

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 28, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:01 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – March 14, 2019 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Resolution 5 of 2019 – Potter County Hazardous Materials Mitigation Plan ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Services contract renewal with Danielle Stilson-Peffer for cleaning services at the Galetton District Judge Kalacinski’s office at a rate \$10.00 per week, Feb. 27, 2019 through Feb. 27, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Services contract renewal with Kimberly Kio for cleaning services at the Shinglehouse District Judge McCleaff’s office at a rate \$10.00 per week, effective March 1, 2019 through Feb. 28, 2020.

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

PCHS CONTRACTS AND AGREEMENTS 18/19 19/20

TRAINING REQUESTS

--Kord Kinney – Assistant District Attorney – Prosecuting the Drugged Driver, Pittsburgh, Pa. Registration, mileage, meals, parking and tolls. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Will Hunt & Charlie Tuttle – Planning/GIS – PA GIS Conference, State College, Pa. Registration, hotel, mileage, and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Derick Morey – Probation – Advance Fundamentals of Handgun Marksmanship, Huntingdon, Pa. Mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Derick Morey – Probation – 2019 PACDSS Case Management Conference, State College, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS TRAINING REQUESTS

--Rick Kunselman, Bryonna Swede & Patty Allen – PCHS Mental Health – Working with the Community in the Wake of Violent Events, Wellsboro, Pa. Mileage.

--Rick Kunselman, Bryonna Swede & Patty Allen – PCHS Mental Health – Mental Health Disaster, Crisis, Outreach, Referral Team, Wellsboro, Pa. Mileage and meals.

--Rick Kunselman, Jim Boothby – PCHS Mental Health – EBH Coordinators Meeting, Camp Hill, Pa. Lodging, mileage and meals.

--Heather Morey – PCHS CYS – 2019 SWAN/IL Spring Quarterly Meeting, Clarion, Pa. Mileage and meals.

--Heather Morey, PCHS CYS – Sexual Abuse Training Series, Smethport, Pa. Mileage and meals.

--Barbara Busch – PCHS – Ombudsman Volunteer Training, State College, Pa. Mileage and meals.

--Isaac Musser – PCHS – Protective Services Supervisor Training, State College, Pa. Mileage and meals.

--Barb Kiel – PCHS Dept. of the Aging – 2019 Health and Wellness Conference, State College, Pa. Lodging, mileage and meals.

--Melissa Wade – PCHS – Initial Certification Course, Towanda, Pa. Lodging, mileage and meals.

--Heather Morey & Teresa Ostrom – PCHS CYS – FGDM Spring Statewide Meeting, Mechanicsburg, Pa. Lodging, mileage and meals.

--Patty Young Allen & Bryonna Swede – PCHS Mental Health – Psychological First Aid, Bradford, Pa. Mileage and meals.

--Thomas Patterson – PCHS CYS Director – PCCYFS Spring Conference, Harrisburg, Pa. Registration, lodging, mileage and meals.

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

PERSONNEL

Letter of retirement of Kathleen Majot, Chief Clerk, effective January 1, 2020. ~Action~ Comm. Heimer moved to approve. Comm. Kefover seconded. Heimer yes; Kefover yes; Morley yes.

Sheriff Glenn Drake has hired Brenda Baker as a part-time Security Guard at the Potter County Courthouse effective March 25, 2019. ~Action~ Comm. Heimer moved to acknowledge. Comm. Kefover seconded. Heimer yes; Kefover yes; Morley yes.

Sheriff Glenn Drake has hired Reggie Miller as a part-time Security Guard at the Potter County Courthouse, effective March 25, 2019. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimer seconded. Kefover yes; Heimer yes; Morley yes.

CHIEF CLERK REPORT

Applications received for 2019 Liquid Fuel tax funds from the following municipality:

- Ulysses Township \$2,544.38

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

COMMISSIONERS' REPORTS

Comm. Kefover reported there are many Volunteer Appreciation Dinners for the local fire departments and senior centers, noting that it is important to maintain community support for these services and pointing out that volunteers play a critical role.

Comm. Heimel reported on the County Commissioners Association of Pa. Spring Conference. Among issues of concern is a new state law requiring confiscation of weapons from suspects cited for protection from abuse orders under certain conditions. Many other topics of interest or concern to rural Pennsylvania counties were also covered during the conference.

Comm. Morley reported that the Potter County Education Council will hold its third annual Early Childhood Expo in Galeton. He emphasized the importance of learning and development in the formative years to a child's future.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A	0
PAYROLL AUTOMATIC DEPOSITS	\$53,610.14
PAYROLL TAX TRANSFERS (EFTPS)	\$18,271.03
STATE TAX WITHHOLDINGS (ETIDES)	\$2,412.92
ACCOUNTS PAYABLE CHECKS – Check #64324-64326 (3/15/2019)	\$11,231.32
ACCOUNTS PAYABLE CHECKS – Check #64230-64323 (3/28/2019)	\$173,981.69
Total Checks Written	\$259,507.10

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

Potter County Fiscal Summary – 03/29/2019

<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	85168-85173			\$3,327.00
10	Payroll-Direct Deposit	9027654-9027776			\$98,068.99
10	General Fund - Accounts Payable	129278-129378			\$106,301.91
10	General Fund – A/P Manual Checks	903291930-903291934			\$141,423.10
11	LEPC	2624			\$2,000.00
15	North Fork Dam	129379			\$25.00
16	911 Fund	2821-2828 & 2831	2828	\$272.80	\$58,701.21
17	Saulter Preserve	129380			\$25.00
32	Specialty Courts	129381			\$301.02
34	V.O.J.O.	129382			\$623.00
35	Victim Services	129383			\$633.00
38	Divorce Fund	129384			\$96.00
60	Hotel Excise Tax	129385-129386			\$2,965.62

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

Potter County First of the Month – 04/01/2019

<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	General Fund	129387-129398			\$100,527.92
10	General Fund – A/P Manual Checks	999130			\$35.00

11	LEPC	2625			\$309.12
16	911 Fund	2829-2830			\$421.15

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

NEXT MEETING: April 11, 2019, has been rescheduled to Tuesday, April 9, 2019 at 11:00 a.m.

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date

**Potter County Hazard Mitigation Plan
County Adoption Resolution**

Resolution No. 5 of 2019
Potter County, Pennsylvania

WHEREAS, the municipalities of Potter County, Pennsylvania, are most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety; and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities; and

WHEREAS, Potter County acknowledges the requirement of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds; and

WHEREAS, the Potter County Hazard Mitigation Plan has been developed by the Potter County Emergency Management Agency in cooperation with other County departments, local municipal officials, and the citizens of Potter County; and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to update the Potter County Hazard Mitigation Plan; and

WHEREAS, the Potter County Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments;

NOW THEREFORE BE IT RESOLVED by the governing body for the County of Potter that:

- The Potter County Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the County; and
- The respective officials and agencies identified in the implementation strategy of the Potter County Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

ADOPTED, this 28th day of March, 2019

ATTEST: POTTER COUNTY COMMISSIONERS

Kathleen H. Majat

By *[Signature]*

By *[Signature]*

By *[Signature]*