

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

AUGUST 4, 2016

Case & Harris EPN111130

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:06 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** – July 21, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes; Heimel abstain.

**NEW BUSINESS**

Potter County Human Services recommended taking the highest bid for each vehicle:

- 1999 Sun Voyager V-10 Al Gaudino \$604.00
- 2003 Chevrolet Venture Lew Weidner \$250.00
- 2007 Chevrolet Uplander-silver Lew Weidner \$250.00
- 2007 Chevrolet Uplander-blue Lew Weidner \$250.00
- 2007 Ford E250-handicap Alfred Tomb \$251.00
- 2001 Ford Windstar Lew Weidner \$200.00
- 2001 Chevrolet Astro LS Lew Weidner \$250.00
- 1996 Chevrolet Beauville-handicap Lew Weidner \$250.00

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

Request from Northern Tier Community Action Corporation for a memorandum of understanding to submit an application to the Pennsylvania Housing Finance Agency for the Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with Cleveland Brothers Equipment Company Inc. for preventative maintenance services for the generators at the Gunzburger Building and Potter County Jail, at cost of \$1,893.00, term August 1, 2016 through July 31, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**▪ AGING**

***Dorothy Taylor***

Regional Ombudsman Coordinator  
State approved mileage rate  
7/1/16 to 6/30/17

15/16

\$55,650

16/17

\$57,320

***Cole Manor Homemakers***

In-home services per hr.  
7/1/16 to 6/30/17

\$22.61

No Change

**▪ DRUG AND ALCOHOL**

***Gaudenzia Erie #257046***

Halfway House Adult Female Only  
Halfway House Women w/children

\$135.00/day

No Change

\$135.00/day

No Change

***Gaudenzia Erie (Cross Roads)***

Non-Hospital Detox Adult  
Short Term (-42 days) Adult

\$303.00/day

\$318.00/day

\$174.00/day

\$183.00/day

Moderate Term (42-90 days) Adult	\$127.00/day	\$133.00/day
Short Term (-42 days) Adult co-occur	\$276.00/day	\$290.00/day
Long Term (90+days) Adult co-occur	\$174.00/day	\$183.00/day
7/1/16 to 6/30/17		

**Turning Point**

IP Non-Hosp, short term men	\$159.00/day	\$187.00/day
IP Non-Hosp, long term men	\$136.00/day	\$143.00/day
IP Non-Hosp, detox men/women	\$226.00/day	\$238.00/day
IP Non-Hosp, short term women	\$159.00/day	\$163.00/day
IP Non-Hosp, long term women	\$136.00/day	\$157.00/day
7/1/16 to 6/30/17		

▪ **EARLY INTERVENTION**

**Mary Buzard, RN**

Independent Evaluator	\$27.99/unit	No Change
7/1/16 to 6/30/17		

▪ **INTELLECTUAL DISABILITIES**

**Dickinson Center Inc.**

Home & Community Based Services		
Community Hab	\$2.57/unit	No Change
Home & Community Hab	\$6.38/unit	No Change
Companion Svcs	\$5.41/unit	No Change
Supported Employment	\$15.71/unit	No Change
Community Hab/ADT	\$8.11/unit	No Change
7/1/16 to 6/30/17		

**The Arc of Crawford County**

Home & Community Based Services		
Administrative Fee	\$125.00/month	No Change
Base Svcs not otherwise specified	\$88 to \$100/unit	\$88 to \$120/unit
Companion Services –L3	\$2.78/unit	No Change
Companion Svcs w/benefits	\$3.33/unit	No Change
Home & Community Hab	\$4.46/unit	No Change
Home & Community Hab s/benefits	\$5.01/unit	No Change
Unlicensed in-home respite W7258	\$3.13/unit	No Change
Unlicensed in-home respite w/bene	\$3.68/unit	No Change
Unlicensed in-home respite W7250	\$202.61/day	No Change
Unlicensed in-home respite w/bene	\$237.71/day	No Change
Unlicensed out of home respite W8012	\$3.13/unit	No Change
Unlicensed out of home res w/bene	\$3.68/unit	No Change
Unlicensed out of home respite W8002	\$202.61/day	No Change
Unlicensed out of home res w/bene	\$237.71/day	No Change
Supports Broker w/o benefits	N/A	\$5.12/unit
Supports Broker w/benefits	N/A	\$5.67/unit
7/1/16 to 6/30/17		

