

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JUNE 23, 2016

CALL TO ORDER Commissioner Morley called the meeting to order at 11:05 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT - None

MINUTES – June 9, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Appointment of Jackie Murray to the Potter County Human Services Advisory Board for the term of June 23, 2016 through July 31, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Intergovernmental agreement between the Potter County Sheriff's Department and the Potter County Domestic Relations Office for law enforcement services through the Title IV-D Child Support Enforcement Program; effective Oct. 1, 2015 through Sept. 30, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Extension of Revitalization Technical Support and Services with Consultant John Bry for technical support and training for the revitalization of Potter County's downtown districts and related grant-writing services. Six month term of July 1, 2016, through December 31, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

▪ **AGING**

The Nutrition Group/ Pittsburgh Companies North
Lease Agreement per month
7/1/16 to 6/30/17

15/16

16/17

\$1000.00

No Change

The Nutrition Group/Pittsburgh Companies North
Food Service Provider
Per Meal
Per Emergency Meal
7/1/16 to 6/30/17

\$5.73

No Change

\$4.04

No Change

Critical Signal Technologies, Inc.

PERS Monthly Rental Fee
PERS Additional Pendant Fee
Med Dispenser Monthly Fee
Cellular PERS Monthly Fee
Fall Detection PERS Monthly Fee
Mobile PERS Monthly Fee
Mobile PERS w/Fall Detection monthly
7/1/16 to 6/30/17

\$22.00

No Change

\$ 5.00

No Change

\$30.00

No Change

\$30.00

No Change

\$40.00

No Change

\$38.00

No Change

\$48.00

No Change

▪ **CHILDREN AND YOUTH**

Pathways Adolescent Center
Residential Treatment for Del & Dep. Youth
Pathways Adol. Ctr. Male & Female
New Beginnings
Transitional Living #2 & #3
7/1/16 to 6/30/17

\$140.00

No Change

\$145.00

No Change

\$135.00

No Change

Concern

Professional Foster Care for Del.& Dep. Youth		
Foster Care, varying levels	\$39.68-\$91.45	Or as set by DHS
Medical Foster, varying levels	\$34.79-\$83.04	Or as set by DHS
Mother/Baby	\$124.99	Or as set by DHS
7/1/16 to 6/30/17		

Cornell Abraxas

Residential Treatment for Del. & Dep. Youth		
Abraxas I STEP	\$171.36	\$174.79 or as set by DHS
Intensive Res. Program	\$289.32	\$295.11 or as set by DHS
Female D&A Treatment	\$208.24	\$212.41 or as set by DHS
MH Leadership Dev. Center	\$160.45	\$163.66 or as set by DHS
Shelter	\$284.17	\$289.85 or as set by DHS
Leadership Dev. Program, Female	\$160.45	\$162.46 or as set by DHS
Fire Setter/Sex Offender	\$293.55	\$299.42 or as set by DHS
Some programs pd. for by D&A, MH		
7/1/16 to 6/30/17		

Pentz Run Inc.

Residential Treatment for Del. & Dep. Youth		
Group Home/Shelter per diem	\$142.13	\$145.00
Transitional Living per diem	\$108.95	\$111.13
7/1/16 to 6/30/17		

▪ **MENTAL HEALTH**

Independent Escort Contractor

Peg Rotello, Donna Kelly, Linda Swift

Round trip, portal to portal less than 4 hrs.	\$ 35.00	\$ 70.00
Round Trip, portal to portal 4 hrs.Up to 8 hrs.	\$ 60.00	\$120.00
Round Trip, portal to portal 8 hrs.And over	\$120.00	\$240.00
7/1/16 to 6/30/17		

▪ **PCHS**

Karpinski's Office Systems

Maintenance for Copiers (Includes parts, toner, labor only for all machines)		
Per copy per machine	\$.011	No Change
IR1310 per copy	\$.014	No Change
IRC2230 per copy black	\$.009	No Change
Per copy color	\$.07	No Change
7/1/16 to 6/30/17		

Karpinski's Office Systems

Maintenance for Typewriters, Fax machines, printers		
Per Machine plus parts/and supplies	\$54.00	No Change
7/1/16 to 6/30/17		

▪ **DRUG AND ALCOHOL**

Potter County Probation

Substance Testing:		
Per negative test (urinalysis)	\$ 7.00	No Change
Per test for further testing (urinalysis) Up to	\$100.00	No Change
SCRAM per day	\$ 4.40	No Change
Sweat Patch per test	\$ 10.80	No Change
Sweat Patch per overlay	\$ 1.00	No Change
Sweat Patch per screen/confirmation	\$ 25.00	No Change
Sweat Patch per test for further testing up to	\$ 65.00	No Change
7/1/16 to 6/30/17		

Alcohol and Drug Abuse Services, Inc.

