

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JANUARY 17, 2018

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

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – January 4, 2018 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

NEW BUSINESS

GIS/Planning Director Will Hunt and Community Development Director Jennifer Rossman provided updates on the Potter County Natural Gas Resource Center and the county website.

Hunt demonstrated resources on both the NGRC and county sites, including an interactive map that shows gas and oil well locations and data as well as a parcel viewer that allows users to obtain property information. He said the latter site has been averaging thousands of user visits per day and has greatly reduced the administrative burden on some county departments.

Rossman detailed additions to the NGRC website, including new business directory and employment entries and a new edition of the Shale Gas Roundup newsletter. She also provided updates on three major public works projects partially funded by the federal Community Development Block Grant program, which she helps to administer. These include water supply improvements in Genesee Township and sewage treatment plant upgrades in Shinglehouse Borough and Roulette Township. She also updated the commissioners on the Pa. Rt. 6 business façade grant program, the Visit Potter/Tioga tourist promotion merger and plans for the “Eliot Ness Fest: Touched by the Untouchable” in Coudersport July 20-22.

Approval of GIS Technician Charlie Tuttle to attend the 2018 Leadership Potter County classes. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

PCHS CONTRACTS AND AGREEMENTS

16/17

18/19

■ Coordinated Services

Heart Response, Inc. (Christmas House)

Supportive Services  
07/01/17 to 06/30/18

\$47.00 per family

\$47.00 per family

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

TRAINING REQUESTS

--Barbara Busch -- PCHS -- APPRISE Annual Conference, State College, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Bryonna Swede -- PCHS -- Trauma-Informed System Transformation, State College, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

**PERSONNEL**

Sheriff Glenn Drake informed the commissioners that he has promoted part-time Deputy Sheriff Reuben Donovan to an appointed full-time deputy position, retroactive to Jan. 1, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Morley seconded. Heimel yes; Morley yes.

Hiring of Larae Franklin as a part-time Potter County Human Services van driver, retroactive to Jan. 8, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Register & Recorder Gary Kelsey announced that he has transferred new employee Amanda Andreano to the First Deputy position from the Second Deputy position, retroactive to Jan. 15, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Morley seconded. Heimel yes; Morley yes.

Register & Recorder Gary Kelsey informed the board that he has hired Marian Butler to fill the position of Second Deputy, effective Jan. 29, 2018. She is currently employed in the office of District Judge Annette Easton. ~Action~ Comm. Heimel moved to acknowledge. Comm. Morley seconded. Heimel yes; Morley yes.

**CHIEF CLERK REPORT**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS' REPORTS**

Commissioner Morley stated that meetings will soon be held by DCNR to update stakeholders and the public on the master planning process to create a four-season facility at Denton Hill State Park.

Commissioner Heimel announced that the county is seeking a Pa. Veterans Trust Fund grant to help offset costs of the Vietnam Veterans Weekend and a visit by the Vietnam Veterans Memorial Moving Wall in September. If the application is not a success, the expenses will be drawn from a special Veterans Account which was established several years ago by the commissioners to handle bequests and donations.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #1211-1212	2,458.00
PAYROLL AUTOMATIC DEPOSITS	47,724.52
PAYROLL TAX TRANSFERS (EFTPS)	18,879.16
STATE TAX WITHHOLDINGS (ETIDES)	2,312.67
ACCOUNTS PAYABLE CHECKS – Check #60884-61001 1/18	234,963.64
<b>Total Checks Written</b>	<b>306,337.99</b>

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

**Potter County Courthouse Fiscal Summary – 1/19/2018**

<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	85019-85025			3,272.24
10	Payroll-Direct Deposit	9024338-9024458			93,522.33
10	General Fund - Accounts Payable	125586-125666			225,607.76

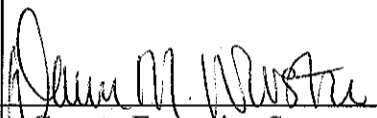
10	General Fund -- A/P Manual Checks	912221726- 912221730			138,331.50
11	LEPC	2514	2509	3.16	18.00
15	North Fork Dam	125667			22.00
16	911 Fund	2648-2653			5,687.57
17	Saulter Preserve	125668			20.00
18	Automation Fund (Civil)	125669-125670			3,599.93
32	Specialty Courts	125671			579.48
34	V.O.J.O.	125672			610.05
35	Victim Services	125673			610.05
38	Divorce Fund	125674			150.90

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

**NEXT MEETING:** February 1, 2018 \*Retirement Meeting at 11 am; commissioners to follow.

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

Prepared by Dawn Wooster

  
Potter County Executive Secretary

February 1, 2018  
Approval Date