

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

October 24, 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 Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Danielle Gietler. Commissioner Susan Kefover, absent.

PUBLIC COMMENT

MINUTES – October 10, 2019 ~ Action~ Tabled

NEW BUSINESS

Proclamation recognizing October 2019 as National Disability Employment Awareness Month. Marsha Dippold, Employment Support Services Program Director for Dickinson Center Inc., described steps being taken to support those with disabilities to be active in the work force. She also emphasized the impact of engaging the disabled in meaningful employment ~ Action~ Comm. Heimel moved to adopt the ordinance. Comm. Morley seconded. Heimel yes; Morley yes.

Two bids were received to provide generators for tower sites related to the county's emergency communications system -- Electric Solutions in the amount of \$34,722.00 and AMP Global in the amount of \$31,949.25. ~ Action~ Comm. Heimel moved to approve the AMP bid, subject to Maintenance Director Joe Kurtz review. Comm. Morley seconded. Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Linkage Agreement Renewal – Dickinson Center Inc. for annual license requirement of programs provided, October 1, 2019 to September 30, 2020. ~ Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Agreement Renewal – Potter County Sheriff's Office and Potter County Domestic Relations Office for law enforcement services through the Title IV-D Child Support Enforcement Program, Oct. 1, 2019 through Sept. 30, 2020. ~ Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Annual Onsolve LLC Contract for CodeRED Program through EMA, January 1, 2020 to December 31, 2020, at a cost of \$3,900. ~ Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

Change orders for 911 System Buildout Project, Part One: Removal of 911 Tower ~ Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes. Part Two: Provide New Tower. ~ Action~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS 18/19 19/20

■ Alcohol & Drug Abuse Services – 09/01/19 to 06/30/2020

Outpatient Services – Contract Amendment

Add office #427024 \$95.00/hr.

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

■ Potter County Human Services – 08/01/19 to 11/30/2020

Potter County Education Council

Motivational speaker for students in grades 5-7 for the five Potter County schools

N/A \$10,000.00 for 2 shows

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

TRAINING REQUESTS

--Andrea Lehman – Domestic Relations Director – Paternity Disestablishment, Harrisburg, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Amanda Morey & Ken Hoffman – PCHS – Residential Individual Support Training, Clarion, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Patricia Young Allen – PCHS – Minimal Facts Interview Training, Coudersport, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

--Kent Dates & Dawn Kent – Deputy Coroners – 8th Annual Coroner/Law Enforcement/EMS Continuing Education Day, Williamsport, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

PERSONNEL

Judge Kari McCleaff has received a resignation from Kimberly Kio as a Secretary/Clerk at the Shinglehouse District Judge Office, effective October 29, 2019. ~ **Action**~ Comm. Heimel moved to acknowledge. Comm. Morley seconded. Heimel yes; Morley yes.

CHIEF CLERK REPORT

Application received for 2019 Liquid Fuel tax funds from Abbott Township, \$2,327.18. ~ **Action**~ Comm. Heimel moved to approve. Comm. Morley seconded. Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Heimel reported that the Northern Ps. Tri-County Comprehensive Plan has gone through its final revision and is posted on the Potter County website and is in the final 45-day review period. Public comment can be made online or by contacting Planning Director Will Hunt. The pin scheduled for approval in mid-December. Comm. Heimel was encouraged by the volume of input and involvement in the process, as well as the identification of clear goals identified in the plan for the 2020-29 decade and specific steps that are outlined to achieve those goals.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A	
PAYROLL AUTOMATIC DEPOSITS	\$51,816.32
PAYROLL TAX TRANSFERS (EFTPS)	\$17,325.14
STATE TAX WITHHOLDINGS (ETIDES)	\$2,317.11
ACCOUNTS PAYABLE CHECKS – Check # 66072-66073 (10/11)	\$1,665.15
ACCOUNTS PAYABLE CHECKS – Check # 66074-66183 (10/24)	\$135,351.89
Total Checks Written	\$208,475.61

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

Potter County Fiscal Summary – 10/17/2019

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	131081			\$48,555.00

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

Potter County Fiscal Summary – 10/25/2019

<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	Payroll-Checks	85226-85229			\$1,644.55
10	Payroll-Direct Deposit	9029330-9029457			\$99,674.67
10	General Fund - Accounts Payable	131082-131181	131001 & 131009	\$465.45	\$92,816.81
10	General Fund – A/P Manual Checks	910251912-910251916			\$139,650.00
11	LEPC	2701-2703			\$3,372.04
15	North Fork Dam	131182			\$25.00
16	911 Fund	2922-2928			\$5,423.67
17	Saulter Preserve	131183			\$32.51
20	Supervision Fees (County) (CO)	131184			\$100.00
32	Specialty Courts	131185			\$200.00
34	V.O.J.O.	131186-131187			\$203.08
35	Victim Services/RASA	131188-131189			\$1,072.26
38	Divorce Fund	131190			\$19.94
59	P.C. Victim Impact Panel (CO)	131191			\$125.00
60	Hotel Excise Tax Fund	131192-131193			\$8,802.22
61	Employee Wellness Initiative	131194			\$476.00
64	Gas Well Impact-Capital Reserve	131195			\$2,100.00

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

Potter County Fiscal Summary – 11/01/2019

<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 – Accounts Payable	131196-131207			\$56,001.93
10	General Fund – A/P Manual Checks	999136			\$35.00
16	911 Fund	2929-2930			\$421.15

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

NEXT MEETING: November 7, 2019

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


Potter County Executive Secretary

Prepared by Danielle Gietler


Approval Date