Certified Recovery Specialist	\$18,000	\$25,000
7/1/16 to 6/30/17		

~Action~ Comm. Heimel moved to approve the list of contracts. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

TRAINING REQUESTS

--Sandra Lewis – Voter Reg./Election – Pa. Election Officials Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Eliminate position of MSAG Clerk within the Local 389-C Union, due to the duties of this position being split across GIS/Mapping, GIS/Planning and Fiscal. The Union has already approved this elimination. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Job Description/Classification Change of Planning Secretary, changed to GIS/Planning Secretary/MSAG Clerk and a classification change from Class III, Level 3 to Class IV, Level 1 within the Local 389-C Union to reflect additional duties. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Job Title/Classification Change of Probation Community Service Coordinator, changed to Probation Community Service Coordinator/Clerk II and a classification change from Class III, Level 2 to Class IV, Level 1 within the Local 389-C Union to reflect clerical duties. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Jail Warden Glenn Drake has hired Walter J. Falk as a part-time corrections officer, effective June 6, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Jail Warden Glenn Drake has hired Joshua Rosenswie as a part-time corrections officer, effective June 13, 2016. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation from Martha Warren as County Social Services Aide 1, PCHS Coordinated Services, effective May 31, 2016. ~Action~ Comm. Heimel moved accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation from Betty Tomak as Ulysses Senior Center Operator I, effective July 1, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Hiring of Tanya Barshinger as Ulysses Senior Center Operator I, effective July 5, 2016, to fill vacancy. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Retirement notice from Larry Royer, PCHS van driver, effective June 30, 2016. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Treasurer Krista Miller is hiring Kayla Morey for the processing of antlerless deer applications, effective July 11, 2016, lasting approximately 4-6 weeks. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Received applications for 2016 Liquid Fuels Tax funds from Allegany Township, \$2,800.69; Pleasant Valley Township, \$905.92; West Branch Township, \$2,284.10; Stewardson Township, \$721.24; Sharon Township, \$3,910.44. ~Action~ Comm. Heimel moved to approve the applications. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Request received from Galetton Borough for \$5,000 from the Act 13 Shale Gas Impact Fee/Restricted Use Account for environmental, recreational and related projects. Funds would be part of Galetton Borough's \$18,000 match needed to submit an application to the Pennsylvania Department of Community & Economic Development to fund a feasibility study of the Galetton Dam. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

COMMISSIONERS' REPORTS

Consultant John Bry provided updates on downtown initiatives:

--Recently, a grant application was approved by the Pa. Dept. of Aging to improve the parking lot of the Ulysses Senior Center.

--An application has been sent to NCCC for a team of 8-12 people to help with projects in downtown Ulysses and Austin. The two areas would like to see flower boxes in the downtown area and Austin would like to have improvements made to the road from the borough to the Austin Dam Memorial Park.

--A proposal was sent to Northwest Savings Bank seeking support for a countywide façade improvement/historical preservation program, as well as a preservation trades education program.

David Cole (intern) briefly presented his ideas on improving social media connections of Potter County's downtowns. A discussion ensued on the type of businesses that might be interested in starting an operation in Potter County.

Commissioner Heimel will be attending a meeting of the Statewide Behavioral Health/Criminal Justice Task Force on July 11 in Harrisburg to finalize the report on recommended reforms of the criminal justice system in Pennsylvania counties.

Commissioner Morley reported that the Potter County Board of Auditors recently held its annual exit meeting with the Board of Commissioners to review its findings following an examination of county fiscal records.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #452-453	1,894.00
PAYROLL AUTOMATIC DEPOSITS	48,682.16
PAYROLL CHRISTMAS CLUB DEPOSITS	1,343.00
PAYROLL TAX TRANSFERS (EFTPS)	19,207.46
STATE TAX WITHHOLDINGS (ETIDES)	2,382.61
ACCOUNTS PAYABLE CHECKS – Check #54196-54318 6/23	94,557.98
Total Checks Written	168,067.21

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

Potter County Courthouse Special Run – 06/16/2016

<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	118792			138.00

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

Potter County Courthouse Fiscal Summary – 6/24/2016

<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	83938-83950			3,473.64
10	Payroll-Direct Deposit	9020000-9020107			89,352.43
10	General Fund - Accounts Payable	118793-118896			85,177.43
10	General Fund – A/P Manual Checks	906241661-906241665			133,228.32
11	LEPC	2262-2263			1,024.34
15	North Fork Dam	118897-118898			2,522.00
16	911 Wireless	2396-2403			7,767.10
17	Saulter Preserve	118899			25.36

18	Automation Fund (Civil)	118900			3,230.34
20	Supervision Fund	118901			8,500.00
28	Domestic Relations IV-D	729			360.00
32	Specialty Courts	118902			470.00
34	V.O.J.O.	118903			610.05
35	Victim Services	118904-118905			1,109.49
55	PHARE Grant	118906			31,750.00

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

Potter County Courthouse First of the Month – 07/01/2016

<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	General Fund -- Accounts Payable	118907-118921			98,691.06
10	General Fund – A/P Manual Checks	999096			40.00
11	LEPC	2264			309.12
16	911 Wireless	2404-2405			792.00


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

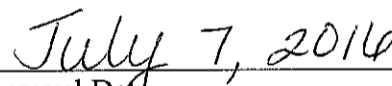
NEXT MEETING: July 7, 2016

ADJOURNMENT

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

Prepared by Dawn Wooster


 Potter County Executive Secretary


 Approval Date