

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

January 31, 2019

**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** – January 17, 2019 ~Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes. Comm. Kefover abstained due to absence.

**NEW BUSINESS**

Reappointments – Potter County Conservation District Board of Directors; Phil Lehman as farmer/director, for a term of Jan. 1, 2019 to Dec. 31, 2022; and Douglas Morley as commissioner/director for a term of Jan. 1, 2019 to Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Short-Term Disability Policy – Coverage for disability occurring off the job in accordance with policy terms. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resolution #3 of 2019 – Signatory Authority regarding documents related to Pa. Emergency Management Agency. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Cooperation Agreement – Between Northcentral Pa. Regional Planning & Development Commission (NCPRPDC) and Tri-County Electrical Cooperative Inc. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointments – Commissioner Morley to NCPRPDC Advisory Board; Commissioner Heimel as alternate, 01/01/2019 – 12/31/2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreement Renewal with KOS, Inc. for maintenance services of copier in the Potter County Jail at an annual rate of \$265.00, Feb. 10, 2019 to Feb. 10, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement Renewal with KOS, Inc. for maintenance services of the copier in the Coudersport District Court office at an annual rate of \$265.00, Feb. 1, 201 to Feb. 1, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

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

■ MENTAL HEALTH

*Northern Tier Children's Home* - 7/1/18 to 6/30/19 N/A \$45/day

Emergency Shelter & Homeless

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

*Patrick Harris* - 2/4/19 to 6/30/19 New Contract

To develop, create, implement & provide forensic re-entry services at County Jail, NTCH Women's Rehab Center and Regional LTSR Facility. \$45,000.00/yr.

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

■ **CHILDREN & YOUTH**

*Avanco* -

N/A

\$472,05

AFCARS 2019 Upgrade. Continue upgrade to CAPS related to AFCARS reporting system  
~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel  
yes; Morley yes.

**TRAINING REQUESTS**

--Isaac Musser – PCHS Aging – P4A Membership & Quarterly Meeting, State College, Pa.  
Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm.  
Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Barbara Busch – PCHS Aging – 2019 Ombudsman Conference, Monroeville, Pa. Lodging,  
mileage and meals. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded.  
Heibel yes; Kefover yes; Morley yes.

--Glenn Dunn – DES – PEMA Grant Workshop, Harrisburg, Pa. Lodging, mileage and meals.  
~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel  
yes; Morley yes.

**PERSONNEL**

Jim Kockler of PCHS Children & Youth recommends hiring of Teresa Ostrom as County  
Caseworker 2, effective February 4, 2019. ~Action~ Comm. Kefover moved to approve. Comm.  
Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Jail Warden Glenn Drake has hired Andrew J. Fry as a part-time Corrections Officer at the Potter  
County Jail, effective January 28, 2019. ~Action~ Comm. Heibel moved to acknowledge.  
Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Jail Warden Glenn Drake has hired Kris Weider as a part-time Corrections Officer at the Potter  
County Jail, effective February 18, 2019. ~Action~ Comm. Heibel moved to acknowledge.  
Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Sheriff/Warden Glenn Drake has terminated employment of William Niece, part-time  
Corrections Officer at Potter County Jail, effective January 15, 2019. ~Action~ Comm. Kefover  
moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Kathy Schroeder announced the pending retirement of Dean Dow, part-time records retention  
clerk in the Prothonotary's Office, effective March 1, 2019. ~Action~ Comm. Kefover moved to  
acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

**CHIEF CLERK REPORT**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS' REPORTS**

Comm. Kefover reported that she attended the inauguration of Gov. Tom Wolf and Lt. Gov.  
John Fetterman in Harrisburg on January 15, 2019.

Comm. Heibel reported on a recent meeting of the Potter County's Veterans Service Committee.  
Other members are Veterans Affairs Director Michael Pepper (chairman) and Danielle Gietler.  
Among the goals they decided on were: restructuring the committee by recruiting members from  
local veterans' service organizations; expanding the Veterans Discount Program and Veterans  
Gravestone Restoration Project; helping Potter County veterans to access the benefits and  
services to which they are entitled; and advocating for state and federal legislation that benefits  
military veterans.

**BILLS****Potter County Human Services Fiscal Summary**

PAYROLL CHECKS – Check #1242	\$1,910.62
PAYROLL AUTOMATIC DEPOSITS	\$54,667.51
PAYROLL TAX TRANSFERS (EFTPS)	\$19,727.73
STATE TAX WITHHOLDINGS (ETIDES)	\$2,555.28
ACCOUNTS PAYABLE CHECKS – Check # 63880-64004	\$193,205.36
<b>Total Checks Written</b>	<b>\$272,066.50</b>

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

**Potter County Courthouse Special Run – 01/17/2019**

<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	General Fund	128845			\$500.00

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

**Potter County Courthouse Special Run – 01/25/2019**

<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	General Fund	128846			\$521.30

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

**Potter County Fiscal Summary – 02/01/2019**

<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	85152-85155			\$3,038.78
10	Payroll-Direct Deposit	9027271-9027365			\$89,207.87
10	General Fund - Accounts Payable	128847-128931			\$142,689.06
10	General Fund – A/P Manual Checks	902011909-902011912; 999128			\$129,033.73
11	LEPC	2612-2614			\$480.99
15	North Fork Dam	128932			\$25.00
16	911 Fund	2804-808			\$1,124.90
17	Saulter Preserve	128933			\$25.00
21	Juvenile Restitution	128934			\$204.69
32	Specialty Courts	128935-128936			\$330.66
34	V.O.J.O.	128937			\$621.70
35	Victim Services	128938-128939			\$676.71
38	Divorce Fund	128940-128942			\$21,045.19
52	Operational Reserve	128943			\$100,000.00
61	Employee Wellness Initiative	128944			\$792.19

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

**NEXT MEETING:** February 14, 2019, preceded by a Retirement Board Meeting

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

Prepared by Danielle Gietler

  
\_\_\_\_\_  
Potter County Executive Secretary

February 14, 2019  
Approval Date



Established  
1804

## County of Potter Board of Commissioners

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

Kathleen H. Majot  
Chief Clerk

Thomas R. Shaffer  
Solicitor

**RESOLUTION # 3 of 2019**  
*Potter County, Pennsylvania*

### SIGNATORY AUTHORITY

BE IT RESOLVED AND IT IS HEREBY RESOLVED that the Potter County Board of Commissioners do hereby authorize Douglas C. Morley, Chairman, as their designated representative to electronically sign, submit, and complete any documents related to the Pennsylvania Emergency Management Agency (PEMA) administered grant funding.

Adopted by the Potter County Board of Commissioners at the regular meeting of January 31, 2019.

### POTTER COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Douglas C. Morley, Chairman

  
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Paul W. Heimel, Vice-Chairman

  
\_\_\_\_\_  
Susan S. Kefover, Commissioner

ATTEST:

  
\_\_\_\_\_  
Kathleen H. Majot, Chief Clerk