

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

AUGUST 17, 2017

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:02 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** – August 3, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Jennifer Rossman, Community Development Director, and Bill Seigel, SEDA-COG Executive Director, provided project summaries for the 2017 Community Development Block Grant (CDBG) program. Roulette and Galetton have submitted eligible wastewater treatment plant improvement project applications for the commissioners' consideration. They will be further reviewed for further action at the commissioners' business meeting on Sept. 14.

Holly Komonczki, executive director of the Pennsylvania Lumber Heritage Region, spoke to the board on initiatives and goals established for that agency. Marketing and education programs are top priorities in a five-year development plan developed during stakeholder meetings. Ms. Komonczki stated she believes in building partnerships to help advocate for economic development, tourism promotion and historic perseverance aspects of the Lumber Heritage Region's mission.

Appointments of Anita Mead and Kathleen Kinard to the Potter County Human Services Advisory Board, July 1, 2017 through July 1, 2020. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Request from the Potter County Association of Township Officials for a donation of \$500 to help cover expenses of the organization's annual convention on Oct. 28 at the Coudersport Golf Club. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approval for the filing of a "Petition for Unit Clarification" pertaining to the Deputy Sheriff positions in the county employees' labor union. Due to a recent Civil Unrest Policy and precedent in other jurisdictions, the petition requests that the positions be removed from the union to avoid the potential for a conflict of interest. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with Dickinson Center Inc. for lease of space on the third floor of the F.W. Gunzburger County Office Building for the provision of outpatient behavioral health services, Oct. 1, 2017, through Sept. 30, 2020, at \$6,600 per month. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

*Correction to contract approved 8/03/17*

Concern

Mental health After Hours Telephonic Crisis/Emergency Services

16/17

17/18

\$9,600 per year plus \$10.00 per individual who do not have CCBH or if insurance does not cover the cost. No Change

■ **MENTAL HEALTH (7/1/2017 to 6/30/2018)**

*The Meadows Psychiatric Center*

Short-Term Inpatient Hospital Stay

Authorized/Approved Medical Assistance Rate

Peg Rotello

Independent Escort Contractor

Round Trip, portal to portal, less than 4 hours	\$ 70.00	No Change
Round Trip, portal to portal, 4 up to 8 hours	\$120.00	No Change
Round Trip, portal to portal, 8 hours and over	\$240.00	No Change

■ **CHILDREN AND YOUTH (7/1/17 to 6/30/18)**

Keystone Adolescent Center

Emergency Shelter for Dependent/Delinquent Youth	N/A	\$155.50 per diem
--	-----	-------------------

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

**TRAINING REQUESTS**

-Sherry Hoffman – PCHS – PDA/P4A Quarterly Meeting, Lewisburg, Pa. Registration and lodging.

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

-Jacob Ostrom – Tax Assessment –Assessors Certification Law, Red Rock, Pa. Mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

-Kara Johnston & Chesney Mulaski – PCHS – 2017 Agency Appreciation Conference, Hershey, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

Resignation received from Kyla Snyder as the part-time Secretary/Clerk in the Treasurer’s Office, effective Aug. 8, 2017 due to obtaining new employment. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Notification from Chief Probation Officer Brian Abel of Judge Stephen Minor’s hiring of Kyla Snyder filling vacancy in full-time Probation Community Service Coordinator/Clerk II position, effective August 9, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Notification from Chief Probation Officer Brian Abel of Judge Stephen Minor’s hiring of Sarah Yates filling vacancy in full-time Probation Secretary/Clerk II position, effective August 28, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**CHIEF CLERK REPORT**

Received applications for the 2017 liquid fuel tax funds from Roulette Township to encumber \$3,193.60, and Ulysses Township for disbursement of \$2,606.46. ~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 that new sites for NA/AA meetings have been established. Brochures will be designed to show meetings’ availability.

Commissioner Heimel stated that Potter County is continuing its involvement with the Stepping Up program, geared toward improving mental health services for criminal justice-involved individuals.

Commissioner Heimel has been appointed vice chair of the National Association of Counties’ Courts and Corrections Committee and received affirmation from Commissioners Morley and Kefover for his increased involvement in the national organization.

Commissioners Morley and Kefover commended Commissioner Heimel on being named the 2017 Outstanding Commissioner of Pennsylvania by the County Commissioners Association of Pennsylvania.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #500-502	3,058.80
PAYROLL AUTOMATIC DEPOSITS	46,526.42
PAYROLL CHRISTMAS CLUB DEPOSITS	1,130.00
PAYROLL TAX TRANSFERS (EFTPS)	18,811.33
STATE TAX WITHHOLDINGS (ETIDES)	2,297.77
ACCOUNTS PAYABLE CHECKS - Check #57445 8/04	2,133.88
Check #57446-57580 8/17	233,370.34
<b>Total Checks Written</b>	<b>307,328.54</b>

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

**Potter County Courthouse Fiscal Summary - 8/18/2017**

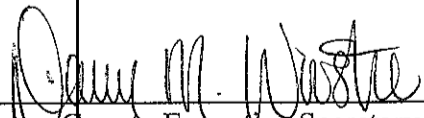
Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	84124-84132			3,146.97
10	Payroll-Direct Deposit	9023179-9023290			86,108.30
10	General Fund - Accounts Payable	124446-124549	98366,115331	85.00	95,110.58
10	General Fund - A/P Manual Checks	908181781-908181785			128,241.06
11	LEPC	2374-2380			2,429.73
15	North Fork Dam	124550			22.00
16	911 Fund	2570-2575			102,020.55
17	Saulter Preserve	124551			25.72
28	Domestic Relations IV-D	748			360.00
34	V.O.J.O.	124552			610.05
35	Victim Services	124553-124554			640.99
37	Triple Divide Water Monitoring	124555-124556			22,680.67
60	Hotel Excise Tax Fund	124557-124558			20,147.32

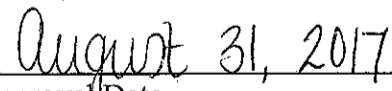
~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

**NEXT MEETING:** August 31, 2017

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

Prepared by Dawn Wooster

  
Potter County Executive Secretary

  
Approval Date