

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

January 17, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:07 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – January 3, 2019 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

NEW BUSINESS

Guest Speakers – Will Hunt, director of GIS/Planning, and Amy Kessler from Northcentral Pa. Regional Planning & Development Commission provided an update on the Northern Pennsylvania Tri-County Comprehensive Plan.

Approval of 2019 enrolled members of the Potter County Emergency Management Program. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

CDBG Budget Revision Certification FFY2015 – Contract #C000062641(Genesee project) excess funds moved to Contract #C000069515 (Roulette project). ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Approval of 3-Year Project Activity Completion Extension Request for FFY2015 Contract #C000062641 (Genesee project). Request to DCED to extend the life of the funds to current contract. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Resolution #2 of 2019 – Potter County Fair Housing Resolution. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Service agreement with Northern Tier Children’s Home Residential Services Inc. for residential treatment space at the Women’s Recovery Center at a rate of \$70.00 per day, per resident, Jan. 1, 2019 through Dec. 31, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS 17/18 18/19

TRAINING REQUESTS

--Jacob Ostrom – Tax Office– Taxpayer Relief Act, Lewisburg, Pa. Registration and mileage. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Glenn Dunn & Dean Predmore – DES – Quarterly Training, Camp Hill, Pa. Lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Colleen Wilber – PCHS – 2019 PACDAA Membership Meeting, Harrisburg, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Heather Morey – PCHS – SWAN/IL Winter Meeting, State College, Pa. Mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Barb Kiel, Sue Smith, Lorri Griffen, Mary Jones, Carol Brown, Janet Long, Donna Richardson, Pauline Goochee and Julie Dingman – PCHS Aging – Healthy Steps in Motion, certified workshop leader training. State College, Pa. Lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Barbara Busch – PCHS Aging – APPRISE Annual Conference, State College, Pa. Lodging, mileage, meals. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes. Back to Basics, State College, Pa. Registration, lodging, mileage, meals. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

PERSONNEL

Jail Warden Glenn Drake has terminated Richard Kouhout as a part-time Corrections Officer at the Potter County Jail effective December 21, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Morley seconded. Heimel yes; Morley yes.

Promoted of Bryonna Swede from County Mental Health Program Specialist 1 to County Mental Health Program Specialist 2, effective January 21, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Comm. Heimel reported that the Potter County Criminal Justice Advisory Board (CJAB) members unanimously approved their 2019 strategic plan during their quarterly meeting on Jan. 10. It's a detailed document that commits members of the county's criminal justice system to working together to improve outcomes with six priorities.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1241	\$1,878.47
PAYROLL AUTOMATIC DEPOSITS	\$48,597.97
PAYROLL TAX TRANSFERS (EFTPS)	\$17,304.26
STATE TAX WITHHOLDINGS (ETIDES)	\$2,295.59
ACCOUNTS PAYABLE CHECKS – Check # 63770-63877	\$351,519.95
ACCOUNTS PAYABLE CHECKS – Check # 63878-63879	\$4,880.33
Total Checks Written	\$426,476.57

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

Potter County Fiscal Summary – 01/18/2019

<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	85148-85151			\$2,557.01
10	Payroll-Direct Deposit	9027176-9027270			\$88,617.69
10	General Fund - Accounts Payable	128741-128836	911091816; 911211822; 912071828; 912211833	\$422.01	\$125,827.37
10	General Fund – A/P Manual Checks	901181905- 901181908			\$127,394.24
11	LEPC	2608-2611			\$207.78
14	Liquid Fuels	1527-1528			\$6,952.94
16	911 Fund	2799-2803			\$2,920.98

18	Automation Fund (Civil)	128837			\$996.50
28	Domestic Relations	1011-1012			\$26,984.00
34	V.O.J.O.	128838			\$621.70
35	Victim Services	128839			\$1,118.71
38	Divorce Fund	128840-128841			\$50,278.30
60	Hotel Excise Tax Fund	128842-128843			\$2804.62
61	Employee Wellness Initiative	128844			\$1,595.94

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

NEXT MEETING: January 31, 2019

ADJOURNMENT: Commissioner Heibel moved to adjourn. Commissioner Morley seconded. Heibel yes; Morley yes.

Prepared by Danielle Gietler



 Potter County Executive Secretary



 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

RESOLUTION #2 OF 2019 *Potter County, Pennsylvania*

POTTER COUNTY FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the County of Potter that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed. It is the policy of the County of Potter to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed.

Therefore, the County of Potter does hereby pass the following resolution.

BE IT RESOLVED, that within available resources, the County of Potter will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed to seek equity under federal and state laws by filing a complaint with the Fair Housing Officer, at the Potter County Commissioners Office, Courthouse, Coudersport, PA.

BE IT FURTHER RESOLVED that the Potter County Commissioners shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- 1) Publicizing the name and contact information of the Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- 2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- 3) Use the fair housing logo on all materials dealing with housing programs such as, but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business office at (814) 274-8290.

APPROVED by the Potter County Board of Commissioners at their regular meeting held on the 17th day of January, 2019.

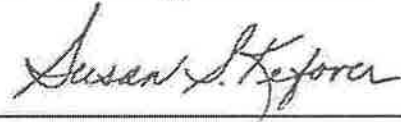
POTTER COUNTY COMMISSIONERS



 Douglas C. Morley, Chairman



 Paul W. Heimel, Commissioner



 Susan S. Kefover, Commissioner

ATTEST:



 Kathleen H. Majot, Chief Clerk

