

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

JULY 19, 2018

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, Recording Secretary Danielle Gietler Present; Chief Clerk Kathleen Majot Absent.

PUBLIC COMMENT Sweden Township Police Chief and Coudersport Fire Chief Bryan Phelps expressed his appreciation to the Commissioners for their support of the emergency services volunteer recruitment project and the future upgrading of the 911 emergency communications system.

MINUTES – July 5, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Notice of Intent to Adopt an Ordinance for the 911 System Upgrade ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Loan bid for the Courthouse Steeple and Bell Tower Restoration was opened. Fiske Associates proposes to perform the contracted work for \$60,000. with all required paperwork submitted. ~Action~ Comm. Kefover request to accept bid, pending affirmation from Maintenance Director Joe Kurtz. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement with KOS, Inc. for the purchase and maintenance services on the copier in the Commissioners office, of \$.0085 per copy, July 1, 2018 to July 1, 2021. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with Canon Financial Services, Inc. for the lease of a copier at DES, \$221.15 per month. Term of 60 months. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS 17/18 18/19

■ Aging – 07/01/18 to 06/30/2019

Cole Care Inc. – Personal Emergency Response System Units and Med. Dispensers
Monthly Rental Fees:

PERS Unit:	\$30.	No Change
PERS Unit Dbl. Pendant	\$45.	
Medication dispenser	\$45.	

Dorothy E. Taylor

Regional Ombudsman Coordinator	\$57,320.	No Change
	State appr. mi. rate	No Change

Joseph Cama, M.D.

Physician Consultation Services	\$120.00/hour	No Change
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Blair Senior Services, Area Agency on Aging Agreement Addendum

PS Supervisor Consultation	\$29.70 - \$37.87/hour	
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■ Children & Youth - 07/01/18 to 06/30/19

Lean Kaple

Independent Living Coordinator

For Youth Ages 14-21

Fee for service \$31,000. \$33,000.
(raise will come from existing grant monies)

Pathways Adolescents Center

Residential Treatment for Dependent/Delinquent Youth

Group Home \$140. \$150./diem
New Beginnings \$145. \$155./diem
Transitional Living \$135. \$145./diem

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

Diversified Treatment Alternatives, Inc

Residential Treatment Facility for children dealing
w/sexual abuse or who have become an abused N/A \$205.55/day
Unless child is covered by Med. Assist.

Northern Tier Children's Home, Inc.

Mental Health Emergency Homeless Housing \$40./night No Change
\$240./week No Change

Susquehanna Software, Inc.

Software, Technical Support & \$1,266.67/mo. \$1,333./mo.
Programming Services \$15,200./yr. \$16,000./yr.

■ **Drug & Alcohol – 07/01/18 to 06/30/2019**

Davis Archway – Facility #107036

Halfway House \$110./day No Change

Harbor Counseling

Partial Hospitalization – Adult Adolescent \$160./day No Change
Outpatient Treatment – Individual \$100./hour No Change
Outpatient Treatment - Group \$45./hour No Change
Intensive Outpatient Adult/Adolescent \$140./day No Change

Gaudenzia Harrisburg

Long Term Women with Children \$253./day No Change

Pyramid Healthcare, Inc. #077019

Non-Hospital Detox Adult \$294.00 No Change
Short Term Adult \$226.00 No Change
Short Term Adult Co-occurring \$252.00 No Change
Long Term Adult \$220.00 No Change
Long Term Adult Co-occurring \$252.00 No Change

Pyramid Healthcare, Inc. #077014

Halfway House Male Only \$109.00 \$120.00

Pyramid Healthcare, Inc. #077018

Halfway House Adult Male Only \$105.00 \$109.00

Pyramid Healthcare, Inc. #077026

Halfway House Adult Female Only \$106.00 \$108.00

Pyramid Healthcare Inc., Bellville #447027

Long Term Male Only \$193.00 \$202.00
Short Term Male Only \$193.00 \$202.00

Pyramid Hillside #457040

Non-Hospital Detox Adult \$277.00 \$280.00

Short Term Adult	\$235.00	\$242.00
Short Term Adult Co-occurring	\$266.00	\$269.00
Long Term Adult	\$235.00	\$239.00
Long Term Co-occurring Adult	\$266.00	\$268.00

Pyramid #097055

IP NH Residential Short-Term	\$250.00	No Change
IP NH Residential Short-Term Co-occurring	\$295.00	No Change
IP NH Residential Long-Term	\$250.00	No Change
IP NH Residential Long-Term Co-occurring	\$295.00	No Change

Pyramid #097101

IP NH Detox	\$285.00	\$293.00
IP NH Residential Short-Term	\$207.00	\$244.00
IP NH Residential Long-Term	\$207.00	\$244.00

Turning Point

Inpatient Non-Hospital Treatment short term (men)	\$192./day	No Change
Inpatient Non-Hospital Treatment long term (men)	\$143./day	No Change
Inpatient Non-Hospital Treatment detox (men and Women)	\$249./ day	\$257./day
Inpatient Non-Hospital Treatment short term (women)	\$170./day	\$206./day
Inpatient Non-Hospital Treatment long term (women)	\$157./day	\$160./day

■ **Coordinated Services – 07/01/18 to 06/30/2019**

Central Pennsylvania Food Bank – State Food Grant

Grant amount	\$26,887.72	\$26,452.31
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■ **Intellectual Disability – 07/01/18 to 06/30/2019**

Family Links, Inc.

