

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 31, 2016

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:04 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, and Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** - None

**MINUTES** – March 17, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

**CONTRACTS AND AGREEMENTS**

Ratification of contract with Assn. of Probation Officers, Jan. 1, 2016, through Dec. 31, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with KOS Inc. for maintenance services for the equipment in the Register & Records office, effective March 25, 2016, to March 25, 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Proposal from AMP Global Strategies for the purchase of equipment to upgrade the 9-1-1 call capacity (PEMA requirement) at a cost of \$49,512.75. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with Zelenkofske Axelrod LLC for the subrecipient monitoring Implementation Plan of County Human Services contracts with providers of service for years ending December 31, 2015, 2016, 2017, 2018 and 2019 at a fee not to exceed \$23,475 per year. This is a requirement for PCHS contracts to qualify for federal funding. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**14/15**

**15/16**

**▪ MENTAL HEALTH**

*Dickinson Centers, Inc.*

Addendum to Psych Rehab contract

And Family Based contract

Psych Rehab

\$30,000/year

\$43,000/year

Family Based

\$35,000/year

\$22,000/year

4/1/16 to 6/30/16

*Mental Health Drivers*

Rate of Service

Portal to Portal under 4 hrs.

\$35.00

\$70.00

Portal to Portal 4 hrs. to 8 hrs.

\$60.00

\$120.00

Portal to Portal over 8 hrs.

\$120.00

\$240.00

Effective 4/1/16

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

**TRAINING REQUESTS**

--Anita Mead – Victims’ Services – PCCD Basic Crisis Response Training, State College, Pa. Registration, mileage and meals.

--Colleen Wilber – PCHS – PACDAA Meeting, State College, Pa. Registration and lodging; CJAB Pretrial & Reentry Conference, State College, Pa. Lodging.

--Glenn Dunn, Dean Predmore – DES – Annual Emergency Management Conference, Seven Springs, Pa. Registration, mileage and meals.

--Sherry Hoffman, Rhoda Weimer, Kate Reynold – PCHS – Ombudsman Conference/Compliance Training, Harrisburg, Pa. Registration and lodging.

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

### **PERSONNEL**

Resignation notice from Roger Labar, Corrections Officer at the Potter County Jail, effective March 31, 2016. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Promotion of Kara Johnston, CASSP Coordinator, to Coordinated Services Director, Potter County Human Services, effective April 4, 2016 to fill vacancy. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Hiring of Minelle Snay, temporary Clerk Typist 2 (Receptionist), Potter County Human Services effective April 4, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

### **CHIEF CLERK REPORT**

Received an application for 2016 liquid fuels tax funds from Roulette Township, \$3,397.38. Homer Township requested to change its 2009 county aid project (paving project to loan payment). ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

### **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

### **COMMISSIONERS' REPORTS**

Commissioner Kefover reported on the March 22 presentation by an AmeriCorps representative. Volunteer members perform a variety of services to communities, in areas such as education, disaster recovery/relief, environment, and economic opportunity. Career and Technical Institute in Port Allegany has applied for a grant through AmeriCorps for ten volunteers to help with projects in rural areas. Gale Pride in Galeton is hosting AmeriCorps for discussion of afterschool programs for area youths.

Commissioner Kefover announced that Galeton Borough has decided to not utilize the downtown revitalization Circuit Rider program. However, individual business owners are still using the program for façade improvements, renovations and historic designation.

Commissioner Heimel discussed his appointment to a statewide committee drafting recommendations for criminal justice system improvements in the areas of mental health and drug/alcohol services, as well as a more comprehensive assessment of defendants during pre-trial phases. Overarching goal is to reduce jail/prison populations and the number of repeat offenders. Task force members will submit recommendations to the Pa. General Assembly. In partnership with the Pa. Dept. of Corrections and other state agencies, consultants working with the task force and the County Commissioners Assn. of Pa. will be available to confer with probation departments and other elements of the criminal justice system in all 67 Pennsylvania counties.

### **BILLS**

#### **Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #445	1,697.74
PAYROLL AUTOMATIC DEPOSITS	48,660.99
PAYROLL CHRISTMAS CLUB DEPOSITS	1,343.00
PAYROLL TAX TRANSFERS (EFTPS)	18,861.37
STATE TAX WITHHOLDINGS (ETIDES)	2,358.72
PASCDU	
ACCOUNTS PAYABLE CHECKS – Check #53490-53628 3/31	109,103.20
Benefits transfer	
<b>Total Checks Written</b>	<b>182,025.02</b>

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

**Potter County Courthouse Special Run – 3/18/2016**

<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	117995, 117996	117904, 117958	604.47	539.47

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

**Potter County Courthouse Special Run – 3/23/2016**

<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	117997			410.84
62	CDBG	117998			4,300.00

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

**Potter County Courthouse Fiscal Summary – 4/01/2016**

<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	83902-83904			2,293.95
10	Payroll-Direct Deposit	9019352-9019453			83,488.89
10	General Fund - Accounts Payable	117999-118083			177,411.06
10	General Fund – A/P Manual Checks	904011631-904011635; 999093			124,165.65
11	LEPC	2236			309.12
14	Liquid Fuels	1337-1338			7,464.00
16	911 Wireless	2365-2368			1,160.38
34	V.O.J.O.	118084			610.05
35	Victim Services	118085-118086			887.53

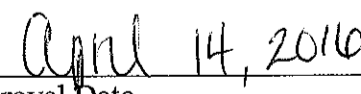
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEXT MEETING:** April 14, 2016

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

Prepared by Dawn Wooster

  
Potter County Executive Secretary

  
Approval Date