**The Arc of Indiana County**

Monitoring Assessments		
Survey	\$503.28	No Change
Transition survey	\$150.00	No Change
Data Entry	\$636.66	No Change
7/1/16 to 6/30/17		

**Keystone Community Resources, Inc.**

Services not covered under waiver		
Recreational/Leisure Activities	\$2.25/unit	No Change
Behavioral Support	\$17.19/unit	No Change
7/1/16 to 6/30/17		

**Health Ride Plus**

Transportation to Day Program (ADT)		
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Zone 1	\$23.62/trip	\$24.11/trip
Zone 2	\$28.88/trip	\$28.66/trip
Zone 3	N/A	\$43.04

7/1/16 to 6/30/17

**Susan Sticklin**

Waiver Level of Care Assessments

Assessment	\$150	No Change
Mileage	\$0.54/mile	No Change

7/1/16 to 6/30/17

▪ **PCHS**

**Dawn Bacon**

CPR/1<sup>st</sup> Aid/AED Trainer

Per Student	\$45.00	No Change
Mileage	\$0.54/mile	No Change

7/1/16 to 6/30/17

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

**TRAINING REQUESTS**

--Kevin Dusenbury & Patricia Dusenbury – Coroner’s Office – Pa. State Coroners Association Annual Convention, Williamsport, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Kevin Hannan – Corrections Officer – Use of Force/Defensive Tactics, Easton, Pa. Registration, lodging and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Colleen Wilber – PCHS – 2016 Grant Training, State College, Pa. Registration. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Kathleen Majot & Dawn Wooster – Administration – SCHRPP Annual Conference, King of Prussia, Pa. Lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Pauline Kleintop, Michelle Gledhill, Jeanette Stuckey – Auditors – Annual Convention, Harrisburg, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Deanna Jones & Sherry Ianson – DRO - DRAP Annual Training, Lancaster, Pa. Lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

Retirement notice from William Worthington, Potter County Veterans Service Officer, effective October 31, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Status change of Gail Allen, from Temporary/PT Substitute to Regular PT, effective August 8, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Received applications for 2016 Liquid Fuel tax funds from Coudersport Borough, \$5,797.90; Oswayo Borough, 2015 encumbered funds of \$470.00 & 2016 allocation of \$481.23, for a total of \$951.23; Eulalia Township, \$3,009.71. ~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 announced that representatives from the National Civilian Community Corps will be touring the Ulysses and Austin sites where a 15-member team will be working later this year.

Commissioner Heimel summarized his recent trip to the National Association of Counties (NACo) annual conference, where he presented a program on Potter County's memorials for its eight Vietnam War casualties and the importance of county leaders engaging with the Education Center at the Wall project in Washington, D.C. He also distributed information on NACo's Data-Driven Justice Initiative and Smart Justice Campaign, which involve implementing criminal justice reforms to reduce jail populations.

Commissioner Morley announced that he will be scheduling a meeting of county officials engaged in the criminal justice system for strategic planning related to criminal justice restructuring, in terms of financial resources, personnel and facilities.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #464-465	2,397.43
PAYROLL AUTOMATIC DEPOSITS	48,086.07
PAYROLL CHRISTMAS CLUB DEPOSITS	1,263.00
PAYROLL TAX TRANSFERS (EFTPS)	19,375.13
STATE TAX WITHHOLDINGS (ETIDES)	2,385.31
ACCOUNTS PAYABLE CHECKS – Check #54507-54594 08/04	44,047.74
Check#54595 08/05	30.00
<b>Total Checks Written</b>	<b>117,584.68</b>

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

**Potter County Courthouse Special Run – 07/28/2016**

<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	119160	119061	190.00	190.00
62	CDBG Fund	119159	119158	5,865.00	5,865.00

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

**Potter County Courthouse Fiscal Summary – 8/05/2016**

<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	83975-83984			3,984.36
10	Payroll-Direct Deposit	9020324-9020424			80,721.21
10	General Fund - Accounts Payable	119161-119259			170,842.66
10	General Fund – A/P Manual Checks	908051676-908051680			121,420.31
11	LEPC	2271-2276			4,646.40
14	Liquid Fuels	1343-1344			9,316.13
16	911 Fund	2417-2423			63,201.32
28	Domestic Relations	730			360.00

	IV-D				
3	V.O.J.O.	119260			610.05
3	Victim Services	119261			634.31

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

**NEXT MEETING:** August 18, 2016

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

Prepared by Dawn Wooster

*Dawn Wooster*

Pottel County Executive Secretary

*August 18, 2016*

Approval Date