

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JUNE 7, 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 Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Dawn Wooster and Interim Recording Secretary Danielle Gietler; all present. Commissioner Paul Heimel absent.

PUBLIC COMMENT - None

MINUTES – May 24, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

NEW BUSINESS

Request from North Central Greenways Committee to contribute \$1,000 annually toward the Greenways Mini-Grant Program to help cover administrative costs. Due to the lack of funds, North Central is no longer able to cover the cost. ~Action~ Comm. Kefover requested to table this matter until further investigation into other funding options are considered. Comm. Morley moved to table. Comm. Kefover seconded. Morley yes; Kefover yes.

CONTRACTS AND AGREEMENTS

Agreement with KOS, Inc. for maintenance services on the copier in Commissioners Office, \$.078 per color copy and \$.008 per black/white copy. May 25, 2018 to May 25, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Agreement renewal for Linstar for software maintenance of the door-locking system at the Gunzburger Building, yearly cost of \$640. July 1, 2018 to June 30, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Contract renewal with Sarah Seeley for cleaning services in the office of the Coudersport District Judge off. \$10 per week. June 3, 2018 to June 3, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS **17/18** **18/19**

■ **Aging – 07/01/18 to 06/30/2019**

<i>Pittsburgh Companies North/Nutrition Group</i> Food Service Contract		
Home-delivered and congregate meal	\$5.85 per meal	\$5.97 per meal
Emergency meal	\$4.12 per meal	\$4.21 per meal

Pittsburgh Companies North/Nutrition Group

Lease Agreement for kitchen space	\$1,000 per month	No Change
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■ **Children and Youth**

Beacon Light Behavioral Health Systems/ Multi-Systemic Therapy (MST) – 02/01/2018-06/30/18

In-home Intensive Therapy for youth with pre-delinquent non-compliant behaviors. Paid for by MA. \$46.00/per 15-min.unit. Up to \$5,000 county dollar as a EB Program

Beacon Light Behavioral Health Systems/ Multi-Systemic Therapy (MST) – 07/01/18 to 06/30/19

In-home intensive therapy for youth with pre-delinquent, non-individual behaviors	\$46.00/15-min	\$45.00/15-min. unit
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Pentz Run Youth Services, Inc. – 07/01/18 to 06/30/19

Residential Treatment/Delinquent Dep. Youth	\$147.90/per pay	No Change
	group home/shelter	
	\$113.35/per pay	No Change
	transitional living	

■ **Coordinated Services – 07/01/18 to 06/30/18**

Bill Trimbur

Transportation \$1.75/loaded mile No Change

Dawn Dovensky

Act 143 designee Agreement – Independent Contractor

Monday through Thursday	\$70.00	No Change
Friday	\$100.00	No Change
Saturday & Sunday	\$140.00	No Change
Holiday	\$140.00	No Change

Warren General Hospital

Short-term inpatient hospital stay Authorized/approved Medical Assistance rate

■ **Mental Health**

Dickenson Center, Inc. – ADDENDUM 04/01/18-06/30/18

Peer Specialist contract	\$7,500.00	\$12,500.00
Outpatient contract	\$35,269.00	\$30,269.00

Erin Andrews

Act 143 Designee Agreement-Independent Contractor 07/01/18 to 06/30/19

Monday through Thursday	\$70.00	No Change
Friday	\$100.00	No Change
Saturday & Sunday	\$140.00	No Change
Holiday	\$140.00	No Change

Penn Highlands Elk 07/01/18 to 06/30/19

Short-term inpatient hospital stay Authorized/approved Medical Assistance Rate

■ **Children and Youth**

Avanco International, Inc. - 2/1/18 to 6/30/18

Informational System for CYS Department/CWIS Upgrade 2.0

\$6,364.60/quarter \$1,888.18 fixed price

~Action~ Comm. Kefover moved to approve contracts as listed. Comm. Morley seconded. Kefover yes; Morley yes.

TRAINING REQUESTS

--Mandy Andreano - Reg. & Rec. of Deeds – Register of Wills Conference, Wilkes Barre, Pa. Registration & Lodging. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

--Crystal Thomas -- PCHS – Ethics for helping professionals, Home Study Registration.

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

PERSONNEL

Sheriff Glenn Drake has hired Gavin Matthews as a part-time Corrections Officer at the Potter County Jail effective May 29, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation received from Danielle Gietler as Assistant Probation Administrator, effective May 29, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Hiring of Danielle Gietler, Confidential Executive Secretary/Administrative Clerk, effective May 29, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation received from Tyler Lawrence as Part-Time Corrections Officer at the Potter County Jail effective June 10, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Request from Joe Kurtz, Maintenance Supervisor, to hire Mark Amidon as an emergency on-call hire not to exceed 90 days effective June 5, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation received from Kyla Snyder as Community Service Coordinator/Clerk II from Potter County Probation Department effective July 13, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Morley seconded. Kefover yes; Morley yes.

Hiring of Sandra Hoffman as Multi-Function Clerk for the Potter County Commissioners effective June 18, 2018. ~Action~ Comm. Kefover moved to approval. Comm. Morley seconded. Kefover yes; Morley yes.

CHIEF CLERK REPORT

Received application for 2018 Liquid Fuel tax funds from Sweden Township \$2,912.25. ~Action~ Comm. Kefover moved approve. Comm. Morley seconded. Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Susan Kefover reported that she is working on two billboards to recruit new volunteers for the local fire and ambulance departments. These will appear along Rt. 6, east and west of Coudersport, in early July. Comm. Kefover also reported on the health and wellness surveys being conducted in Potter County National Center for Health Statistics, part of the Centers for Disease Control and Prevention, through August 7, 2018.

Commissioner Doug Morley reported that the commissioners will be soliciting loan proposals from local banks to help finance the upgrading of the county's 911 emergency communications system, at an estimated cost of \$3.8 million.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #1225	1,855.54
PAYROLL AUTOMATIC DEPOSITS	51,033.39
PAYROLL TAX TRANSFERS (EFTPS)	17,911.50
STATE TAX WITHHOLDINGS (ETIDES)	2,382.75
ACCOUNTS PAYABLE CHECKS - Check #62015 05/28/2018	115.00
Check#62016-62096 06/07/2018	124,423.56
Check#62097-62099 06/08/2018	49,072.46
Total Checks Written	246,794.20

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

Potter County Courthouse Fiscal Summary - 6/08/2018

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	85069-85072			\$2,571.41
10	Payroll-Direct Deposit	9025423-9025520			\$92,227.16
10	General Fund - Accounts Payable	126885-126978			\$656,127.20
10	General Fund - A/P Manual Checks	906081856-906081860			\$133,995.36
11	LEPC	2550-2553			\$429.46

16	911 Fund	2701-2705		\$23,305.74
24	Improvement Fund	126979		\$2,944.00
34	V.O.J.O.	126980		\$610.05
35	Victim Services	126981		\$610.05
64	Gas Well Impact-Capital Reserve	126982		\$15,058.00
65	Gas Well-Highway Bridge Improvement	126983		\$40,000.00

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

NEXT MEETING: June 21, 2018

ADJOURNMENT Commissioner Kefover move to adjourn. Commissioner Morley seconded. Kefover yes; Morley yes.

Prepared by Danielle Gietler/Dawn Wooster


 Potter County Executive Secretary

June 21, 2018
 Approval Date

 Interim Executive Secretary