

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

August 30, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:02 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE Guest Pastor Kevin Cornish, from the Coudersport Alliance Church, offered prayer.

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

PUBLIC COMMENT

MINUTES – August 16, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Jessica Giebel, Criminal Justice Resource Coordinator, and Bryonna Swede-Mann, PCHS Mental Health Specialist, spoke on their roles with two criminal justice reform initiatives -- Stepping Up and Data-Driven Justice Initiative. Overarching goals are to improve outcomes, reduce recidivism and save money by supporting the court system. Alternatives to traditional crime-and-punishment procedures have been shown to be less than effective when dealing with offenders who have addiction and/or mental health issues.

Notice of Intent to Adopt Ordinance for a Uniform Parcel Identifier system. Commissioner Morley explained that the UPI system can streamline property records for the Recorder of Deeds, Tax Assessment offices as well as other parties. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointments to the Potter County Local Emergency Planning Committee (LEPC), retroaction to July 3, 2018: Justin Boatwright, Christopher Kloc, Tony Cochran, Thomas Shaw, Andrew Dubots, William Smith and Joseph Gray/
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Association of Township Officials requesting donation of \$500 to help cover expenses of the organization's annual convention on Nov. 3, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement with Christopher L. Young for the lease of the Magisterial District Judge building in Shinglehouse at \$675/month, effective Aug. 1, 2018 to July 31, 2020.

Agreements with Cleveland Brothers Equipment Co. for annual maintenance services of the generators at the Gunzburger Building, \$1,000, and Potter County Jail, \$875. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ **Children & Youth - 07/01/18 to 06/30/19**

Diversified Treatment Alternative Centers

Residential Treatment for Delinquent/Dependent Youth

RTF Lewisburg	N/A	\$205.55/diem
RTF Danville	N/A	\$205.55/diem
Foster Care	N/A	\$103.87/diem
CRR Host Home	N/A	\$22.50/diem

Marshmallow Overcoat (one day)

Teen Conference 2018, 2 workshops, 1 performance \$1,000

■ **Coordinated Services** – 07/01/18 to 06/30/2019

Judy Smoker, Transportation Escort

N/A

No Cost

■ **Mental Health** – 07/01/18 to 06/30/2019

Carla Milliron, Act 143 Designee Agreement

No additional reimbursement

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

TRAINING REQUESTS

--Julie Logue – Potter County 911 – Annual Pa. NENA Conference, State College, Pa. Requests registration fee, lodging, mileage, & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Keegan Abbott & Amanda Morey – PCHS; Fall 2018 Service Coordination Training, Slippery Rock, Pa. Requests lodging, mileage and meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Debbie Lincoln – PCHS; Fall 2018 Service Coordination Training, Slippery Rock, Pa. Requests lodging, mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Marcy Weiss – PCHS; Fall 2018 Leadership Roundtable Meeting, Bradford County, Pa. Requests mileage and meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Sharon Prentice – PCHS; Fall 2018 Leadership Roundtable Meeting, Bradford County, Pa. Requests mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Larry Goodwin and Kevin Siska, Sheriff's Department; Continuing Education/Recertification, Williamsport, Pa. Requests lodging, mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Barb Kiel – PCHS; Annual Pa. Seminar, State College, Pa. Requests registration, lodging, mileage and meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Glenn Dunn/DES; PEMA Leadership, State College, Pa. Mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Sue Weber – PCHS; LGBTQ Aging Summit, Harrisburg, Pa. Requests registration, lodging, mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Jake Ostrom –Tax Assessment; AAP CPE Licensure Class, State College, Pa. All expenses will be paid by AAP. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Jail Warden Glenn Drake informed the board of the withdrawal of his hiring of Matthew Kline. ~**Action**~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation of Steven Achre, PCHS Case Worker II, effective Aug. 31, 2018. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Judge Stephen Minor has hired Sandy Hoffman, former full-time multi-function secretary for the county, to full-time Probation Dept. secretary/clerk II, effective Sept. 5, 2018.

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

CHIEF CLERK REPORT

Application received for 2018 Liquid Fuels Tax funds from the following municipalities:

- Eulalia Township \$3,004.36
- Pleasant Valley Township \$859.27
- Pike Township \$1,347.32
- Coudersport Borough \$5,994.19
- Wharton Township \$885.89
- Harrison Township \$5,297.06
- West Branch Township \$2,210.18

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

COMMISSIONERS' REPORTS

Commissioner Morley provided updates on the courthouse bell tower and steeple project; the stairs and entry modifications at the jail; and the upgrade of the 911 Emergency Communications System.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check# 1232	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$51,004.54
PAYROLL TAX TRANSFERS (EFTPS)	\$17,880.68
STATE TAX WITHHOLDINGS (ETIDES)	\$2,373.06
ACCOUNTS PAYABLE CHECKS – Check #62795-62901	\$144,966.96
Total Checks Written	\$218,080.78

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

Potter County Fiscal Summary –

<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	85101-85106			\$3,311.53
10	Payroll-Direct Deposit	9026070-9026194			\$94,676.53
10	General Fund - Accounts Payable	127511-127585			\$131,746.50
10	General Fund – A/P Manual Checks	908311886-908311890			\$136,008.78
11	LEPC	2574-7575			\$1,406.60
15	North Fork Dam	127586			\$22.00
16	911 Fund	2739			\$310.50
17	Saulter Preserve	127587			\$26.67
34	V.O.J.O.	127588			\$610.05
35	Victim Services	127589			\$1,331.33
64	Gas Well Impact-Capt. Reserve	127590			\$3,158.00

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

Potter County Fiscal Summary – First of the Month 09/04/2018

<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 - Accounts Payable	127591-127603			\$115,091.91
10	General Fund – A/P Manual Checks	999123			\$35.00
11	LEPC	2576			\$309.12
16	911 Fund	2740-2741			\$705.41

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

NEXT MEETING: September 13, 2018

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

Prepared by Danielle Gietler

Potter County Executive Secretary

Approval Date