

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 15, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:01 a.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 Citizen Leslie Howarth addressed concerns on handicap accessibility of county buildings and the recent legal actions he has taken to resolve those issues. The Board of Commissioners continue to work to meet ADA standards for the buildings that Mr. Howarth has noted in his legal briefings.

MINUTES – March 1, 2018 ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

NEW BUSINESS

Approval of expenses for the PEMA Annual Weather Exercise ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Service agreement renewal with KOS, Inc. for maintenance of office equipment for the Potter County Courts. Rate of \$84.00 per machine/per service call on copiers and rate of \$54.00 per machine/per service call on typewriters, printers and fax machines. Term of April 1, 2018 through March 31, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Maintenance agreement renewal with KOS, Inc. for maintenance on the copier in the Register and Recorder’s office at a rate of \$.0085 per copy. Term of March 25, 2018 to March 25, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS **16/17** **18/19**

■ **Children & Youth**

The Guidance Center 7/01/17 to 6/30/18

Parents as Teachers \$12.50/15-minute unit No Change

In-Home Services for Families w/Young Children
Maximum to \$30,000.00

■ **Coordinated Services**

Transportation – MATP \$2.15/loaded mile No Change

7/01/17 to 6/30/18

Transportation – HSDF \$2.15/loaded mile No Change

7/01/17 to 6/30/18

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

TRAINING REQUESTS

--Bryonna Swede – PCHS – A to Z Grant Writing, Coudersport, Pa. Registration. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Barbara Busch – PCHS – LTC Ombudsman Annual Conference, Gettysburg, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Sherry Hoffman – PCHS – SAMS Administrator’s Conference, Gettysburg, Pa. Lodging.

Legal & Financial Updates Training, Middletown, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve both requests. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Debbie Lincoln – PCHS – Early Intervention Leadership Training, Pocono Manor, Pa. Lodging. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Glenn Dunn – EMA – PEMA Annual HSGP Workshop, Harrisburg, Pa. Mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Pauline Kleintop, Jeanette Stuckey & Michele Gledhill – Auditors – Northeast Caucus Meeting, Muncy Valley, Pa. Registration and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Nancy Dill – Pa Court Reporters Assn. Cont. Ed Training, Pittsburgh, Pa. Registration. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

Sheriff/Warden Glenn Drake sent notice that Wayne Buck has resigned as a part-time Courthouse Security Guard. Mr. Buck will remain a part-time Corrections Officer at the Potter County Jail. Status change to take effect March 16, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Sheriff/Warden Glenn Drake sent notice that Tyler Lawrence has resigned as a part-time Courthouse Security Guard. Mr. Lawrence will remain a part-time Corrections Officer at the Potter County Jail. Status change to take effect March 16, 2018. ~Action~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Sheriff Glenn Drake hired Michael Walden as a part-time Courthouse Security Guard retro to March 5, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Sheriff Glenn Drake hired Susan Newton as a part-time Courthouse Security Guard retro to March 9, 2018. ~Action~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Sheriff Glenn Drake hired William Niece as a part-time Courthouse Security Guard effective March 19, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT

Received applications for 2018 Liquid Fuel tax funds from Abbott Township, \$2,509.77; Summit Township, \$1,117.27; Homer Township, \$1,963.44. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover commented on a NEPEDA meeting in Ulysses area where she and Jennifer Rossman provided presentations on community and economic opportunities, tourism and regional initiatives happening.

Commissioner Heibel presented Governor Wolf's news release on the distribution of grants from the Veterans Trust Fund. Potter County Veterans Affairs was awarded \$11,250 that will go towards expenses for the veterans' outreach activities and services as part of the Vietnam Veterans Appreciation Weekend planned for September 13-17, 2018.

Commissioner Morley announced that the Early Childhood Learning Expo is planned for April 21, 2018 at the Coudersport elementary gym. More details to come. The Potter County Ed Council in Coudersport will deliver classes as part of associate degrees connected to the Rural Regional College. Classes are delivered through Gannon and continue to build curriculum that connects with current careers; middle state accreditation will allow transferrable credits to all schools.

Caslo & Harris EB#11130

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #1218	1,855.54
PAYROLL AUTOMATIC DEPOSITS	49,472.60
PAYROLL TAX TRANSFERS (EFTPS)	17,500.60
STATE TAX WITHHOLDINGS (ETIDES)	2,307.74
ACCOUNTS PAYABLE CHECKS – Check #61330 3/3	545.97
Check#61331-61443 3/15	196,596.51
Total Checks Written	268,278.96

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

Potter County Courthouse Special Run – 3/06/2018

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund	125997			3,600.00

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

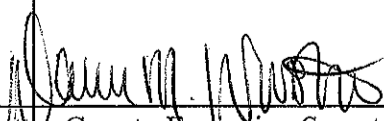
Potter County Courthouse Fiscal Summary – 3/16/2018

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	85038-85041			3,122.39
10	Payroll-Direct Deposit	9024751-9024848			87,600.15
10	General Fund - Accounts Payable	125998-126093			159,222.62
10	General Fund – A/P Manual Checks	903161826-903161830			126,584.07
11	LEPC	2525-2529			317.60
16	911 Fund	2669-2673			3,399.93
18	Automation Fund (Civil)	126094			996.50
28	Domestic Relations IV-D	1004			28,842.00
34	V.O.J.O.	126095			610.05
35	Victim Services	126096-126097			4,910.05
51	Capital Projects	126098			150,000.00
55	PHARE Grant	126099			6,875.00

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

NEXT MEETING: March 29, 2018

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


 Potter County Executive Secretary

Prepared by Dawn Wooster
 March 29, 2018
 Approval Date