

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JULY 5, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:04 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Danielle Gietler

PUBLIC COMMENT - None

GUESTS

Tom and Diane Guilfooy from Headwaters Amateur Radio Club attended to thank the commissioners for their support and to discuss the importance of ham radio to emergency communications.

MINUTES – June 21, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Request to purchase two Physio Control Lifepak 1000 AEDs for the Potter County Department of Emergency Services in the amount of \$2,514. Funds will come from the shale gas drilling impact fee (Act 13) revenue. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Review of proposals from local lending institutions for a \$3.8M loan for countywide 911 emergency communication system. Proposals were received from the following four institutions: Northwest Savings Bank; Juniata Valley Bank; First Citizens Community Bank and Citizens & Northern Bank. Following the review of terms and conditions, Comm. Kefover moved to accept the proposal from the Juniata Valley Bank of Coudersport. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes. This is a \$3,800,000 Non-Revolving Note for a ten-year term at a fixed rate of 3.69%, tax-free, per annum for the term of the loan.

Request to Potter County Human Service Advisory Board reappointments of Sherry Harmon – 07/18 through 07/21; Linda Swift – 07/18 through 07/21; Susan Valentine – 07/18 through 07/21; Denise Minderler – 07/18 through 07/21. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approval of PCHS Advisory Board resignations effective 07/31/2018: Jackie Murray; Norman Weeks. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement Renewal – John Rotello for maintenance of 911 stand-by generator at Potter County PSAP, \$7,800 per year, effective July 1, 2018 to June 30, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Proposal - Davis-Ulmer Quote for the five-year internal examination of the piping and sprinkler systems, in accordance with the NFPA 25. Total cost \$1,185. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS      17/18                      18/19

■ **MATP Grant** (Medical Assistance Transportation Program)                      \$780,439.

■ **Aging** – 07/01/18 to 06/30/2019  
Philips Lifeline – Personal Emergency Response

Response System Units and Med. Dispensers

Monthly Fees:

PERS Units:	\$25.	No Change
Med. Dispensers	\$50.	
Cellular PERS	\$30.	
PERS with fall detection	\$38.	
Cellular PERS with fall detection	\$43.	

UPMC Cole, Cole Manor Homemakers

In-home Services (Personal Care & Home Support)	\$22.61/hr.	No Change
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Karoiniski's Office Supplies

Maintenance for typewriter, fax machines and printers	\$54./machine plus parts & supplies	\$57./machine plus parts & supplies
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Maintenance for Copiers (Includes parts, toner, labor only for all mach.)	\$0.11/copy mach.	No Change
IR1300	\$0.14/copy	
IRC2230	\$0.09/copy, black \$0.07/copy, color	

■ **Drug & Alcohol**

MLR Westgate Properties- 07/01/18 to 06/30/2021

Commercial Licenses	\$717./monthly rent	No Change
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Crossroads Counseling, Inc. – 07/01/18 to 06/30/19

Outpatient Treatment	\$95./hr.	No Change
Group	\$66./hr.	No Change

Bradford Recovery Center – Facility #597030 – 07/01/18 to 06/30/19

Inpatient Non-Hospital Treatment (Short Term)	\$228./day (Adults)	No Change
Non-Hospital Detox	\$330./day (Adults)	No Change

Esper Center – Facility #257058 – 07/01/18 to 06/30/19

Daily Done of Methadone/Counseling	\$92./week	No Change
Annual Physical	\$100.	No Change
Annual Blood Work	\$50.00	No Change

Alcohol and Drug Abuse Services, Inc. – 07/01/18 to 06/30/19

Inpatient Non-Hospital Short Term	\$170./day	\$202./day
Inpatient Non-Hospital Long Term	\$199./day	No Change
Assessments	\$80./unit	No Change
Outpatient Counseling	\$95./hr.	No Change
Group Counseling	\$47.50/hr.	No Change
Intensive Outpatient Counseling	\$135./day	No Change
Prevention Services	\$82./hr.	\$80./hr.
Case Coordination	\$20./15 min.	No Change
Intervention/Student Assistance	\$78./hr.	No Change
SAP Maintenance	\$400./session – new service	

