATIC DEPOSITS | \$49,841.58 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$17,571.51 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$2,328.33 |
| ACCOUNTS PAYABLE CHECKS – Check #63367-63467 | \$77,553.19 |
| Total Checks Written | \$149,150.15 |

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

Potter County Fiscal Summary – 11/21/2018

| <i>Fund #</i> | <i>Fund Description</i> | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|----------------------------------|--------------------------------|------------------------------|-------------------------|--------------|
| 10 | Payroll-Checks | 85128-85133 | | | \$2,991.46 |
| 10 | Payroll-Direct Deposit | 9026729-9026853 | | | \$95,403.74 |
| 10 | General Fund - Accounts Payable | 128138-128304 128318-128411 | 128179, 128189, 128240 | \$399.00 | \$177,397.68 |
| 10 | General Fund – A/P Manual Checks | 911211817- 911211822 | | | \$135,376.82 |
| 11 | LEPC | 2596-2598 | | | \$542.26 |
| 14 | Liquid Fuels | 1521 | | | \$2,210.18 |
| 16 | 911 Fund | 2776-2780 | | | \$7,265.15 |
| 18 | Automation Fund (Civil) | 128412-128413 | | | \$4,863.63 |
| 20 | Supervision Fees (County) | 128414 | | | \$9.00 |
| 25 | Automation Fund (Criminal) | 128415 | | | \$311.65 |
| 34 | V.O.J.O. | 128416 | | | \$610.05 |
| 35 | Victim Services | 128417 | | | \$1,118.05 |
| 38 | Divorce Fund | 128418-128419 | | | \$21,065.25 |
| 50 | 911 System Upgrade Fund | 12820 | | | \$960,000.00 |

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

Potter County Courthouse First of the Month – 12/01/2018

| <i>Fund #</i> | <i>Fund Description</i> | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|----------------------------------|------------------|-------------------------|-------------------------|--------------|
| 10 | General Fund - Accounts Payable | 128305-128317 | | | \$66,191.91 |
| 10 | General Fund – A/P Manual Checks | 999126 | | | \$35.00 |
| 11 | LEPC | 2595 | | | \$309.12 |
| 16 | 911 Fund | 2774-2775 | | | \$705.41 |

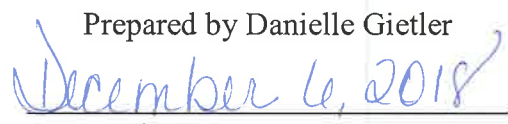
~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

NEXT MEETING: December 6, 2018

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



 Potter County Executive Secretary

Prepared by Danielle Gietler


 Approval Date