

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

August 16, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:01 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 Danielle Gietler; all present

PUBLIC COMMENT Michael Plummer, solicitor from Galeton Borough, recommended that the commissioners establish a demolition fund supported by a fee on real estate transactions, to support borough and township blight elimination. Commissioner Morley advised that this information would be taken under consideration.

MINUTES – August 2, 2018~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

GUEST(S)

Joy Glassmire, director of Children and Youth Services, discussed the many programs her department has been operating, as well as new initiatives. She also shared observations about trends in protecting children and strengthening families.

Will Hunt, Potter County Planning Director, discussed the Cameron, Potter McKean Counties Comprehensive Plan project and opportunities for involvement and input from the public.

NEW BUSINESS

Memorandum of Understanding for the Headwaters Amateur Radio Club. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointment of Lee Trayer to PCHS Alcohol, Tobacco and Other Drugs Advisory Board, 04/2018 through 04/2021~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Appointment of Ken Hoffman to PCHS Alcohol, Tobacco and Other Drugs Advisory Board, 08/2018 through 08/2021~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation of William Krog from PCHS Alcohol, Tobacco and Other Drugs Advisory Board. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Kathleen Mitchell to Potter County Hospital Authority, 01/01/2019 through 12/31/2023. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Renewal of agreement with Seneca Highlands Intermediate Unit Nine for rental of Suites 216, 218 and 220 in the Gunzburger Building for the use of classrooms; Child/Adolescent Intensive Outpatient services, Aug. 24, 2018 to Aug. 23, 2019, cost of \$10,800. ACTION TAKEN?

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ Aging – 09/01/18 to 06/30/2019

Regional Cooperative LLC (Blair Senior Services)

Dietician Services

New Contract

Travel and other related expenses will be/hour charged based on actual cost

N/A

\$55.45-\$56.00

■ **Children & Youth - 07/01/18 to 06/30/19**

Mary Freeman

Parent Education Coordinator	\$20./hr.	\$20./hr.
Parents Helping Parents		
(Parent Education Workshops, Support Groups & Special Events)		

Avanco International, Inc.

Continued Upgrades to CAPS Information System		Fixed Price \$609,56
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Diakon – Child, Family & Community Ministries

In-home services – sexually offending behavior		
Professional Foster Care for Dependent/ Delinquent Youth	N/A	New Contract
Transitional		\$59.28/diem
Specialized		\$77.93/diem
Treatment Level III		\$94.72/diem
Medically Fragile		\$77.16-42.16
Specialized In-Home Treatment (SPIN)		\$96.70/diem

Taylor Diversion Programs, Inc.

Residential Treatment for Dependent/ Delinquent Youth	N/A	New Contract
Taylor Division Program		\$199.00/diem

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

Dickinson Center, Inc.

In-home Community Support	\$8.08/15 min. unit	No Change
(Previously known as Home and Community Habilitation)		

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

Helen Douglas - Escort - No compensation

Only County obligation is liability insurance	N/A	N/A
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Rosemary Kucic - Escort - No compensation

Only County obligation is liability insurance	N/A	N/A
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■ **Intellectual Disability – 07/01/18 to 06/30/2019**

Karen Abbott – Certified Investigator

AE Certified Investigations	\$30./hr.	No Change
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Health Ride Plus – Transportation

Zone 1 Transportation	\$25.12/trip	No Change
Zone 2 Transportation	\$28.94/trip	No Change

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

The Guidance Center

Evaluation special Instruction-Hearing	N/A	New Service \$27.99/unit
Special instruction-Hearing		\$27.99/unit
IFSP Special Instruction-Hearing		\$27.99/unit

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

Linda Swift - Independent Escort Contractor

Round Trip, portal to portal less than 4 hrs.	\$70.00	No Change
Round Trip, portal to portal 4 up to 8 hrs.	\$120.00	No Change
Round Trip, portal to portal 8 hrs. & over	\$240.00	No Change

