

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

May 23, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:03 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 – May 9, 2019 ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

A bid was received from Christopher Bickel for lawn care at the former Shinglehouse Senior Center. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Saulter 911 Tower Lease Agreement; 30-year term with an automatic five-year renewal at a cost of \$1.00 per year. Commissioner Morley explained that the property owner and other parties engaged in negotiations that will allow the county to use the tower for 911 emergency communication services. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

AT&T Lease Site Agreement; New tower that will be sub-leased with AT&T and Potter County. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Community Development Director Jennifer Rossman sought permission to revise the 2018 Community Development Block Grant. Funds originally allotted to Austin Borough for a generator at its wastewater treatment plant would instead be allotted to Galeton Borough for its treatment plant rehabilitation. An income survey found that Austin was not eligible, based on federal income guidelines. Rossman said that ruling will be appealed, and Austin could qualify for a future CDBG allotment to purchase the generator. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement – Alertus Technologies, Inc. for yearly maintenance and updates of the countywide emergency notification system, May 31, 2019 – May 31, 2020. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement – Gannett Fleming Inc. for annual North Fork Dam inspection. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS 18/19 19/20

TRAINING REQUESTS

--Kord Kinney – Assistant DA – Criminal Law Symposium, Harrisburg, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Bryonna Swede – PCHS – 2019 BHARP Trauma Institute, State College, Pa. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Teresa Ostrom – PCHS – Module 1 Charting the Course, Wellsboro, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Tom Patterson; Lisa Harris; Isaac Musser; Ken Hoffman; Bryonna Swede; Deb Lincoln; and Colleen Wilber – PCHS – Governor’s Institute on Plans of Safe Care, Pittsburgh, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Sharon Prentice – PCHS – CY- Admin – CAPS Training, Butler, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Thomas Patterson – PCHS – CY- Admin – Western Region Leadership Meeting, Clarion, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Thomas Patterson – PCHS – CY- Admin – NBPB Meeting, Grove City, Pa. ~ **Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Sue Weber – PCHS – PDA Field Worker Safety and Awareness, Dubois, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

PERSONNEL

Domestic Relations Department Director Andrea Lehman and Judge Stephen Minor have promoted Rea Gible from Caseworker II to a Caseworker III, effective May 4, 2019. ~ **Action**~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Application received for 2019 Liquid Fuel tax funds from Hector Township, \$3,464.27 ~ **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 Kefover provided a summary of how funds from the county’s 2018-19 Human Services Block Grant were expended. She noted that the flexibility that counties have to use the state funding according to local needs and priorities has been beneficial to the county.

Commissioner Heibel commended Director of Elections Sandy Lewis and other members of the Potter County Canvassing and Computing Board, Donna Sallade, Patsy Pifer, Kay Saler and Marlene Thomas, for their diligence in assuring an accurate count in a very close Municipal Primary Election.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A		0
PAYROLL AUTOMATIC DEPOSITS	\$52,689.90	
PAYROLL TAX TRANSFERS (EFTPS)	\$17,878.43	
STATE TAX WITHHOLDINGS (ETIDES)	\$2,374.11	
ACCOUNTS PAYABLE CHECKS – Check # 64799-64925 5/23/19	\$159,241.02	
Total Checks Written	\$232,183.46	

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

Potter County Fiscal Summary – 05/24/2019

<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	85185-5189			\$2,433.43

10	Payroll-Direct Deposit	9028100-9028225			\$96,486.13
10	General Fund - Accounts Payable	129733-129818			\$112,181.64
10	General Fund – A/P Manual Checks	905241950-905241954			\$138,022.17
11	LEPC	2639			\$376.68
14	Liquid Fuels	1532			\$1,029.19
15	North Fork Dam	129819			\$25.00
16	911 Fund	2845-2848			\$518.50
17	Saulter Preserve	129820			\$31.04
23	Sinking Fund	129821			\$0.05
32	Specialty Courts	129822			\$301.02
34	V.O.J.O.	129823			\$623.00
35	Victim Services	129824			\$636.00
37	Triple Divide	129825			\$42.95
60	Hotel Excise Tax	129826-129827			\$20,916.25

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

Potter County First of the Month – 06/01/2019

<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	129828-129839			\$109,301.92
10	General Fund – A/P Manual Checks	999132			\$35.00
11	LEPC	2640			\$309.12
16	911 Fund	2849-2850			\$421.15

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

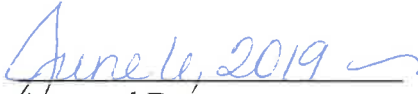
NEXT MEETING: June 6, 2019

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date