

Casto & Harris EPN111130

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

NOVEMBER 9, 2017

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

MINUTES – October 26, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Acceptance of FFY 2016 Competitive CDBG contract. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution #12 of 2017 - Request from the County Solicitor for clarification of policy covering the Possession of Use of Medical Marijuana and other Prescription Medications at County Jail. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approval of the 2018 County Employee Holiday Schedule ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Request by PCHS to accept the bids received for the selling of three used vehicles. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Appointment of Shane Wilson to the Potter County Human Services Alcohol, Tobacco and Other Drugs (ATOD) Advisory Board, term of December 2017 to December 2020. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointments of Derick Morey, January 2018 to January 2021, and Monica Williams, December 2017 to December 2020, to the Potter County Human Services ATOD Advisory Board. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation of Brian Green and Linda Swift from the Potter County Human Services ATOD Advisory Board due to each serving the maximum three-year terms. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS, Inc. for maintenance services of the copier in the Potter County Jail, annual cost of \$342.00, November 6, 2017 to November 6, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement renewal with KOS, Inc. for maintenance services of the copier in the Domestic Relations office, annual cost of \$342.00, November 6, 2017 to November 6, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with KOS, Inc. for maintenance services of the copier in the Voter Registration/Elections office, rate of \$.0085 per copy, November 14, 2017 to November 14, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ Intellectual Disability

*Dickinson Center, Inc. (7/1/17 to 6/30/18)*

	<u>16/17</u>	<u>17/18</u>
Community Participation Support	\$2.57/unit	\$4.45/unit
Companion Services	\$5.41/unit	\$6.33/unit
In-Home Community Support	\$6.38/unit	\$8.08/unit

Last revised 11/20/2017 11:11:02 AM

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Supported Employment-Job Support

\$15.71/unit

\$17.75/unit

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

**TRAINING REQUESTS**

--Sherry Hoffman – PCHS – PDA/P4A Quarterly Meeting, Hershey, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Colleen Wilber – PCHS – 2017 Statewide Stepping Up Summit, State College, Pa. Lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

Resignation received from Melissa Gee as Mental Health Program Specialist 2, Potter County Human Services, effective October 27, 2017. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation received from Tanya Barshinger, Ulysses Senior Center Operator 1, effective November 2, 2017. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Warden Glenn Drake notified the board that he has hired Wayne Buck as a part-time Corrections Officer at the Potter County Jail, effective November 6, 2017. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Kefover summarized the meeting of the Governor’s Council for Rural Affairs. Topics discussed included expanding the reach of broadband, development of the Rural Regional Community College and technical/vocational education, downtown main street initiatives and others.

Commissioner Heimel stated that he and Drug & Alcohol Director Colleen Wilber will be participating in panel presentations at the Stepping Up Summit in State College. Professionals will be gathering to discuss improving outcomes for those in the criminal justice system with mental health issues.

Commissioner Morley stated that the proposed 2018 county budget will be on display for the 20-day public review beginning Dec. 1 and is slated for adoption at the Dec. 21 meeting.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #517-518	2,442.40
PAYROLL AUTOMATIC DEPOSITS	47,599.98
PAYROLL CHRISTMAS CLUB DEPOSITS	
PAYROLL TAX TRANSFERS (EFTPS)	18,468.04
STATE TAX WITHHOLDINGS (ETIDES)	2,291.62
ACCOUNTS PAYABLE CHECKS – Check #58152-58255 11/08	98,787.58
<b>Total Checks Written</b>	<b>169,589.62</b>

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

**Potter County Courthouse Special Run – 10/27/2017**

<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	General Fund	122638-122639	122542;122586	94.94	39.94

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

**Potter County Courthouse Special Run – 11/01/2017**

<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	General Fund	122640			1,000.00