Recovery Support Services 88C – Facility ID#427033 - 07/01/18 – 06/30/19

The SCA (Single County Authority) will make payment under this contract for the work performed as set forth in the Work Statement of this contract in accordance with the attached budget, up to an amount of \$22,000		No Change
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■ **Children & Youth**

PCYA – Avanco CAPS – 07/01/18 to 06/30/19

(Memorandum of Understanding)

Technical Support to Counties With informational Provider	N/A	\$799.11 County Share
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**Putter County Foster Parents - 07/01/18 until change in rates**

to provide foster care for placement of dependent & delinquent youth

	Last Increase 2015	Requesting Increase
Traditional	\$26/diem	\$28/diem
Specialized	\$31.50/diem	\$34/diem
Emergency	\$31.50/diem	\$34/diem

**Clothing Allotment:**

For ages 0-11	\$400.	\$430.
For ages 12-18	\$500.	\$540.
Travel	N/A	\$0.50/mile

**■ Early Intervention – 07/01/18 to 06/30/2019**

Care for Children

Evaluation Occupation Therapy	\$31.76/15 min.	No Change
Occupational Therapy	\$31.76/15 min.	No Change
IFSP Teaming Occupational Therapy	\$31.76/15 min.	No Change
Evaluation Speech Pathology	\$229.90/eval.	No Change
Speech Pathology	\$31.76/15 min.	No Change
Evaluation Special Instruction	\$27.99/15 min.	No Change
Special Instruction	\$27.99/15 min.	No Change
IFSP Teaming Special Instruction	\$27.99/15 min.	No Change
Physical Therapy	\$31.76/15 min.	No Change

**■ Intellectual Disability – 07/01/18 to 06/30/2019**

Sue Sticklin/QDDP

QDDP/Level of Care Assessment	\$150./assessment	No Change
Mileage	\$.535/mile or current state rate	\$.545/mile

**■ Dickinson Center, Inc. – 07/01/18 to 06/30/2019**

Community Participation Support, Companion Services, In-Home Community Support, Supported Employment-Job Support.

Community Participation Support W5947	\$4.45/unit	No Change
Companion Services (Level 2) W7060	\$6.33/unit	No Change
In-Home Community Support	\$8.08/unit	No Change
Supported Employment-Job Support W9794	\$17.75/unit	No Change

**■ Mental Health – 07/01/18 to 06/30/2019**

Independent Escort Contractors (Round trip, portal to portal less than 4 hours)	\$70.00	No Change
Donna Kelly (Round trip, portal to portal less than 4 hours)	\$120.00	No Change
Mary Rotello (Round trip, portal to portal less than 4 hours)	\$240.00	No Change

Act 143 Designee Agreement – 07/01/18 to 06/30/19

Stephanie Rosenhoover  
No addition reimbursement is made. This function is already part of the provider's duties.

Clarion Psychiatric Center – 07/01/18 to 06/30/19

Short-term inpatient hospital stay	Authorized/Approved Medical Assistance Rate.	No Change
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Penn Highlands Clearfield – 07/01/18 to 06/30/19

Short-term inpatient hospital stay	Authorized/Approved Medical Assistance Rate.	No Change
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Concern– 07/01/18 to 06/30/19

Mental Health after-hours telephone crisis/emergency And walk-in crisis services Crisis hotline for each individual who does not receive CCBH (Community Care Behavioral Health) or their insurance does not cover the cost.	\$18/unit for after-hours \$26.70/unit for walk-in.	No Change
Services for each individual who does not receive CCBH or their insurance does not cover the cost.	1 unit equals 15 mins.	
Family Based Mental Health Services	\$26.93/15 min. unit up to up to a max. of \$20,000.	No Change