Supports Coordination	\$23.62/unit	No Change
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The Arc of Indiana County

IM4Q Consumer Surveys	\$503.28/survey	No Change
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~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

TRAINING REQUESTS

--Kimberly Kio – District Court 55-4-01 – MDJ’s Workshop, Wellsboro, Pa. Requests mileage and meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Sarah Seeley & Shanon Sallade – District Court 55-3-01 – MDJ’s Workshop, Wellsboro, Pa. Requests mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Jessica Giebel – Criminal Justice Resource Coordinator - Rethinking Recovery, Wellsboro, Pa. Requests mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Mark Amidon has resigned as seasonal help for the Potter County Maintenance Dept., effective July 6, 2018. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Joe Kurtz requests the hiring of David Apple as seasonal help for the Potter County Maintenance Dept., effective July 10, 2018. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Warden Glenn Drake has accepted the resignation from Kaye Breitenstein as Part-time Cook for the Potter County Jail, effective July 20, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Kathy Schroeder has accepted the resignation of Paula Weber, Full-time Deputy II, Prothonotary/Clerk of Courts for the Potter County Prothonotary Office, effective July 16, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sheriff Glenn Drake has hired Paula Weber as Secretary/Clerk for the Potter County Sheriff's Department effective July 16, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sheriff Glenn Drake has accepted the resignation from Jamie Minderler, Temporary Secretary, for the Potter County Sheriff's Department, effective July 16, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Sheriff Glenn Drake has hired Jamie Minderler as part-time Courthouse Security Guard for the Potter County Sheriff's Department effective July 16, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Warden Glenn Drake has accepted the resignation from Rex Windsor, Part-Time Corrections Officer for the Potter County Jail, effective July 13, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Warden Glenn Drake has hired Sean L. Farrant as a Part-Time Corrections Officer for the Potter County Jail effective July 16, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Judge Stephen Minor and Chief Brian Abel have hired Gabrielle Milford as full-time Probation Community Service Coordinator/Clerk II, effective July 23, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK'S REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she attended by conference call the Workforce Development Board Meeting and shared some statistics for our area from the Pennsylvania State Data Center. Kefover also attended the Governor's Advisory Council on Rural Affairs. On Friday July 13, 2018 Comm. Kefover attended a Conference regarding Drugs & Addiction and how they affect the brain.

Commissioner Heimel reported that he has established contact with a U.S. Dept. of Justice grant program director who has taken an interest in criminal justice reform activities that are ongoing in Potter County. It is likely that federal funds are available to support some of the identified priorities of the Potter County Criminal Justice Advisory Board.

BILLS

Potter County Courthouse Fiscal Summary – Special Run 06/13/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
11	LEPC	2564	2562	\$282.39	217.96

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

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check# 1228	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$50,565.14
PAYROLL TAX TRANSFERS (EFTPS)	\$17,629.55
STATE TAX WITHHOLDINGS (ETIDES)	\$2,348.95
ACCOUNTS PAYABLE CHECKS – Check #62195-62321	\$68,345.00
Total Checks Written	\$140,744.18

~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover 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	85083-85089			\$2,820.22
10	Payroll-Direct Deposit	9025746-9025873			\$98,919.22
10	General Fund - Accounts Payable	127199-127287	127158	300.00	\$143,511.81
10	General Fund – A/P Manual Checks	907201871-907201875			\$141,661.13
11	LEPC	2565-2566			\$88.00
14	Liquid Fuels	1510			\$2,070.36
15	North Fork Dam	127288			\$22.23
16	911 Fund	2723-2727			\$8,077.26
17	Saulter Preserve	127289			\$25.72
18	Automation Fund (Civil)	127290			\$1,084.50
20	Supervision Fund	127291			\$1,127.95
34	V.O.J.O.	127292			\$610.05
35	Victim Services	127293-127294			\$710.05
38	Divorce Fund	127295			\$632.00
59	P.C. Victim Impact Panel	127296			\$70.06

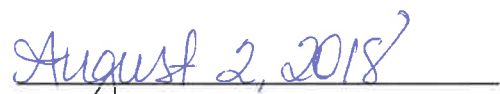
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEXT MEETING: August 2, 2018

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

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date