

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

December 19, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:07 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 – December 5, 2019 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

GIS/Planning Director Will Hunt presented the final draft of the Northern Pennsylvania Tri-County Comprehensive Plan. He explained that the document is the product of an 18-month process with input from hundreds of Potter County leaders and other citizens. It will be posted online and used as a road map for key decisions in the new decade. Compliance with the Potter County goals, objectives and implementation strategies will be directed and monitored by the Board of Commissioners, Planning Department and Community Development Department.

Resolution 15 of 2019 – Northern Pa. Tri-County Comprehensive Plan ~Action~ Comm. Kefover moved to adopt. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Reappointments of Charles (Bob) Wicker and Helen Turner to the Potter County Planning Commission for 4-year terms ending January 2024. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Ellen Russell, Community Development Director, reported on the recent meeting and training session of the Potter County 2020 U.S. Census Complete Count Committee. In attendance were U.S. Census Regional Coordinator Heather Conrad; Commissioners-elect Paul Heimel, Nancy Grupp and Barry Hayman; Jim Kockler, Will Hunt, Deb Ostrom and Ellen Russell. She emphasized the importance of an accurate count of all Potter County residents.

Amended 2020 Board of Commissioners meeting dates. ~Action~ Comm. Kefover moved to approve the change. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Adoption of the 2020 Potter County Budget. There will be no increase in real estate taxes and the per-capita tax will once again not be imposed. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Adjustment of 2020 Base-Rate Salary Schedule for non-union and appointed employees. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Annual salary increase of 2.25% for non-union and appointed employees. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Notice of special Board of Commissioners meeting to close out any outstanding 2019 county business at 11 am Tuesday, Dec. 31. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Service agreement renewal with Pennsylvania District Attorney’s Institute for 2020 PA SAVIN for victim notification services, January 1, 2020 through December 31, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Approval of three 2020-2023 bargaining unit contracts:

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

--Potter County Human Services ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Potter County Employees Union ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Contract renewal with Anita J. Mead as Victim/Witness Services Coordinator at a rate of \$17.80 per hour, Jan. 1, 2020 to Dec. 31, 2020, reporting to District Attorney. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with Northern Tier Children's Home Residential Services Inc. for residential treatment services at the Women's Recovery Center for \$75.00 per day, a \$5.00 increase per day per resident. Effective to Jan. 1, 2020 through Dec. 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with Davis Ulmer Sprinkler for 2020 fire alarm monitoring \$2,520 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

Appointment of Jessica Giebel as Chief Clerk effective January 1, 2020 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Warden Glenn Drake has received a resignation from Wyatt Weakland as a part-time cook at the Potter County Jail, effective December 18, 2019. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Warden Glenn Drake has hired Nina Baker as a part-time Courthouse Security Guard at the Potter County Courthouse, effective January 6, 2020. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Applications received for 2019 Liquid Fuel tax funds from the following municipality: Hebron Township, \$3,138.04; Sylvania Township, \$424.28

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

**OTHER BUSINESS/COMMISSIONERS' REPORTS**

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL AUTOMATIC DEPOSITS	\$47,080.43
PAYROLL TAX TRANSFERS (EFTPS)	16,010.79
STATE TAX WITHHOLDINGS (ETIDES)	2,126.16
ACCOUNTS PAYABLE CHECKS – Check #66494 (12/6)	\$51,354.55
ACCOUNTS PAYABLE CHECKS – Check #66495-66587 (12/19/)	\$95,661.93
<b>Total Checks Written</b>	<b>\$212,233.86</b>

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

**Potter County Fiscal Summary Special Run – 12/12/2019**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
28	Domestic Relations IV-D	1019			\$890.98

