

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 11, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:06 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 Danielle Gietler; all present.

PUBLIC COMMENT

MINUTES – September 27, 2018 **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Potter County Planning/GIS Director Will Hunt shared the outcome of the second steering committee meeting for the Northcentral Pa. Tri-County Comprehensive Plan (2020-30) that was held Oct. 2 in Coudersport. Brian Funkhouser from consulting firm Michael Baker International discussed a preliminary assessment of the demographics, trends, challenges, assets and opportunities in Potter, Cameron and McKean counties. Committee members then shared their assessment during an exercise designed to create a comprehensive plan that is all-encompassing and useful in developing public policy. More steering committee and focus group sessions will be held, as well as public meetings.

Resolution #7 of 2018 Tax and Revenue Anticipation Note. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointment – Potter County Aging Advisory Council: Janet Long term of August 2018 to August 2021. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Community Development Director Jennifer Rossman presented a summary of the two applications submitted for funding through the 2018 Community Development Block Grant (CDBG). Based on site visits and research into both projects, it was recommended by Ms. Rossman that the Board of Commissioners support the application submitted by Galetton Borough Authority for \$121,928 to support wastewater treatment plant improvements; and the application from Austin Borough for \$60,000 to acquire a standby auxiliary power source for its wastewater treatment plant. **~Action~** Comm. Kefover moved. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Linkage agreement renewal with Dickinson Center Inc. for annual license requirement of programs provided, October 1, 2018 to September 30, 2019. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with Davis-Ulmer Inc. for the inspection of the fire alarms, effective December 1, 2018 to November 30, 2019 in the following facilities: 911 Building, \$370; Courthouse, \$725; Mapleview Building, \$370; Modular Trailers, \$400. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with Potter County Sheriff's Office and Potter County Domestic Relations Office for law enforcement services through the Title IV-D Child Support Enforcement Program, Oct. 1, 2018 through Sept. 30, 2019. **~Action~** Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with UGI to relocate service line at the Potter County Jail. **~Action~** Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Tax Agreement – Zito Technology Center (former Adelphia Operations Building). Document was drafted to settle litigation over tax assessment, as directed by judge. Property owner Potter County Redevelopment Authority and Coudersport Area School District have agreed to the settlement agreement, which would incrementally return the property to the tax rolls over a seven-year period. Decision by Coudersport Borough Council pending. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Contract renewal with Onsolve LLC for CodeRED Program through EMA, Jan. 1, 2019 to Dec. 31, 2019 at a cost of \$3,900. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Agreement renewal with KOS Inc. for maintenance service of copiers in the Potter County Administration office, rate of \$0.0085 per copy, effective Oct. 17, 2018 to Oct. 17, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ **Aging**

Karpinski's Office Systems – Maintenance agreement for copier at Galeton Senior Center

\$265/year

No Change

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

Potter County Education

Career Vocational Mentor Aide Program

\$32,000

\$54,000

■ **Mental Health - 07/01/18 to 06/30/19**

Lakeside Global Institute

Trauma Training

N/A

\$15,000

Dan F. Kysor (New Contract)

Psychological testing, evaluations, report writing & calls to & from evaluation locations (state rate)

\$175/customer
.545/mile

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

TRAINING REQUESTS

--Ken Hoffman/PCHS – QM Certification, Polk, Pa. Lodging, mileage, meals. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Debbie Lincoln/PCHS – Leadership Institute on Social & Emotional Developments in Young Children, Seven Springs, Pa. Lodging, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Isaac Musser – PCHS Aging - Human Services Funding & Financing 101, State College, Pa. Registration, mileage & meals. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Colleen Wilber – PCHS Drug & Alcohol – PACDAA, Lancaster, Pa. Registration, lodging, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Ray Morales & Brian Abel – Probation – Juvenile Justice Conference, Harrisburg, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

PERSONNEL

Rescind Resignation – PCHS - Steven Achre – has rescinded his resignation as a Case Worker II effective October 9, 2018. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Application received for 2018 Liquid Fuel tax funds from the following municipality:

- Roulette Township \$3,439.33

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 Heibel reported on the Potter County Criminal Justice Advisory Board (CJAB) meeting held on Oct. 4. Among the highlights was the committee approving a draft of its 2019 strategic plan, which includes these five priorities: continued work on the Pretrial Diversion Program; partnering with the National Data-Driven Justice Initiative to measure effectiveness & outcomes of criminal justice strategies; continued collaboration for early education programs; transitional/halfway housing for offenders; and partnering with the National Stepping Up Initiative for criminal offenders with identified mental health issues. Commissioner Heibel commended the officials in Potter County's court system for their dedication and teamwork in implementing meaningful criminal justice reforms.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1234	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$52,233.49
PAYROLL TAX TRANSFERS (EFTPS)	\$17,920.76
STATE TAX WITHHOLDINGS (ETIDES)	\$2,407.83
ACCOUNTS PAYABLE CHECKS – Check #63021 10/3/18	\$1,904.23
ACCOUNTS PAYABLE CHECKS – Check #63022-63136 10/11/18	\$140,003.77
Total Checks Written	\$216,325.62

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

Potter County Courthouse Fiscal Summary – Special Run 10/03/2018

<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	127835-127836			\$7,213.79

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

Potter County Fiscal Summary – 09/28/2018

<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	85116-85119			\$2,566.23
10	Payroll-Direct Deposit	9026415-9026511			\$86,060.51
10	General Fund - Accounts Payable	127837-127919			\$206,729.81
10	General Fund – A/P Manual Checks	910121801-910121805			\$123,046.09
11	LEPC	2585-2588			\$237.62
16	911 Fund	2759-2762			\$9,047.72
18	Automation Fund	127920			\$996.50
21	Juvenile Restitution (fees)	127921			\$305.50

28	Domestic Relations	1010			\$27,863.00
34	V.O.J.O.	127924			\$610.05
35	Victim Services	127925-127926			\$710.05

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

NEXT MEETING: October 25, 2018

ADJOURNMENT


 Potter County Executive Secretary

Prepared by Danielle Gietler
October 25, 2018
 Approval Date