

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JUNE 8, 2017

CALL TO ORDER Commissioner Morley called the meeting to order at 11:01 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

MINUTES – May 25, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Bill Siegel with SEDA-COG, with Community Development Director Jennifer Rossman, is preparing for the FFY 2017 Community Development Block Grant Entitlement Program with funding allocated at \$214,000. Mr. Siegel and Ms. Rossman requested the board's approval of the FFY2017 CDBG Entitlement Program and ratification of documents. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Mr. Siegel also provided an updated on ongoing CDBG projects in Genesee and Shinglehouse. The Genesee water system improvement project is proceeding according to the process laid out. Currently, bids are being accepted for the construction of a new facility for storage and water supply.

The Shinglehouse sewage wastewater improvement project included an application for a CDBG Competitive Grant that was unsuccessful. After several discussions and research, SEDA-COG sees value in resubmitting an application. Mr. Siegel requested the board's permission on behalf of Shinglehouse Borough to resubmit an updated narrative.

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

Appointment of Jennifer Rossman to the Comprehensive Economic Development Strategy Committee (CEDS) of the Northcentral Pa. Regional Planning and Development Commission to fill a vacant position, effective June 8, 2017 through Dec. 31, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Request for support of the Essential Emergency Services Training (EEST) Program of \$2,000 per year for a five-year period, if required funding and approvals are received and the program becomes a reality. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Stenograp LLC for access/business support for Case CATalyst software for the Potter County Courts, June 15, 2017 to June 14, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with ESRI for Enterprise Software under a Small Enterprise License Agreement (ELA) for a three-year term, \$25,000 per year for a total price of \$75,000. This service supports GIS. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement with AmeriCorps National Civilian Community Corps (NCCC) National Service Program for a team to perform identified projects in Austin Borough and Ulysses Borough, starting June 10. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Service contract renewal with Sarah Seeley for cleaning services at the District Court Coudersport office at a rate of \$10.00 per week, effective June 3, 2017 through June 3, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ CHILDREN AND YOUTH

16/17

17/18

The Academy

Residential Treatment Female
Dependent/Delinquent Youth
Female Residential
D & A - Female
Shelter program – Female
7/1/17 to 6/30/18

\$210.00	\$214.20 per day
\$265.00	\$270.30
N/A	\$273.00

Summit School, Inc.

Residential Treatment for
Dependent/Delinquent Youth
Residential Program
D & A
Shelter
7/1/2017 to 6/30/18

\$134.98	\$154.65/ per day
\$209.00	\$214.20
N/A	\$273.00

Pathways

Residential Treatment for
Dependent/Delinquent Youth
Pathway Adolescent Center
New Beginnings
Transitional Living
7/1/17 to 6/30/18

\$140.00	\$140.00
\$145.00	\$145.00
\$135.00	\$135.00

■ MENTAL HEALTH

Dickinson Center, Inc.

Home and Community Habilitation
5/1/17 to 6/30/17

N/A	\$6.38 per 15 minutes
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Dickinson Center, Inc.

Home and Community Habilitation
7/1/17 to 6/30/18

\$6.38 per 15 minutes	\$8.08 per 15 minutes
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Rick Kunselman

Act 143 Designee Agreement – Independent Contractor
Monday through Thursday
Friday
Saturday & Sunday
Holiday
7/1/17 to 6/30/18

\$ 70.00	No Change
\$100.00	No Change
\$140.00	No Change
\$140.00	No Change

■ AGING

Critical Signal Technologies, Inc.

PERS and Medication Dispenser Units
PERS for Individual Units
Per Month Additional Pendant
Fall Detection PERS
Medication Dispensers
Cellular PERS
Cellular PERS with Fall Detection
Mobile PERS
Mobile PERS with Fall Detection
7/1/17 to 6/30/18

\$22.00	No Change
\$ 5.00	No Change
\$40.00	\$30.00
\$30.00	No Change
\$30.00	No Change
N/A	\$38.00
\$38.00	\$36.00
\$48.00	\$44.00

The Nutrition Group/Pittsburgh Companies North

Food Service and Lease Agreement
Home Delivered and Congregate Meals
Emergency Meals
Lease Agreement
7/1/17 – 6/30/18

\$5.73	\$5.85
\$4.04	\$4.12
\$1,000	No Change

Purfoods llc dba Mom's Meals

Home Delivered Meals \$6.12 per meal No Change
Pureed Meal \$7.00 No Change
7/1/17 to 6/30/18

■ COORDINATED SERVICES

Health Ride Plus

Transportation \$2.15 per loaded Mile No Change
7/1/17 to 6/30/18

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

TRAINING REQUESTS

--Crystal Thomas – PCHS – Recertification for Case Management. Registration. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

Maintenance Supervisor Joe Kurtz requested the hiring of Mark Amidon as a temporary emergency helper not to exceed 90 days, effective June 5, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Maintenance Supervisor Joe Kurtz requested the hiring of Kevin Coates to fill a part-time General Maintenance position, effective June 8, 2017. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Hiring of McKayla Cochran as full-time PCHS Coordinated Services County Caseworker 1, effective June 12, 2017 to fill a vacant position. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT

Received application for 2017 Liquid Fuel tax funds from West Branch Township, \$2,083.28. ~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 has planned for Lt. Governor Mike Stack to visit Potter and Tioga counties, with a meeting with area veterans' organizations scheduled at the Gunzburger Building on June 9.

Commissioner Heibel reported that he, Human Services Administrator Jim Kockler and Probation Department Assistant Administrator Danielle Gietler are continuing to follow two national criminal justice reform initiatives, Data-Driven Justice and Stepping Up, to advise local decision-making and plan for the allotment of county resources.

Commissioner Morley provided an update on the Rural Regional College. The presidential position is being finalized. The Pa. Dept. of Education has approved the college's operating plan. Two-year associate degree programs will be available through satellite offices, including one at the Potter County Education Center. Commissioner Morley also reported that information has been distributed to area lodging establishments on the increase of the county's Hotel Room Excise Tax three percent to five percent.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #491	1,747.00
PAYROLL AUTOMATIC DEPOSITS	45,413.73
PAYROLL CHRISTMAS CLUB DEPOSITS	1,065.00
PAYROLL TAX TRANSFERS (EFTPS)	17,766.94
STATE TAX WITHHOLDINGS (ETIDES)	2,195.48
ACCOUNTS PAYABLE CHECKS -- Check #56918-57003 6/8	129,930.16
Total Checks Written	198,118.31

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

Potter County Courthouse Fiscal Special Run – 6/02/2017

<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	121885			13.99

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

Potter County Courthouse Fiscal Summary – 6/09/2017

<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	84076-84078			1,902.99
10	Payroll-Direct Deposit	9022631-9022736			86,626.51
10	General Fund - Accounts Payable	121886-121988			289,278.56
10	General Fund – A/P Manual Checks	906091756-906091760			126,237.80
11	LEPC	2356-2360			367.07
16	911 Fund	2544-2546			806.96
18	Automation Fund (Civil)	121989-121990			2,861.00
20	Supervision Fund	121991			3,164.00
24	Improvement Fund	121992			3,000.00
27	Substance Abuse (ACT 198)	121993			8,000.00
34	V.O.J.O.	121994			610.05
35	Victim Services	121995			610.05
61	Wellness Initiative	121996			42.40

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

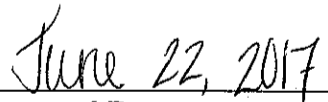
NEXT MEETING: June 22, 2017

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