

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

FEBRUARY 1, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 12:05 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 Dawn Wooster; all present.

PUBLIC COMMENT

Curt Weinhold requested a letter of support from the Board of Commissioners to designate Route 44 from Sweden Valley to the Potter/Lycoming county line as the "Highway to the Stars," due to its connection with the International Dark Sky Preserve at Cherry Springs State Park. Letters are also required from townships traversed by Route 44. The Board of Commissioners agreed to his request.

MINUTES

January 17, 2018 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes; Kefover abstain due to absence.

NEW BUSINESS

Approval of 2018 duly enrolled members of the Potter County Emergency Management Program ~Action~ Comm. Kefover moved to approve the list of members provided. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS Inc. for maintenance services of the copier in the Coudersport District Court office at an annual rate of \$265.00, Feb. 1, 2018 to Feb. 1, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with KOS, Inc. for maintenance services of the copier in the Potter County Jail at an annual rate of \$265.00, effective Feb. 10, 2018 to Feb. 10, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Service agreement renewal with the Pennsylvania District Attorney's Institute for the 2018 Pa. SAVIN System for victim notification services, Jan. 1, 2018, through Dec. 31, 2018. No county financial match is required. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

16/17

18/19

■ Children & Youth 7/01/17 to 6/30/18

The County of Tioga

Residential Treatment for Delinquent/
Dependent Youth

Residential Treatment/Shelter Care

Psychological Evaluation

Psychiatric Evaluation

D&A Evaluation

\$229.19

\$525.00

\$300.00

\$200.00

\$239.19

\$500.00

No Change

No Change

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

TRAINING REQUESTS

--Colleen Wilber & Crystal Thomas -- PCHS -- ASAM 3rd Edition Training, Port Allegany, Pa. Registration. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Glenn Dunn – EMA – PEMA Quarterly Training, Grantville, Pa. Lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.
 --Reuben Donovan – Sheriff Dept. – Pa Sheriff & Sheriff's Deputy Waiver Training, State College, Pa. Mileage, meals and parking. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.
 --Bryonna Swede – PCHS – ASAM 3rd Edition, Port Allegany, Pa. Registration. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Resignation received from Matthew Metzger as the Potter County Law Clerk, effective February 8, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation received from Shanon Sallade, part-time secretary in the Voter Registration/Elections office, effective February 2, 2018 as she is transferring to another position within the county. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Notification from Coudersport District Court Judge Annette Easton for the hiring of Shanon Sallade to fill the Secretary/Clerk vacancy, effective February 5, 2018. ~Action~ Comm. Kefover acknowledged. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Chief Clerk Majot reported that letters to municipalities indicating their 2018 Liquid Fuels Tax allocations have been prepared and will be mailed out next week.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover shared that on February 13 there will be another meeting to invigorate the Special Olympics in the area. Coaches for bowling, softball and bocce are needed. A training session specific for bowling certification will be held in Shinglehouse on Feb. 20

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #1213-1214	2,852.57
PAYROLL AUTOMATIC DEPOSITS	50,179.72
PAYROLL TAX TRANSFERS (EFTPS)	17,965.86
STATE TAX WITHHOLDINGS (ETIDES)	2,380.65
ACCOUNTS PAYABLE CHECKS – Check #61002-61111 2/1	130,270.24
Total Checks Written	203,649.04

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

Potter County Courthouse Special Run – 1/22/2018

<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	125675-125676			1,328.75

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

Potter County Courthouse Special Run – 1/31/2018

<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	125677			66,217.50

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

Potter County Courthouse Fiscal Summary – 2/02/2018

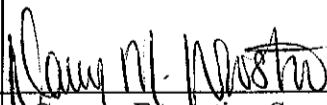
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85026-85029			3,021.38
10	Payroll-Direct Deposit	9024459-9024555			88,596.85
10	General Fund - Accounts Payable	125678-125778	120792, 121920, 122159	249.73	131,657.32
10	General Fund – A/P Manual Checks	999116; 902021811-902021815			127,969.01
11	LEPC	2515-2518			571.65
16	911 Fund	2654-2658			5,283.15
28	Domestic Relations IV-D	1002-1003			59,110.00
34	V.O.J.O.	125779			610.05
35	Victim Services	125780			1,107.05
61	Employee Wellness Initiative	125781			25.00

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

NEXT MEETING: February 15, 2018

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

Prepared by Dawn Wooster


Potter County Executive Secretary

February 15, 2018
Approval Date