

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

December 20, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:20 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Recording Secretary Danielle Gietler, Chief Clerk Kathleen Majot; all present.

PUBLIC COMMENT

MINUTES – December 6, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Adoption of 2019 County Operating Budget. The proposed budget was advertised and posted for public review and comment. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #5 of 2018 for Area Transportation Auth. Local Match FY '19-20. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Adoption of Ordinance No. 3 of 2018 for the Pa. Counties Risk Pool. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Modification of Ordinance #2 of 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sale of Repository Properties proposed by Potter County Tax Claim Bureau. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Grant of \$30,000 from Pa. Act 13 shale gas drilling restricted-use account. Local screening committee recommends that the funds be provided to Pike Township for Genesee Fork Bridge repair. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

SEDA-COG Professional & Administrative Service Agreement for Community Development Block Grant, paid through CDBG administrative fund allotment. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

MPS Consulting Firm – 911 Fund Management Services Agreement, Jan. 1, 2019 – Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS 17/18 18/19

■ Aging– 07/01/18 to 03/31/2019

Aging Well Pa., LLC – New Contract

Assessment Payment N/A \$274.11

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

TRAINING REQUESTS

--Jake Ostrom -- Tax Assessment – AAP Clean & Green Committee Meeting, Harrisburg, Pa. All expenses paid by AAP. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Irene Douglass -- District Court 55-4-03 – Advanced Traffic/Non-Traffic, Williamsport, Pa Mileage, meals and parking. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Hiring of Carol Brown as part-time Ulysses Senior Center Operator I, through the PCHS/Aging, effective January 2, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Hiring of Heather Morey as full-time Caseworker II, PCHS Children & Youth, effective Jan. 7, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Linda Swift resignation from the Potter County Human Services Advisory Board and Mental Health Escort Service, effective November 30, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Retirement of Susan Moyer, full-time Case Worker II, PCHS Children & Youth, effective January 7, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Applications for 2018 Liquid Fuels Tax funds Hebron Township, \$3,408.05; and Sylvania Township, \$460.54 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported on a state grant to support Morgan Advanced Materials expansion, creating new jobs in Coudersport and St Marys. She also reported that Isaac Musser and Marcy Weiss from Potter County Area Agency on Aging and Potter County Youth Departments are announcing a new initiative called the Family Preservation Program. It will promote cross systems collaboration and a team approach to preserve the family unit.

Commissioner Heimel reported on the pending passage of a criminal justice reform package that will provide federal support for counties implementing programs to reduce the number of repeat offenders. He also provided an update on federal and state mandates that will require Pennsylvania counties to replace their voting machines before April 2020.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1239	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$49,212.24
PAYROLL TAX TRANSFERS (EFTPS)	\$17,434.20
STATE TAX WITHHOLDINGS (ETIDES)	\$2,305.00
ACCOUNTS PAYABLE CHECKS – Check # 63568-63670 12/20	\$401,637.85
Total Checks Written	\$472,444.83

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

Potter County Courthouse Additional Run – 12/07/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
22	Farmland Preservation	128515			\$43,300.00

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

Potter County Courthouse Special Run – 12/12/2018

<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	128516-128517			\$140,177.16

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

Potter County Fiscal Summary – 12/21/2018

<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	85138-85143			\$2,681.32
10	Payroll-Direct Deposit	9026950-9027075			\$96,020.97
10	General Fund - Accounts Payable	128518-128631			\$599,089.64
10	General Fund – A/P Manual Checks	912211829-912211833			\$135,352.02
11	LEPC	2600-2604			\$694.48
14	Liquid Fuels	1524-1526			\$24,670.33
15	North Fork Dam	128632			\$18.21
16	911 Fund	2785-2793			\$7,754.18
17	Saulter Preserve	128633			\$25.00
25	Automation Fund (Criminal)	128634-128635			\$1,873.97
20	Supervision Fees (County)	128636			\$10,000.00
21	Juvenile Restitution (Fees)	128637			\$1.48
22	Farmland Preservation	128644			\$1,994.75
32	Specialty Courts	128638			\$270.71
34	V.O.J.O.	128639			\$610.05
35	Victim Services	128640-28641			\$1,230.05
60	Hotel Excise Tax	128642-128643			\$3,784.55

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

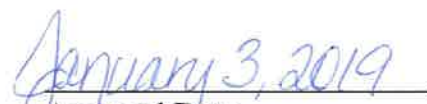
NEXT MEETING: January 3, 2019

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date



Established
1804

County of Potter Board of Commissioners

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

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION #5 OF 2018 Potter County, Pennsylvania

RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2019-2020

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$33,175.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2019-2020.

Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT DUE	PAYMENT DUE BY
July 1, 2019 – September 30, 2019	\$8,293.75	August 15, 2019
October 1, 2019 – December 31, 2019	\$8,293.75	November 15, 2019
January 1, 2020 – March 31, 2020	\$8,293.75	February 15, 2020
April 1, 2020 – June 30, 2020	\$8,293.75	May 15, 2020

We, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 20th day of December, 2018.

