

*~Minutes~***POTTER COUNTY COMMISSIONERS MEETING****December 6, 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 Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, and Recording Secretary Danielle Gietler; all present.

PUBLIC COMMENT

MINUTES – November 21, 2018 Meeting Minutes & Special Meeting Minutes from November 26, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Resolution #6 of 2018 – Tax Levy for Budget Year 2019 and Per-Capita Tax Rate. Under the proposed action, a 1-mill increase in real estate taxes would be levied and all of its revenue dedicated to the 911 emergency communications network upgrade. The county would not levy a \$5.00 per-capita tax in 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Planning Director Will Hunt updated the Board of Commissioners on information and input gathering for the Northern Pennsylvania Tri-County Comprehensive Plan (2020-2029). Turnout for focus group meetings has been excellent and hundreds of people have provided input through an online survey that remains open. While the overall plan covers Potter, McKean and Cameron counties, each of the counties has its own section. A public meeting on the overall plan is scheduled for 5:30 pm on Jan. 23, 2019, at Port Allegany High School.

Community Development Director Jennifer Rossman introduced Bill Seigel from SEDA-COG for a discussion of issues related to administration of the county's Community Development Block Grant.

CONTRACTS AND AGREEMENTS

Agreement renewal with Thomas R. Shaffer, Esq., to serve as county solicitor and Daniel F. Glassmire, Esq., to serve as assistant solicitor; Jan. 1, 2019 to Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with Jack Keifer to contract as network support specialist in collaboration with the Potter County IT Department; Jan. 1, 2019 to Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with Thomas A. Walrath Jr., Esq., as juvenile defender, indigent parents' counsel for Potter County; Jan. 1, 2019 to Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Contract renewal with Anita J. Mead as Victim/Witness Coordinator; Jan. 1, 2019 to Dec. 31, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Galeton District Judge office; Dec. 11, 2018 to Dec. 11, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Register & Recorder office; Dec. 12, 2018 to Dec. 12, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Contract renewal with AMP Global Strategies for 9-1-1 coordinator, technical advisement and financial advisement; January 1, 2019 through December 31, 2019. ~Action~ Comm. Heime moved to approve. Comm. Kefover seconded. Heime yes; Kefover yes; Morley yes.

Contract renewal with AMP Global Strategies for 9-1-1 system maintenance services; term January 1, 2019 to December 31, 2019. ~Action~ Comm. Heime moved to approve. Comm. Kefover seconded. Heime yes; Kefover yes; Morley yes.

Contract with Pirrello Enterprises Corp. for maintenance services on the scanner in the Prothonotary office; Nov. 15, 2018 to Nov. 14, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heime seconded. Kefover yes; Heime yes; Morley yes.

Contract with Vistacom Managed Services of Polycom for updates and support of services on the Polycoms in the Courthouse & District Judge Offices; Jan. 1, 2019 to Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heime seconded. Kefover yes; Heime yes; Morley yes.

TRAINING REQUESTS

--Bryonna Swede – PCHS – Mental Illness in the Criminal Justice System, State College, Pa. Registration, mileage & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heime seconded. Kefover yes; Heime yes; Morley yes.

--Colleen Wilber – PCHS – WITS Technical Assistance Training, State College, Pa. Registration, mileage, lodging & meals. ~Action~ Comm. Kefover moved to approve. Comm. Heime seconded. Kefover yes; Heime yes; Morley yes.

PERSONNEL

Warden Glenn Drake has hired Jonathan H. Martin as a part-time Corrections Officer at the Potter County Jail, effective November 26, 2018. ~Action~ Comm. Heime moved to accept. Comm. Kefover seconded. Heime yes; Kefover yes; Morley yes.

Warden Glenn Drake has hired Robert E. Snow as a part-time Corrections Officer at the Potter County Jail, effective November 26, 2018. ~Action~ Comm. Heime moved to accept. Comm. Kefover seconded. Heime yes; Kefover yes; Morley yes.

Resignation received from William Simpson as Potter County Veterans Affairs Director, effective December 26, 2018. ~Action~ Comm. Heime moved to accept. Comm. Kefover seconded. Heime yes; Kefover yes; Morley yes.

Warden Glenn Drake has terminated the employment of Robert Snow as a part-time Corrections Officer at the Potter County Jail, effective December 6, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Heime seconded. Kefover yes; Heime yes; Morley yes.

CHIEF CLERK REPORT

Application for 2018 Liquid Fuel Tax funds from Genesee Twp., \$2,794.85. ~Action~ Comm. Kefover moved to approve. Comm. Heime seconded. Kefover yes; Heime yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported on an application for a Next Generation Industry Partnership Grant to establish an Agriculture and Food Production Industry Partnership. Other counties participating with Potter are Wayne, Blair and Indiana. It is hoped that this initiative will identify resources and opportunities to improve and strengthen the agriculture industry here and identify emerging careers that may not be known by the region's population. Broadening the growth of agriculture markets and jobs is a main goal. Barry Hayman with NEPEDA is working with area farmers to engage them in this process.

Commissioner Morley announced that Commissioner Heime has been appointed Chairman of the Courts and Corrections Committee for the National Assn. of Counties. He noted that this will give Potter County an influential seat at the table as a rural advocate in developing legislation

that supports criminal justice reforms taking place in the county and will open avenues to explore best practices being implemented nationwide. On a related note, the Commissioners commended Senior Judge John Leete for receiving the Distinguished Service Award presented by the Pa. Assn. of Drug Court Professionals.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1237	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$48,861.30
PAYROLL TAX TRANSFERS (EFTPS)	\$17,245.14
STATE TAX WITHHOLDINGS (ETIDES)	\$2,291.44
ACCOUNTS PAYABLE CHECKS – Check # 63468 11/27	\$306.29
ACCOUNTS PAYABLE CHECKS – Check # 63469 - 63566 12/06	\$133,787.90
ACCOUNTS PAYABLE CHECKS – Check # 63567 12/07	\$47,931.24
Total Checks Written	\$252,278.85

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

Potter County Fiscal Summary – 12/08/2018

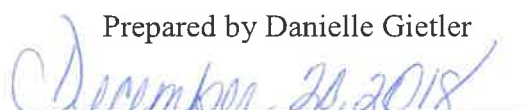
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85134-85137			\$2,523.93
10	Payroll-Direct Deposit	9026854-9026949			\$88,183.90
10	General Fund - Accounts Payable	128426-128506			\$211,275.15
10	General Fund – A/P Manual Checks	912071823-912071828			\$125,916.84
11	LEPC	2599			\$462.72
14	Liquid Fuels	1522-1523			\$6,939.71
15	North Fork Dam	128507			\$25.00
16	911 Fund	2781-2784			\$10,342.04
17	Saulter Preserve	128508			\$30.17
25	Automation Fund (Criminal)	128509-128510			\$7,631.12
34	V.O.J.O.	128511			\$610.05
35	Victim Services	128512			\$610.05
55	Phare Grant	128513			\$15,000.00
59	P.C. Victim Impact Panel	128514			\$56.00

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

NEXT MEETING: December 20, 2018

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


Potter County Executive Secretary

Prepared by Danielle Gietler

Approval Date