Guidance Center– 07/01/18 to 06/30/19

Mental Health Psychiatric Outpatient Services		
MD Evaluation	\$286./hour	No Change
MD Medication Check	\$88./hour	No Change
MD Ext. Med.Check	\$106.50/hour	No Change
CRNP Evaluation	\$181./hour	No Change
CRNP Medication Check	\$71./hour	No Change
Therapy	\$89./hour	No Change
Mental Health Psychiatric Outpatient Services Project RAPPOR	\$12.50/15 min. unit to a max. amt. of \$25,000	No Change
Parent Education Programs (Parents as Teachers)	\$12.50/15 min. unit to a max of \$50,0000	No Change

The Meadows Psychiatric Center -07/01/18 to 06/30/19

Short-term inpatient hospital stay	Authorized/approved Med. Assistance rate.	No Change
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~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**TRAINING REQUESTS**

Sandra Lewis & Donna Sallade – Voter Registration/Elections – Western Pa. Election Personnel Association, Pittsburgh, Pa. Registration fee, lodging, mileage, and parking. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**PERSONNEL**

Resignation -- Kyla Snyder, full-time Community Service Coordinator/Clerk II from Potter County Probation, effective July 5, 2018 (replacing original date of July 13, 2018). ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Temporary employment notification -- Krista Miller has hired Alyson Thompson and Hannah Taylor for the processing of antlerless deer license applications. This position will begin on July 9, 2018 and will last approximately 4-6 weeks at a rate of \$7.25/hr. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation – Sherry Hoffman, Area Agency on Aging Deputy Administrator 1 for Potter County Human Services, effective October 5, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation – Kay Bohn full-time Secretary/Clerk from Potter County Sheriff Department effective July 20, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Application received for 2018 Liquid Fuel tax funds for the following municipality:

- Stewardson Township           \$685.47

Harris EBW 11/130

**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 reported that she spoke at graduation for the Potter County Drug and Alcohol Treatment Courts on June 26 and was encouraged by the discussions. She also addressed the Leadership Potter County class about economic development and changes taking place in business, labor, training and education, and she will be attending a meeting of the Governor's Advisory Council on Rural Affairs in Harrisburg.

Commissioner Heibel reported that he will be attending a meeting as vice chair of NACo's Justice and Public Safety Committee. Among topics of interest are presentations from the grant director with the U.S. Dept. of Justice. He will also continue his involvement with NACo's Rural Action Caucus and Veterans and Military Service Committee.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS – Check# 1227	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$51,232.76
PAYROLL TAX TRANSFERS (EFTPS)	\$17,970.09
STATE TAX WITHHOLDINGS (ETIDES)	\$2,384.25
ACCOUNTS PAYABLE CHECKS – Check #62195-62321	\$200,158.74
<b>Total Checks Written</b>	<b>\$273,601.38</b>

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

**Potter County Fiscal Summary –**

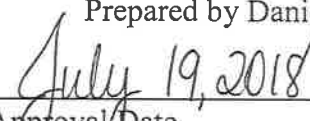
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85079-85082			\$2,467.34
10	Payroll-Direct Deposit	9025647-9025745			\$89,315.35
10	General Fund - Accounts Payable	127101-127189	127002	\$51.91	\$188,256.02
10	General Fund – A/P Manual Checks	904271841-904271845			\$142,528.78
11	LEPC	2559-2563			\$1,342.68
14	Liquid Fuels	1509			\$2,912.25
15	North Fork Dam	127190			\$2,500.00
16	911 Fund	2715-2722			\$47,749.01
18	Automation Fund (Civil)	127191			\$3,143.96
32	Special Courts	127192			\$228.79
34	V.O.J.O.	127193			\$610.05
35	Victim Services	127194			\$1,107.05
38	Divorce Fund	127195			\$874.35
55	PHARE Grant	127196			\$15,000.00
61	Employee Wellness Initiative	127197			\$114.00
64	Gas Well Impact-Capital Reserve	127198			\$1,000.00

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

NEXT MEETING: July 19, 2018

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

  
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Potter County Executive Secretary

Prepared by Danielle Gieller  
  
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Approval Date