

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

January 3, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:02 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 – December 20, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Resolution #1 of 2019 – Change in Ulysses Township polling place from All-Saints Episcopal Church in Brookland to Ulysses Township Building, 2556 SR 49 W. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointment of Rance Baxter to the Potter County Planning Commission for 4-year term ending January 2023. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Mental Health 2/01/18 to 06/30/2019.** *Bonnie Miller*, Independent Escort Contractor, Round-Trip, Portal to Portal. Less than 4 hrs., \$70; 4-8 hrs., \$120; 8 hrs.-longer, \$240. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

--Debbie Lincoln – PCHS – Early Intervention – Evaluation & Identification of Children with delayed Social-Emotional Development, Clarion, Pa. Mileage & meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Hiring of Michael Pepper as Potter County Veterans Affairs Director; succeeding William Simpson, effective Dec. 27, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Applications for 2018 Liquid Fuel tax funds from Oswayo Borough, \$479.22. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Heimel expressed appreciation to William Simpson for his service as Veterans Affairs Director and discussed some of the initiatives that Michael Pepper intends to pursue as director. Among these is an expansion of the county's Veterans Service Committee, currently comprised of Michael Pepper, Commissioner Heimel and Executive Secretary Danielle Gietler. Local American Legion and VFW posts will be invited to appoint a representative.

Commissioner Morley commented on the transfer of \$300,000 from the county's Operational Reserve Fund to cover early-year expenses. As a result of having this reserve, he said, the county does not have to borrow money to cover costs prior to 2019 tax revenue being received.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1240	\$1,857.00
PAYROLL AUTOMATIC DEPOSITS	\$49,017.16
PAYROLL TAX TRANSFERS (EFTPS)	\$17,235.98
STATE TAX WITHHOLDINGS (ETIDES)	\$2,294.51
ACCOUNTS PAYABLE CHECKS – Check # 63671-63769	\$173,985.24
Total Checks Written	\$24,389.89

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

Potter County Courthouse Special Run – 12/21/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
22	Farmland Preservation	128645			\$1,500.00
38	Divorce Fund	128646			\$125,000.00

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

Potter County Courthouse Special Run – 12/28/2018

<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	General Fund	128647-128648	128613	142.00	\$8,363.72

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

Potter County Courthouse Special Run – 01/02/2019

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
52	Operational Reserve Fund	128649			\$300,000.00

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

Potter County Fiscal Summary – 01/04/2019

<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	85144-85147			\$2,427.50
10	Payroll-Direct Deposit	9027076-9027175			\$93,739.80
10	General Fund - Accounts Payable	128650-128736	128317; 128554	\$1,045.14	\$229,183.24
10	General Fund – A/P Manual Checks	901041901- 901041904; 999127			\$134,980.27
11	LEPC	2605-2607			\$12,559.12
16	911 Fund	2794-2798			\$81,214.37
34	V.O.J.O.	128737			\$610.05
35	Victim Services	128738-128740			\$1,374.88

Castro 4-11-19 11:30

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

NEXT MEETING: January 17, 2019

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

Prepared by Danielle Gietler

Danielle Gietler
Potter County Executive Secretary

January 3, 2019
Approval Date

**COUNTY OF POTTER
VOTER REGISTRATION/ELECTIONS**

1 N. Main St
Suite 204
Coudersport, Pennsylvania 16915

Commissioners

Douglas C. Morley, Chairman
Paul W. Heimel
Susan S. Kefover

Solicitor

Thomas R. Shaffer

Director

Sandra D. Lewis
slewis@pottercountypa.net
Telephone: (814) 274-8467
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RESOLUTION #1- 2019

**CHANGE IN POLLING PLACE FOR
ULYSSES TOWNSHIP**

WHEREAS, the polling place for Ulysses Township Voting District was located at 3599 Fox Hill Rd, Ulysses, Pennsylvania; and

WHEREAS, the Ulysses Township Voting District has been re-established to the location of the Ulysses Township Building, 2556 SR 49 W, Ulysses, Pennsylvania; and

WHEREAS, the Potter County Board of Elections, has the authority to designate polling places per County Code 25 P.S.2726, Election Code.

NOW THEREFORE, LET IT BE RESOLVED, THAT the Board of Potter County Commissioners, does support the re-locating of the Ulysses Township Voting District, commencing with the Municipal Primary Election to be held on Tuesday, May 21, 2019.

DULY ADOPTED at the regular meeting of Potter County this 3rd day of JANUARY, 2019.

POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman


Paul W. Heimel, Vice-Chairman


Susan S. Kefover, Commissioner

ATTEST:



Kathleen H Majot, Chief Clerk