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

**Potter County Courthouse Fiscal Summary – 11/10/2017**

<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	84160-84163			1,982.47
10	Payroll-Direct Deposit	9023816-9023912			81,741.62
10	General Fund - Accounts Payable	122641-122723	122531	229.50	545,701.28
10	General Fund – A/P Manual Checks	911101711-911101715			119,019.39
11	LEPC	2399-2404			349.06
14	Liquid Fuels	1379			2,802.62
16	911 Fund	2611-2616			44,579.91
18	Automation Fund (Civil)	122724			995.17
22	Farmland Preserv. & Rollback	122725			923.35
32	Specialty Courts	122726			100.00
34	V.O.J.O.	122727			610.05
35	Victim Services	122728			610.05
38	Divorce Fund	122729-122730			22,606.66
60	Hotel Excise Tax Fund	122731-122732			40,180.36

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

**NEXT MEETING:** November 22, 2017 (Wednesday)

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

Prepared by Dawn Wooster

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
 \_\_\_\_\_  
 Approval Date



**Established  
1804**

## **County of Potter Board of Commissioners**

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284*

**www.pottercountypa.net**

Douglas C. Morley, Chairman  
Paul W. Heimel  
Susan S. Kefover  
Commissioners

Kathleen H. Majot  
Chief Clerk

Thomas R. Shaffer  
Solicitor

### **RESOLUTION #12 OF 2017** County of Potter, Pennsylvania

#### **POSSESSION AND USE OF MEDICAL MARIJUANA AND OTHER PRESCRIPTION MEDICATIONS AT THE POTTER COUNTY JAIL**

**WHEREAS**, section 1309 of Act 16 of 2016 authorizes the Potter County Commissioners to adopt a resolution regarding the possession and use of medical marijuana in a county correctional facility if such a resolution is passed within 18 months of the effective date of said Act, namely prior to November 17, 2017; and

**WHEREAS**, the Potter County Commissioners desire to pass such a resolution.

**NOW THEREFORE**, be it resolved and it is hereby resolved as follows:

The following policy shall be implemented regarding the possession and use at the Potter County Jail of medical marijuana or any other prescription medications:

1. Prescription medications, such as medical marijuana, opioids or any other medications which are known to have a potential for abuse or addiction, which have been duly prescribed to a Potter County Jail employee, shall be allowed to be taken into the Jail only if a dose of such medication is required to be taken during the scheduled shift of such employee.
2. Such employees shall, prior to bringing any such medication into the facility, provide to the Potter County Sheriff, Potter County Jail Deputy Warden and to the Potter County Commissioners, a written verification from their health care professional that unequivocally states that such medication must, for medical reasons, be taken during the employee's shift. In the absence of such verification, it shall be presumed that the employee can adequately address his or her medical needs during non-working hours.
3. Except when being properly dispensed as prescribed by medical personnel, under no circumstances shall any prescription medications, of any kind, ever be taken by any jail employee into any area of the jail where inmates are housed or present. Rather, all such medications shall be deposited by the employee immediately upon entry to the jail facility into a secure locked container or cabinet which shall be provided for such purpose. Such medications shall remain in said locked container or cabinet at all times.


except for such times when such medications are prescribed to be taken, all such medications shall be kept in the original bottle or container which shall include a pharmacy label identifying the medication, dosage, individual to whom said medication is prescribed and the name of the doctor or other health care professional who prescribed the medication.

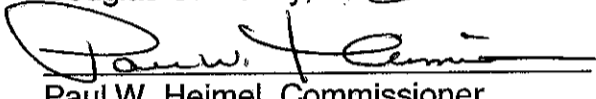
- 4. Potter County Commissioners reserve the right to adopt such further regulations that may, from time to time, be necessary to fully implement or to provide clarifications of the policy herein enacted.

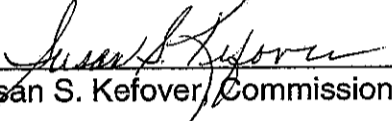
This resolution shall become effective immediately.

**DULY ADOPTED** at the regular meeting of Potter County this 9<sup>th</sup> day of November, 2017.

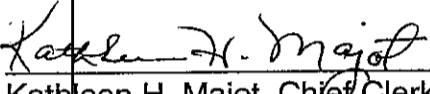
POTTER COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Douglas C. Morley, Chairman

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Susan S. Kefover, Commissioner

Attest:

  
\_\_\_\_\_  
Kathleen H. Majot, Chief Clerk