

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**February 28, 2019**

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:04 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT**

**MINUTES** – February 14, 2019 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Resolution 4 of 2019 related to tax collector vacancy in Pleasant Valley Township. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointments of William Hunt (member) and Paul Heimel (alternate) to Headwaters Resource Conservation & Development Council, 2019-21. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

***Guests:***

Two representatives from Countywide Advanced Life Support (Paramedic) Program, Michele Mather & Bob Cross, shared details of the program's financial shortfall and the need for greater support from township and borough governments. Rising costs for equipment, personnel, training, and overhead have plagued the organization for some time. The solution, they said, is a combination of support from local governments and changes in state regulations and policies.

Robert Dickinson, Client Relationship Manager with Penn State Extension for Area II, introduced himself and provided information on programs and upcoming events.

**CONTRACTS AND AGREEMENTS**

Commonwealth of Pa. Multi-Party Geospatial Data-Sharing Agreement ~ Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**TRAINING REQUESTS**

--Debbie Lincoln – PCHS – OCDEL Leadership Conference, Pocono Manor, Pa. Lodging, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Krista Miller & Kelsey Valenti – Treasurer's Office– CTAP Spring Seminar, State College, Pa. Lodging, mileage & meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Glenn Drake II – Sheriff/Jail Warden. – Spring 2019 Conference & Training Seminar, Altoona, Pa. Mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Sharon Prentice & Sean Conklin – PCHS – CY Admin. – CAPS Fiscal Training, Butler, Pa. Mileage & meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Lacey Crawford & Sharon Prentice – PCHS – CY Admin. – CAPS Training, Butler, Pa. Mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Heather Morey – PCHS – CYS – 2019 Spring Quarterly, Clarion, Pa. Mileage & meals.  
 ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**PERSONNEL**

**CHIEF CLERK REPORT**

Application received for 2019 Liquid Fuel tax funds from Genesee Township, \$2,546.65  
 ~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**

Comm. Kefover reported that she attended the Potter County Human Services Advisory Board meeting. She circulated a report from the meeting, which included the initiation of 211 Helpline to provide information and referrals to health, human service and social service organizations.

Comm. Heibel reported that he has deepened his involvement with the National Assn. of Counties Rural Action Caucus, advocating for rural interests with the federal government and its agencies. A recent conference call was focused on rural development programs that are funded in the new federal budget, and the potential negative impact on rural counties from the 2020 U.S. Census online data collection plans.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS – 1243	\$156.01
PAYROLL AUTOMATIC DEPOSITS	\$51,594.77
PAYROLL TAX TRANSFERS (EFTPS)	\$17,474.33
STATE TAX WITHHOLDINGS (ETIDES)	\$2,330.27
ACCOUNTS PAYABLE CHECKS – Check # 64100-64102 (2/15/19)	\$1,948.76
ACCOUNTS PAYABLE CHECKS – Check # 64103-64228 (2/28/19)	\$180,924.67
<b>Total Checks Written</b>	<b>\$254,428.81</b>

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

**Potter County Courthouse Special Run – 02/19/2019**

<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	General Fund	129056			\$100.00

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

**Potter County Courthouse Special Run – 02/21/2019**

<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	General Fund	129057			\$1,528.72

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

**Potter County Courthouse Special Run – 02/26/2019**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
52	Operational Reserve	129058			\$200,000.00

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

**Potter County Fiscal Summary – 03/01/2019**

<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	85160-85163			\$3,025.61
10	Payroll-Direct Deposit	9027462-9027557			\$88,701.17
10	General Fund - Accounts Payable	129059-129144			\$137,014.08
10	General Fund – A/P Manual Checks	903011920-903011924; 999129	903011918 & 903011919	\$100,090.38	\$128,642.85
11	LEPC	2618-2619			\$429.12
15	North Fork Dam	129145			\$25.00
16	911 Fund	2814-2817			\$28,428.26
17	Saulter Preserve	129146			\$25.00
18	Automation Fun (Civil)	129147			\$912.61
20	Supervision Fees	129148			\$1,783.00
32	Specialty Courts	129149			\$518.14
34	V.O.J.O.	129150			\$623.00
35	Victim Services	129151			\$623.00
51	Capital Projects Fund	129155			\$100,000.00
59	P.C. Victim Impact Panel	129152			\$125.00
60	Hotel Excise Tax Fund	129153-129154			\$25,752.71

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

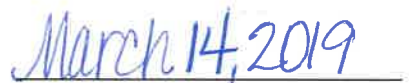
**NEXT MEETING:** March 14, 2019

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

Prepared by Danielle Gietler



Potter County Executive Secretary



Approval Date

COUNTY OF POTTER

RESOLUTION 4 of 2019

WHEREAS, the office of tax collector in Pleasant Valley Township has become vacant;  
and

WHEREAS, the term of office for the elected tax collector would run from the period  
January 1, 2018 through December 31, 2021; and

WHEREAS, as of February 3, 2019, there will be a vacancy in the office of tax collector  
in the township/borough; and

WHEREAS, it is necessary to provide for the collection of township/borough and county  
taxes.


