

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

SEPTEMBER 1, 2016

Photo of Harris EPN111130

**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 and Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** - None

**MINUTES** – August 18, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

**CONTRACTS AND AGREEMENTS**

Agreement renewal with Cholin Corp. Inc. for fire alarm equipment preventative maintenance at the Potter County Jail. Annual maintenance inspection of \$2,475; no change in cost from previous years. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**15/16**

**16/17**

▪ **EARLY INTERVENTION**

*The Guidance Center*

Special Instruction per 15 min.	\$27.99	No Change
Special Instruction Eval/15 min.	\$27.99	No Change
Occupational Therapy/15 min.	\$31.76	No Change
Occupational Therapy Eval/15 min.	\$31.76	No Change
Speech Therapy/15 min.	\$31.76	No Change
Physical Therapy/15 min.	\$31.76	No Change
Physical Therapy Eval/15 min	\$31.76	No Change
IFSP Teaming PT/15 min.	\$31.76	No Change
IFSP Teaming Spec. Instruc/15 min.	\$27.99	No Change
IFSP Teaming Speech Therapy	\$31.76	No Change
Speech Pathology Evaluation	\$229.00	No Change
7/1/16 to 6/30/17		

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

**TRAINING REQUESTS**

--Jacob Ostrom – Tax Assessment – Clean & Green Assessments Seminar, Pleasant Gap, Pa. Mileage.

- AAP 2016 Fall Conference, State College, Pa. Registration, lodging and mileage.

--Barb Kiel – PCHS – PASC Conference, State College, Pa. Registration and lodging.

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

**PERSONNEL**

Hiring of Nicole Wilson as PCHS Aging Care Manager 2 effective September 19, 2016 to fill vacancy.

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

Resignation of Melissa Gee, as Director of Potter County Women’s Recovery Center effective August 29, 2016. She will continue her role as Mental Health Director for PCHS. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Received applications for 2016 Liquid Fuel tax funds from Harrison Township, \$5,448.73 and Allegany Township requested to change 2016 project from stockpile gravel to smoothbore pipe. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

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

**COMMISSIONERS' REPORTS**

Commissioner Kefover announced that letters have been sent out to all Potter County boroughs and townships to request support of a proposed program at the Seneca Highlands Career and Technical Center to train area high school students as emergency responders. The request involves a five-year commitment and \$2,000 from each borough/township to participate. Emergency Management Coordinator Glenn Dunn will report on the initiative at a future meeting. Students enrolled in the training could learn skills for volunteer service or for careers in emergency services.

Commissioner Heibel reported on the commissioners' recent meeting with local school superintendents. The administrators were informed of an opportunity to bring a "financial literacy" program to their districts at no cost, provided by C.S. McKee, which manages the county's retirement fund.

Applications have been received for the position of Potter County Veterans Affairs Director. The commissioners intend to have the new director hired in time to participate in state-mandated certification training that starts in Sept. 13 in Mechanicsburg.

Commissioner Heibel shared details of an "Alternatives to Incarceration" news conference held by the statewide Behavioral Health/Criminal Justice Task Force, on which he serves. Task force members now turn their attention to educating lawmakers, county officials and the news media about findings of their six-month study of criminal justice reform, with particular focus on mental health services, drug and alcohol treatment and pre-trial diversion programs that can reduce jail population and recidivism.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #466-467	1,697.74
PAYROLL AUTOMATIC DEPOSITS	48,253.16
PAYROLL CHRISTMAS CLUB DEPOSITS	1,263.00
PAYROLL TAX TRANSFERS (EFTPS)	19,244.22
STATE TAX WITHHOLDINGS (ETIDES)	2,372.09
ACCOUNTS PAYABLE CHECKS – Check #54761-54875 9/1	154,385.07
<b>Total Checks Written</b>	<b>227,215.28</b>

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

**Potter County Courthouse Special Run – 08/26/2016**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG	119363			338.25

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

**Potter County Courthouse Fiscal Summary – 9/02/2016**

<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	83992-83993			1,114.34

10	Payroll-Direct Deposit	9020528-9020623		81,881.13
10	General Fund - Accounts Payable	119364-119458		244,142.11
10	General Fund - A/P Manual Checks	909021686-909021690;999098		118,647.10
11	LEPC	2281-2282		3,721.62
14	Liquid Fuels	1348-1349		4,816.36
15	North Fork Dam	119459		3,400.00
16	911 Fund	2431-2434		6,633.23
34	V.O.J.O.	119460		610.05
35	Victim Services	119461-119462		887.53
64	Gas Well Impact - Capital Reserve	119463		25,000.00

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

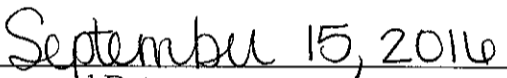
**NEXT MEETING:** September 15, 2016

**ADJOURNMENT**

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

Prepared by Dawn Wooster

  
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 Potter County Executive Secretary

  
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 Approval Date