ATTEST:


Kathleen H. Majot, Chief Clerk

POTTER COUNTY COMMISSIONERS


Douglas C. Morley, Chairman


Paul W. Heimel, Commissioner


Susan S. Kefover, Commissioner

**BOARD OF COMMISSIONERS
COUNTY OF POTTER
COMMONWEALTH OF PENNSYLVANIA
ORDINANCE NO. 3 OF 2018**

**AN ORDINANCE AUTHORIZING THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF POTTER TO ENTER INTO AN INTERGOVERNMENTAL
COOPERATION AGREEMENT, AND AUTHORIZING THE PARTICIPATION IN THE
PENNSYLVANIA COUNTIES RISK POOL PURSUANT TO THE PENNSYLVANIA
INTERGOVERNMENTAL COOPERATION LAW, AS AMENDED**

WHEREAS, the Intergovernmental Cooperation Law, Act No. 177 of December 19, 1996, P.L. 1158, as amended, 53 Pa.C.S. § 2301 *et. seq.* (the "Law"), authorizes local governments, including counties, to jointly cooperate and enter into joint agreements with other counties in the performance of their governmental functions, powers or responsibilities; and

WHEREAS, certain counties have established the Pennsylvania Counties Risk Pool ("PCoRP") pursuant to the Law for the purpose of, *inter alia*: (a) providing a joint risk management pool to assist members in preventing and reducing losses and injuries to county property and to persons or property which might result in claims being made against members of the PCoRP, or their employees and officers; (b) creating an entity in perpetuity which will administer a joint risk management pool and using funds contributed by members to defend and indemnify, in accordance with the Bylaws and Intergovernmental Agreement of PCoRP, any member of the PCoRP against stated liability or loss, to the limit of the financial resources of the PCoRP; and providing continuing stability and availability of needed coverages at reasonable costs, as is more fully set forth in the Bylaws and Intergovernmental Agreement; and

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the County of Potter to enter into an intergovernmental cooperation agreement and become a member of the PCoRP and, hence, desires to do the same.

NOW, THEREFORE, the Board of Commissioners of the County of Potter (the "County"), does hereby enact and ordain as follows:

Section 1. The Board of Commissioners hereby enters into, joins and becomes a member of the PCoRP. The Bylaws and Intergovernmental Agreement of PCoRP, which is attached hereto as Exhibit "A," is approved substantially in the form attached hereto, the terms of which are incorporated herein by reference. The Board of Commissioners hereby authorizes and directs its officers to execute the Bylaws and Intergovernmental Agreement of the PCoRP. The Board of County Commissioners is also authorized to execute any other agreement necessary for its participation in the PCoRP.

Section 2. This Ordinance and the Bylaws and Intergovernmental Agreement approved and adopted herewith shall constitute a binding agreement and shall be sufficient warrant and authority for the officials and agents as appointed by the County to participate and represent the County's interests in the PCoRP.

Section 3. As a condition of participating in the PCoRP, the County agrees to comply with all the terms and conditions in the Bylaws and Intergovernmental Agreement.

Section 4. The duration of the Bylaws and Intergovernmental Agreement is indefinite but is subject to the right of any member county to terminate its participation as set forth therein and subject to its provisions.

Section 5. The purpose and object of the Bylaws and Intergovernmental Agreement is as set forth therein.

Section 6. The organizational structure of the PCoRP shall consist of a Board of Directors, all as is set forth in the Bylaws and Intergovernmental Agreement.

Section 7. The County delegates to the Board of Directors of the PCoRP the powers enumerated in the Bylaws and Intergovernmental Agreement.

Section 8. Any contributions required to be paid pursuant to the Bylaws and Intergovernmental Agreement shall be made with funds appropriated by the County for that purpose.

Section 9. On behalf of the County, the PCoRP is empowered to enter into any contract necessary to effectuate its purposes, and any contract entered into by the PCoRP to date is hereby ratified and affirmed.


Section 10. Any real or personal property to be owned, or owned, by the PCoRP shall be acquired, managed, licensed or disposed of as determined by the Board of Directors of the PCoRP.

Section 11. The Bylaws and Intergovernmental Agreement may be modified or amended, as set forth therein.

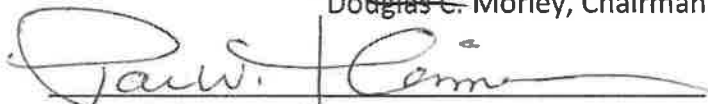
Section 12. This Ordinance is being enacted pursuant to the provisions of the Intergovernmental Cooperation Law, Act No. 177 of December 19, 1996, P.L. 1158, as amended, 53 Pa.C.S. § 2301, et seq.

Section 13. This Ordinance shall take effect immediately.

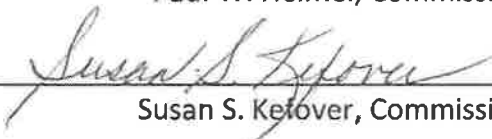
ENACTED AND ORDAINED this 20th day of December, 2018.



Douglas C. Morley, Chairman



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

Attest:



Kathleen H. Majot, Chief Clerk