

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

FEBRUARY 15, 2018

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; all present. Recording Secretary Dawn Wooster absent. Chief Clerk Majot conducted recording.

PUBLIC COMMENT

MINUTES – February 1, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Guest speaker Aleshia Marshall, business outreach consultant, shared information on services now available locally from the Clarion Small Business Development Center. She is available from 9 am to 3 pm on the third Thursday of each month at the Potter County Education Center on Water Street in Coudersport. Other times are available by appointment. Assistance is available for financial analysis, market research, business plan development, environmental compliance issues, marketing, management and other topics.

Resignation of James Lane from the Potter County Solid Waste Authority Board of Directors effective Feb. 15, 2018. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointment of Jon Blass to the Potter County Solid Waste Authority for the unexpired term of James Lane ending December 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Letter of engagement for professional services with McNerney, Page, Vanderlin & Hall. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Professional services contract with Sharon Rawson for Archival Preservation/Records Management in the Recorder of Deeds and Register of Wills Office. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Services contract renewal with Danielle Stilson-Peffer for cleaning services at the Galeton District Judge Kalacinski's office at a rate \$10.00 per week, effective Feb. 27, 2018 through Feb. 27, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Services contract renewal with Kimberly Kio for cleaning services at the Shinglehouse District Judge McCleaff's office at a rate of \$10.00 per week, effective March 1, 2018 through Feb. 28, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

16/17

18/19

■ Mental Health

**This contract was approved on 8/3/17. New contract was drawn up to include crisis walk-in services and an increase in per-unit price for crisis hotline.

Concern 7/30/17 to 6/30/18

MH Walk-in and After-Hours Telephone Crisis/Emergency Services

After-Hours Telephone Crisis Hotline for each individual who does not receive CCBH or their insurance does not cover the cost and;	\$10.00 /unit	\$18.00 /unit
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Crisis Walk-in Services for each individual who does not receive CCBH or their insurance does not cover the cost up to a maximum amount of \$9,600 per year.	N/A	\$26.70 /unit
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<u>DCORT Primary Coordinator – James Boothby</u>	N/A	New Contract
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DFT Communications – 07/01/17 – 06/30/20

Upgrade of phone system – Maintenance Agreement (Reduction of price from 11/22/17 approved contract)	\$249.50/month	\$199.60/month
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~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

TRAINING REQUESTS

--Joy Glassmire – PCHS – PCYA Quarterly Meeting, State College, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

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

--Glenn Drake II – Sheriff – Sheriff's Training Conference, State College, Pa. Registration and mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Jacob Ostrom – Tax Office – AAP Seminar/Business Meeting, Pleasant Gap, Pa. Mileage. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Rick Kunselman & Jim Boothby – PCHS – DCORT Coordinators Meeting, Camp Hill, Pa. ~Action~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Bryonna Swede – PCHS --Children's Interagency Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Ann Marie Rathbun – Courts – PCRA Convention, Pittsburgh, Pa. Registration, mileage and meals. ~Action~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Susan Kefover reported on a meeting of the Pa. Rural Development Council, to which she was appointed by Gov. Tom Wolf. A recent focus has been on the national opioid epidemic that has affected even the most rural counties. Commissioner Kefover said the council has been studying the correlation between opioid addiction and lack of economic opportunity.

Commissioner Kefover also reported on a meeting in Williamsport coordinated by Penn State University engaging five counties (Potter, Tioga, Clinton, Bradford, and Lycoming) in addressing common challenges facing rural Pennsylvania. Three components will be studied: Community Economic Development and Infrastructure, Collaborative Innovation, and Proven Prevention Programs. Commissioners, school superintendents, human service administrators and other interested stakeholders will work on a comprehensive, novel approach to enhance child and family well-being, reduce obesity and substance abuse, and boost local economic development in rural counties.

Commissioner Paul Heimel reported on his attendance as vice chairman at a meeting of the Pa. Comprehensive Behavioral Health/Criminal Justice Task Force. One of the panel's top priorities is to break down the communication barrier that sometimes separate commissioners as county fiscal managers from judges, prosecutors, police officers, jail wardens and other members of the criminal justice system. Goal is to foster a collaborative approach in implementing proven reforms that can result in safer communities, lower public costs and fewer repeat offenders.

Commissioner Morley cited in the bill summary a \$150,000 transfer from the county's operational reserve fund to cover early 2018 expenses. Dating back many years, early-year expenses have required the county to draw down funds from a Tax Anticipation Loan. Commissioner Morley noted that fiscal discipline employed over a period of many years has brought the county to this point where the loan has yet to be needed.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #	2589.94
PAYROLL AUTOMATIC DEPOSITS	51263.74
PAYROLL TAX TRANSFERS (EFTPS)	17939.60
STATE TAX WITHHOLDINGS (ETIDES)	2404.19
ACCOUNTS PAYABLE CHECKS – Check #	1578.79
Total Checks Written	306488.01

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

Potter County Courthouse Fiscal Summary – 2/02/2018 *Revisions for Approval*

<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 – Accounts Payable	125678-125778; 125782, 125783	120792, 121920, 122159, 125032	324.73	131,770.35
11	LEPC	2515-2518	2517	113.03	458.62

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

Potter County Courthouse Fiscal Summary – 2/16/2018

<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	85030-85033			3122.40
10	Payroll-Direct Deposit	9024556-9024654			96467.54
10	General Fund - Accounts Payable	125784-125872;125879	115627, 116658, 1174124,119324,120030, 1520361,124831, 124863, 122402	796.30	183950.76
10	General Fund – A/P Manual Checks	902161816-902161820			139871.59
11	LEPC	2519-2523			390.32
14	Liquid Fuels	1507			4985.09
16	911 Fund	2659-2663			20164.45
34	V.O.J.O.	125873			610.05
35	Victim Services	125874-125875			635.48

38	Divorce Fund	125876-125877			21077.41
52	Operational Reserve Fund	125878			150000.00

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

NEXT MEETING: March 1, 2018

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

Prepared by Dawn Wooster



 Rötter County Executive Secretary

March 1, 2018
 Approval Date