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

Cassie Harris SPN11130

**Potter County Fiscal Summary – 12/20/2019**

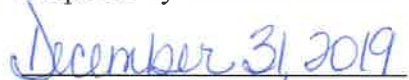
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85238-85241			\$1,655.41
10	Payroll-Direct Deposit	9029782-9029906			\$98,761.33
10	General Fund - Accounts Payable	131707-131802			\$493,763.16
10	General Fund – A/P Manual Checks	912201930-912201933			\$137,933.41
11	LEPC	2714-2718			\$11,789.33
15	North Fork Dam	131803			\$21.05
16	911 Fund	2949-2956			\$15,321.58
17	Saulter Preserve	131804			\$25.00
18	Automation Fund (Civil)	131805			1,066.30
20	Supervision Fees (County) (CO)	131806			\$483.00
28	Domestic Relations IV-D	1020			\$32,424.00
32	Specialty Courts	131807			\$241.29
34	V.O.J.O.	131808			\$248.31
35	Victim Services/RASA	131809			\$1,498.03
37	Triple Divide Water Monitoring	131810			\$85.41
38	Divorce Fund	131811			\$175,000.00
55	Phare Grant	131812			\$15,000.00
64	Gas Well Impact-Capital Reserve	131813			\$200,000.00

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

**NEXT MEETING:** Tuesday, December 31, 2019 @ 11:00 a.m.

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

  
Potter County Executive Secretary

Prepared by Danielle Gietler  
  
Approval Date



*Established  
1804*

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

## County of Potter Board of Commissioners

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284*  
**www.pottercountypa.net**

Kathleen H. Majot  
Chief Clerk

Thomas R. Shaffer  
Solicitor

### **RESOLUTION No. 15 OF 2019** Potter County Board of Commissioners

*A RESOLUTION adopting the Potter County Comprehensive Plan Update, dated December 2019, as prepared by the Potter County Planning Commission and facilitated by Michael Baker International.*

WHEREAS, the Pennsylvania Municipalities Planning Code (MPC) requires that county comprehensive plans be updated every 10 years; and

WHEREAS, the MPC outlines content and procedural requirements associated with the preparation, review and approval of county comprehensive plans that have been followed in this County Plan Update process; and

WHEREAS, the Potter County Planning Commission coordinated the preparation of the Potter County Comprehensive Plan Update that has been published in one document, entitled *Northern Pennsylvania Tri-County Comprehensive Plan of Potter County* dated December 2019 and comprised of charts, textual matter, narratives, and implementation plans; and

WHEREAS, the Potter County Planning Commission conducted a robust and inclusive public participation and engagement process, and


WHEREAS, the proposed Potter County Comprehensive Plan Update was submitted to school districts within and contiguous to Potter County, and contiguous counties and was otherwise made publicly available for municipal and citizen review and comment; and

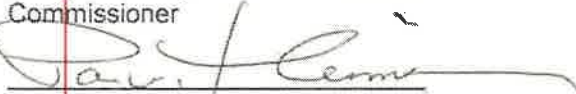
WHEREAS, the Potter County Planning Commission adhered to the Public Meeting and Public Hearing requirements of the MPC in finalizing the County Plan Update; and

WHEREAS, the Potter County Planning Commission duly noted and considered all public comments received in finalizing the County Plan Update; and


NOW THEREFORE BE IT RESOLVED, that the County Commissioners of Potter County hereby adopt the Potter County Comprehensive Plan Update that has been published in one (1) document, entitled *Northern Pennsylvania Tri-County Comprehensive Plan of Potter County* dated December 2019 and comprised of charts, textual matter, narratives, and implementation plans that form the whole of the County Plan Update and fulfills county responsibilities under the MPC.


**A true and correct copy of said NORTHERN PENNSYLVANIA TRI-COUNTY COMPREHENSIVE PLAN OF POTTER COUNTY dated December 19, 2019 is attached hereto.**

  
\_\_\_\_\_  
Doug C. Morley  
Commissioner

  
\_\_\_\_\_  
Paul W. Heimel  
Commissioner

Date: December 19, 2019

  
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Susan S. Kefover  
Commissioner

  
\_\_\_\_\_  
Kathleen H. Majot 12/19/19  
Chief Clerk