■ **Potter County Human Services – 07/01/18 to 06/30/2019**

Dawn Bacon

Training for CPR/First Aid & AED	\$45./Student	No Change
	.45/mile	No Change

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

TRAINING REQUESTS

--Judge Minor, Judge Leete, Brian Abel, Andy Watson, Colleen Wilber, Crystal Thomas, Bill Dawson, Walter Stenhach, Darlene Manning & Derick Morey – Potter County Treatment Court – 19th Annual Pa. Association of Drug Court Professionals, State College, Pa. Registration fee, lodging & mileage. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Irene Douglass – MDJ – 55-4-03 – MDJS Basic for New Employees, Mechanicsburg, Pa.. Mileage, meals, parking & tolls. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Brian Abel – Probation – TAC Training, Hershey, Pa. Mileage & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Crystal Thomas – PCHS – Pa. DUI Association's 39 Annual Meeting, Lancaster, Pa.. Registration, mileage & meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Renee' McClain – District Attorney's Office – 2nd Annual Pa. Extradition & Interstate Rendition Symposium, Harrisburg, Pa.. Registration fee, lodging, mileage, meals, parking & tolls. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Deanna Jones & Rea Gible – Domestic Relations – DRAP Conference, Gettysburg, Pa. Mileage, meals & parking. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Anita Mead – Victim/Witness Coordinator – Elderly Abuse & Exploitation-Practical Tools for Assuring Access to Justice on All Divisions, Williamsport, Pa. Mileage. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Susanne Boucher – PCHS; Department of Aging - DS Guardianship Meeting, Harrisburg, Pa.. Mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Barbara Busch; Rhoda Weimer & Kate Reynold – PCHS; Department of Aging – Ombudsman Network Meeting, Brookville, Pa. Mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Barbara Busch; Monica Thomas & Gloria Wilson – PCHS; Department of Aging – Fall 2018 Apprise Regional Updates, State College, Pa. Mileage and meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Isaac Musser – PCHS; Department of Aging Area Agency on Aging - PDA Protective Service Basic Training, Harrisburg, Pa..Lodging, mileage and meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Isaac Musser – PCHS; Department of Aging - PYA/PDA Quarterly Meeting, Gettysburg, Pa. Requests registration, lodging, mileage and meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Resignation of Rebecca Ross, Assistant District Attorney, effective Aug. 6, 2018. ~**Action**~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Jim Kockler, PCHS Administrator, requests hiring of Isaac Musser as AAA Deputy (Area Agency on Aging), effective Aug. 8, 2018 to fill a vacancy. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Application received for 2018 Liquid Fuel tax funds from the following municipalities:

- Clara Township \$1,071.17
- Ulysses Borough \$1,580.95

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

ANY OTHER BUSINESS TO COME BEFORE THE BOARD
COMMISSIONERS' REPORTS

Commissioner Kefover accompanied Secretary Davin of the Department of Community and Economic Development on his visit to many local businesses in Galeton and Coudersport. His visit was well covered by local newspapers. As reported, while here, he announced a \$1.5 million dollar grant to Tri-County Rural Electric Cooperative to construct 103 miles of fiber to expand access to broadband Internet service to 1,400 consumers in Potter County.

Commissioner HeimeI reported that plans are progressing for the arrival of the Vietnam Veterans Memorial Moving Wall to Coudersport Area Recreation Park, Sept. 13 through Sept. 17..

Commissioner Morley, who serves as Director of Emergency Services, reported that notifications have been posted and the Pa. Dept. of Community and Economic Development has indicated approval for the county's long-term loan to support upgrading of the 911 emergency communications system.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check# 1230	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$51,220.33
PAYROLL TAX TRANSFERS (EFTPS)	\$18,025.21
STATE TAX WITHHOLDINGS (ETIDES)	\$2,384.84
ACCOUNTS PAYABLE CHECKS – Check #62549-62664	\$203,795.96
Total Checks Written	\$277,281.88

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

Potter County Courthouse Special Run – 8/03/2018

<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	General Fund – Accounts Payable	127401, 127402	127323	\$5,628.75	5,628.75

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

Potter County Courthouse Special Run – 8/08/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
16	911 Fund	2732	2719, 2731	\$72,440.00	\$34,720.00

~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI 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	85096-85100			\$2,470.15
10	Payroll-Direct Deposit	9025974-9026069			\$86,053.83
10	General Fund - Accounts Payable	127403-127500			\$189,592.93
10	General Fund – A/P Manual Checks	908171881-908171885			\$123,942.91
11	LEPC	2569-2573			\$1,014.48
14	Liquid Fuels	1512			\$3,831.80
15	North Fork Dam	127501			\$3,500.00
16	911 Fund	2733-2738			\$26,987.91
18	Automation Fund (Civil)	127502-127503			\$1,994.80
32	Specialty Courts	127504			\$558.68
34	V.O.J.O.	127505			\$610.05
35	Victim Services	127506			\$621.05
38	Divorce Fund	127507			\$24,024.30
60	Hotel Excise Tax Fund	127508-127509			\$42,338.26
62	CDBG Entitlement	127510			\$104,575.76


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

NEXT MEETING: August 30, 2018

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

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date