BE IT RESOLVED:

1. Pursuant to the Local Tax Collection Law, 72 P.S. §5511.4b (a), the power and authority to collect county and township/borough taxes with the township/borough is delegated to the County of Potter.
2. The County will collect township/borough taxes for \$3.00 per bill collected.
3. The township/borough will pay County for the mailing of tax bills based on the prevailing rate for first class postage per tax bill.
4. Tax collection in the township/borough will be according to the County's tax collection cycle.
5. The township/borough will enter into a written Agreement with the County not inconsistent with this Resolution for the period February 3, 2019 through December 31, 2021.

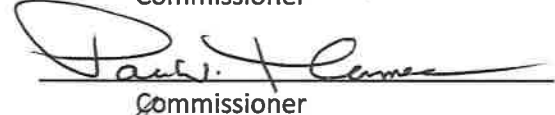
DULY ADOPTED at a meeting of the Potter County Commission the 28th day of February 2019.

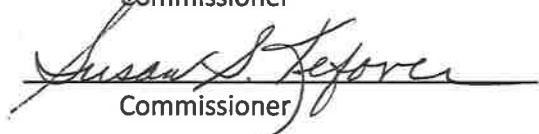
ATTEST:

COUNTY OF POTTER

  
\_\_\_\_\_  
Chief Clerk

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

**AGREEMENT**

THIS AGREEMENT made the 10 day of February, 2019, by and between the COUNTY OF POTTER (hereafter referred to as "County") and the TOWNSHIP/BOROUGH OF Pleasant Valley Township

RECEIVED

FEB 14 2019

The background of this Agreement is as follows:

- A. The office of tax collector in Pleasant Valley Township has become vacant.
- B. The term of office for tax collector in the township/borough runs from the period of January 1, 2018, through December 31, 2021.
- C. Pursuant to the Local Tax Collection Law, 72 P.S. §5511.4b (a), when a vacancy in the office of tax collector exists, the taxing district may enter into an agreement with the governing body of another taxing district for the collection of taxes.
- D. The County is a taxing district as defined in the Local Tax Collection Law.
- E. The County has proposed to collect county and township/borough taxes in such a manner that both governing bodies will benefit from a savings.

NOW THEREFORE, in consideration of the foregoing and intending to be legally bound, the parties agree as follows:

- 1. The Township/borough of Pleasant Valley hereby delegates all tax collection power and authority relating to the township/borough and county taxes to the County.
- 2. The County agrees to collect the township/borough taxes for \$3.00 per bill collected.
- 3. The township/borough agrees to pay the County for the mailing of the tax bills based on the prevailing first class postage rate per bill.
- 4. The township/borough agrees to the mailing of tax bills in accordance with the County tax billing cycle.
- 5. The County agrees to provide the township/borough with monthly reports regarding collection.
- 6. The County will pay taxes over to the township/borough on a monthly basis.
- 7. This Agreement shall be for the period of February 1, 2019 through December 31, 2021.

IN WITNESS WHEREOF, the parties have executed this Agreement the 10 day of February, 2019.

*If an individual is elected to the position of tax collector during the period of this agreement the agreement shall be considered null/void.*

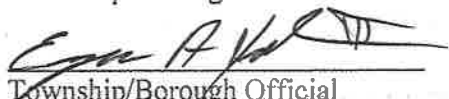
COUNTY OF POTTER

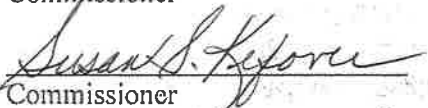
TOWNSHIP/BOROUGH OF: Pleasant Valley

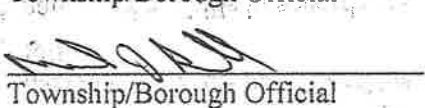
  
Commissioner

  
Township/Borough Official


  
Commissioner

  
Township/Borough Official

  
Commissioner

  
Township/Borough Official

ATTEST:   
Chief Clerk

ATTEST:   
Secretary