

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**MARCH 17, 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 3, 2016 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Recommendation by the Potter County Local Emergency Planning Committee to appoint William Hunt, Potter County Planning/GIS Director, to the LEPC Committee. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Ratification of contract for IUE-CWA Local 389-C Union, Jan. 1, 2016 – Dec. 31, 2019 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with SEDA- Council of Governments for professional and administrative services for the Competitive CDBG FFY 2015 Grant for a total cost not to exceed \$17,000. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

**14/15**

**15/16**

▪ **INTELLECTUAL DISABILITIES**

*Service Access and Management, Inc.*

|  |              |           |
|--|--------------|-----------|
| Supports coordination monitors, locates and coordinates services for individuals with ID 7/1/15 to 6/30/16 | \$19.20/unit | No Change |
|--|--------------|-----------|

▪ **MENTAL HEALTH**

*Carla Muirhead*

|                                      |     |             |
|--------------------------------------|-----|-------------|
| Nursing Services                     |     |             |
| Med monitoring/reconciliation        | N/A | \$7.50/unit |
| Med Orders checked against the MAR   | N/A | \$7.50/unit |
| Minor Health Concerns                | N/A | \$7.50/unit |
| Higher level of medical intervention | N/A | \$7.50/unit |

2/1/16 to 6/30/16

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

**TRAINING REQUESTS**

--Jacob Ostrom – Chief Assessor – AAP Annual Conference, Harrisburg, Pa. Registration and lodging.

--Brian Abel – Chief Probation Officer – 2016 Orientation for Juvenile Chief Probation Officers, State College, Pa. Lodging.

--Will Hunt – GIS/Planning – Pa. GIS Conference, State College, Pa. Registration and lodging.

--Crystal Thomas – PCHS – Alcohol and Health Training, Mercer, Pa. Lodging.

--Kevin Dusenbury & Patricia Dusenbury – Coroner – Annual Spring Law Enforcement Seminar, Johnstown, Pa. Registration and lodging.

--Susanne Boucher – PCHS – PS Guardianship Meeting, Harrisburg, Pa. Lodging.

--Sherry Hoffman – PCHS – AAA Financial Training, Harrisburg, Pa. Registration and lodging.

--Sue Weber – PCHS – OAPS Social Media & Drug Diversion Training, Boalsburg, Pa. Lodging.

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

**PERSONNEL**

Sheriff Glenn Drake has terminated the employment of James Spiegel as a Corrections Officer at the Potter County Jail, effective February 9, 2016. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Voter Registration/Elections Director Sandra Lewis recommends the hiring of Shanon Sallade as part-time secretary, 9:00 a.m.– 4:00 p.m. three days a week, effective March 14, 2016. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Hiring of Melissa Wade, Intellectual Disabilities Clerk Typist 2, Potter County Human Services, effective April 4, 2016 to fill vacancy. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Deborah Lincoln, MR Program Specialist I (Early Intervention Coordinator and ID Caseworker Supervisor), PCHS. Salary increase due to additional ID Caseworker duties. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CHIEF CLERK REPORT**

Applications for 2016 Liquid Fuel tax funds from Summit Township, \$1,157.50; Hector Township, \$3,938.19; Homer Township, \$2,005.55; and Ulysses Borough, to encumber \$1,543.09. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

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

**COMMISSIONERS' REPORTS**

Commissioner Kefover announced several upcoming activities: Potter County Job Fair at Northern Potter School District on April 7; volunteers are needed for cleaning dump sites in Galeton on April 9; applicants are being accepted for the 2016-2017 Potter County Leadership program.

Commissioner Heimel discussed his recent trip to the County Commissioners Association of Pa. (CCAP) Spring Conference in Harrisburg. He has become more active with CCAP's Assessment and Taxation Committee to advocate for rural interests on issues such as real estate tax reform. He is also involved in CCAP's Courts and Corrections Committee, engaged in numerous initiatives geared toward reducing county jail inmate populations through alternatives to punishment.

**BILLS**

**Potter County Human Services Fiscal Summary**

|  |                   |
|--|-------------------|
| PAYROLL CHECKS - Check #445                | 1,866.97          |
| PAYROLL AUTOMATIC DEPOSITS                 | 59,742.25         |
| PAYROLL CHRISTMAS CLUB DEPOSITS            | 1,403.00          |
| PAYROLL TAX TRANSFERS (EFTPS)              | 26,357.77         |
| STATE TAX WITHHOLDINGS (ETIDES)            | 2,950.97          |
| PASCDU                                     |                   |
| ACCOUNTS PAYABLE CHECKS – Check #53406 3/4 | 49,620.06         |
| Check#53407-53489                          | 434,768.76        |
| Benefits transfer                          |                   |
| <b>Total Checks Written</b>                | <b>576,709.78</b> |

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

**Potter County Courthouse Special Run – 3/07/2016**

| <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            | 117895           |                         |                         | 807.08       |

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

Case & Harris E 11130  
**Porter County Courthouse Fiscal Summary – 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            | Payroll-Checks                   | 83893-83901         |                         |                         | 3,920.32     |
| 10            | Payroll-Direct Deposit           | 9019212-9019351     |                         |                         | 94,459.29    |
| 10            | General Fund - Accounts Payable  | 117896-117982       |                         |                         | 635,442.01   |
| 10            | General Fund – A/P Manual Checks | 903181626-903181630 |                         |                         | 141,260.09   |
| 11            | LEPC                             | 2233-2235           |                         |                         | 226.35       |
| 14            | Liquid Fuels                     | 1335-1336           |                         |                         | 3,168.26     |
| 15            | North Fork Dam                   | 117983              |                         |                         | 22.00        |
| 16            | 911 Wireless                     | 2353-2364           |                         |                         | 14,521.74    |
| 17            | Saulter Preserve                 | 117984              |                         |                         | 20.00        |
| 18            | Automation Fund (Civil)          | 117985-117986       |                         |                         | 3,917.00     |
| 28            | Domestic Relations IV-D          | 724-725             |                         |                         | 60,706.21    |
| 32            | Specialty Courts                 | 117987-117988       |                         |                         | 1,831.13     |
| 33            | JABG                             | 117989              |                         |                         | 2,778.00     |
| 34            | V.O.J.O.                         | 117990              |                         |                         | 610.05       |
| 35            | Victim Services                  | 117991-117992       |                         |                         | 647.12       |
| 59            | P.C. Victim Impact Panel         | 117993              |                         |                         | 125.00       |
| 64            | Gas Well-Highway Bridge Imprmt   | 117994              |                         |                         | 40,000.00    |


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

**NEXT MEETING:** March 31, 2016

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

Prepared by Dawn Wooster

  
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 Potter County Executive Secretary

  
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 Approval Date