

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

December 5, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:37 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 – November 21, 2019 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Resolution 14 of 2019 - Tax Levy for Budget Year 2020. Real estate tax rate would remain at 18.5 mills. The \$5.00 per-capita tax would be suspended. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement with KOS Inc. for maintenance services on the copier in the Galeton District Judge office at a rate of \$265.00, Dec. 11, 2019 to Dec. 11, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Veteran Affairs Justice office at a rate of \$265, Dec. 1, 2019 to Dec. 1, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Register & Recorder office at a rate of \$342, Dec. 12, 2019 to Dec. 12, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ **Mental Health – 07/01/2019 – 06/30/2020**

Dickinson Center, Inc.

Mental Health Crisis/ER Services-Addendum

\$24,610/Max.

\$36,610./Max.

*NEW COST: The MH Dept. will make payment under this contract for the work performed as set forth in the Work Statement of this contract, up to a maximum amount of \$36,610.00 to cover the cost of the MH Specialist in the Austin School District. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

--Thomas Patterson – PCHS MSED, BSL – 2020 PCYA October Quarterly Meeting, State College, Pa. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Heather Morey – PCHS – PDA PS Enrichment on older adults who self-neglect, State College, Pa. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Jim Kockler, PCHS Director, requests the hiring of Jennifer Caber as County Caseworker 2, effective December 16, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Andrea Lehman, Domestic Relations Director, has hired Sunday Gledhill to fill a Case Manager position effective December 9, 2019, per notification from President Judge Stephen Minor. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Warden Glenn Drake has hired promoted part-time Corrections Officer Austin Dickerson to full-time status to fill a vacancy, effective December 9, 2019. ~Action~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

An additional position for a Courthouse Security Guard has been added by the Salary Board to the courthouse union contract at no additional expense to the county. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

A full-time County Detective position has been created by the Salary Board and will operate through the District Attorney Office for 2020, subject to quarterly review by the Board of Commissioners and a year-end review to determine if the position will remain in place for 2021. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover provided a list of priority issues adopted by the County Commissioners Assn. of Pa. (CCAP). Top five priorities are: Behavioral Health Funding; Solutions to the EMS Crisis; County Real Estate Tax Reform; Rural Broadband Expansion and Adult Probation Funding. She also discussed her attendance at the CCAP Community and Economic Development Committee meeting, during which discussion focused on compliance with counties' lodging/room tax ordinances and challenges in providing transportation services. Also of note was a workshop on liability issues and risk management for county jails.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – CK#	
PAYROLL AUTOMATIC DEPOSITS	\$49,337.49
PAYROLL TAX TRANSFERS (EFTPS)	\$16,577.37
STATE TAX WITHHOLDINGS (ETIDES)	\$2,216.94
ACCOUNTS PAYABLE CHECKS – Check #66393-66492 (12/5)	\$61,446.08
ACCOUNTS PAYABLE CHECKS – Check #66493 (12/6)	\$209,059.69
Total Checks Written	\$338,637.57

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

Potter County Fiscal Summary Special Run – 11/22/2019

<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	131606-131608			\$876.00

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

Potter County Fiscal Summary – 12/06/2019

<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	85236-85237			\$1,220.12
10	Payroll-Direct Deposit	9029685-9029781			\$90,618.78
10	General Fund - Accounts Payable	131609-131700	131490	\$1,457.50	\$298,945.33
10	General Fund – A/P Manual Checks	912061926-912061929			\$127,631.32
11	LEPC	2709-2713			\$1,496.94
14	Liquid Fuels	1550			\$5,570.00
16	911 Fund	2944-2948			\$120,932.07
34	V.O.J.O.	131701-131702			\$192.42
35	Victim Services/RASA	131703-131704			\$1,163.58
64	Gas Well Impact-Capital Reserve	131705			\$542.29

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


NEXT MEETING: December 19, 2019;

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date



**Established
1804**

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

County of Potter Board of Commissioners

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RESOLUTION #14 OF 2019 County of Potter, Pennsylvania

Tax Levy for Budget Year 2020 And Per Capita Tax Rate

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

WHEREAS, the law of Pennsylvania (16 P.S. 1 et seq. – “The County Code”) authorizes the Board of Commissioners of the County of Potter to adopt a budget and to levy a rate of taxation on real estate subject to taxation located within Potter County;

WHEREAS, the Board of Commissioners of Potter County desires to adopt and approve a budget for calendar year 2020 for the County of Potter and to set a tax levy for county taxes and real estate subject to taxation located within Potter County;

WHEREAS, additional revenues are required to meet the essential services which the County provides, and the obligations imposed upon the County; and

WHEREAS, the Commissioners desire to keep taxes as low as possible for the residents of Potter County while still providing the necessary and useful services of County Government.

NOW THEREFORE, be it resolved and it is hereby resolved as follows:

1. **RESOLVED**, that the rate of taxation for County tax purposes for the calendar year 2020 shall be 18.50 mill on every thousand dollars of 2020 valuation of real estate subject to taxation located in Potter County, Pennsylvania. The rate of taxation on each 100 dollars assessed valuation of taxable property amounts to \$1.85 (one dollar, eighty-five cents per one hundred dollars of assessed valuation).

2. **RESOLVED**, that the temporary suspension of per capita tax which, in calendar year 2013, was reduced from the prior rate of \$5.00 per person on all those subject to taxation to the new rate of \$0.00 per person, shall continue to be \$0.00 per person for calendar year 2020. In other words, the per capita tax will continue to be temporarily suspended and will not be collected in 2020.

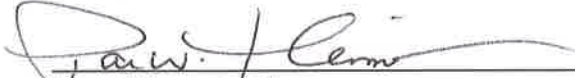
This resolution shall become effective immediately.

DULY ADOPTED at the regular meeting of Potter County this 5th day of December, 2019.

POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman




Paul W. Heimel, Commissioner

Attest:



Kathleen H. Majot, Chief Clerk



Susan S. Kefover, Commissioner