

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 25, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 12:04 p.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

MINUTES – October 11, 2018 ~Action~ Comm. Kefover moved to approve with amendments to CDBG. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Acceptance of Help Americans Vote Act (HAVA) grant, to pay a small portion of the mandated replacement of voting machines. Commissioner Morley commented that the regulations could carry a price tag of upwards of \$400,000. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Settlement Agreement & Mutual Limited Release between Potter County & Avanco related to PCHS Children & Youth Services system data & confidentiality. **Action**~ Comm. Kefover moved to adopt. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Confidential Settlement & Release Agreement for civil action handled through the Pennsylvania Counties Risk Pool through the County Commissioners Assn, of Pa. ~Action~ Comm. Kefover moved to adopt. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Community Development CDBG Grievance & Complaint Policy. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Adoption of Resolution #4 of 2018 – Authorizing submission of an application for Community Development Block Grant FFY 2018. Community Development Director Jennifer Rossman reported that a final public hearing on the proposal to award the funds to Galetton Borough and Austin Borough for wastewater treatment plant improvements solicited no further input. ~Action~ Comm. Kefover moved to adopt. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS, Inc. for maintenance services of the plotter in the GIS office, annual cost of \$1,250. Term of October 1, 2018 to October 1, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Acceptance of \$90,589 FFY 2018 Emergency Management Performance Grant, covering a portion of personnel expenses; Oct. 1, 2017-Sept. 30, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement Renewal with KOS, Inc. for maintenance service of the copier in the Potter County Sheriff's office, \$342.00 per year, effective Oct.8, 2018 to Oct. 8, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement Renewal with KOS, Inc. for maintenance service of the copier in the Potter County Jail, \$342.00 per year, effective Nov. 6, 2018 to Nov. 6, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

17/18

18/19

■ Children & Youth 7/01/18 – 06/30/19

Adelphoi Village

Residential Treatment for Delinquent/Dependent Youth

Shelter	\$221.15	\$236.41/diem
Intensive Supervisor	\$242.91-283.58	\$254.67
Sexual Offenses	N/A	\$239.97
Specialize Independent Living	N/A	\$216.22

The Guidance Center

In Home Services for Pre-School Age Children	N/A	\$12.50/15 min
--	-----	----------------

Maximum Grant Amount \$30,000.00

Coordinated Services

The Big Oaks Inn

Homeless Assistance Provider	\$65.00/night	No Change
------------------------------	---------------	-----------

Beacon Light Behavioral Health Systems

Residential Treatment Facilities	\$269.66-280.61	\$350.00
Emergency Shelter	\$192.01	\$193.55
Enhanced Foster Care & Respite	\$ 95.28	\$ 96.10
Specialty Residential Treatment	N/A	\$475.-598.19

■ Drug & Alcohol 10/01/18 – 06/30/19

Sage Action Consulting

Prevention Needs Assessment Consulting Agreement \$15,910 Breakdown: \$6,450 planning w/needs assessment team; \$5,590 needs assessment date & analysis & reporting; \$3,870 Community Conversations.

■ Mental Health 7/01/18 – 06/30/19

Merakey

Therapeutic Foster Care (room & Board)	New Contract	\$29.29/day
--	--------------	-------------

■ Coordinated Services 7/01/18 – 06/30/19

Health Ride Plus

MATP	\$2.15/loaded mile	No Change
------	--------------------	-----------

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

TRAINING REQUESTS

--Ken Hoffman, Debbie Lincoln and Amanda Morey -- PCHS -- Incident/Risk Management Training, DuBois. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Colleen Wilber – PCHS Drug & Alcohol Director – WITS Technical Assistance Training, Harrisburg, Pa. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Patty Young Allen – PCHS – Train the Trainer, Coudersport, Pa. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Isaac Musser – PCHS Aging – PDA/P4A Quarterly Meeting, Hershey, Pa. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PERSONNEL

Warden Glenn Drake has received a resignation from Joshua Lineman, part-time Corrections Officer, Potter County Jail, effective October 28, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Casio & Harris EPN11130

Hiring of *Katrina Croke* as Multi-Function Clerk for the Potter County Commissioners effective November 5, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she attended the Mock Interviews at the Northern Potter School District for Career Day organized by Guidance Counselor Kevin Roessner and Career Mentor Virginia Kamper and was encouraged to see the professionalism of the students and their eagerness to prepare for their futures. She also reported on the local first responders' meeting, attended by state legislators, representatives of the Governor's Office and other state departments. It was a productive work session with challenges identified. Representative Martin Causer suggested a possible pilot program which would lift certain requirements. Comm. Kefover also attended a Cabinet in Your Community session at Mansfield University. Panelists included the Pa. State Police Acting Commissioner, and secretaries of Pa. Labor and Industry, Agriculture, PennDOT, and Drug & Alcohol Programs. There exists a unique collaboration with different departments, such as Agriculture and Education; and Drug & Alcohol with Department of Veterans Affairs.

Commissioner Heimel reported that he participated in a national Data-Driven Justice conference focusing on how to overcome privacy barriers so that key information that can shared, which would improve criminal justice administration. Federal and state legislation is being drafted to address the situation.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – Check #1235	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$51,606.97
PAYROLL TAX TRANSFERS (EFTPS)	\$17,696.32
STATE TAX WITHHOLDINGS (ETIDES)	\$2,381.25
ACCOUNTS PAYABLE CHECKS – Check # 63137-63249	\$144,794.77
Total Checks Written	\$218,334.85

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

Potter County Fiscal Summary – 10/26/2018

<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	85120-85124			\$2,426.51
10	Payroll-Direct Deposit	9026512-9026634			\$95,891.35
10	General Fund - Accounts Payable	127927-128022	126944, 127906	\$297.63	\$87,590.46
10	General Fund – A/P Manual Checks	910261806- 910261810			\$135,382.65
11	LEPC	2589			\$1200.00
15	North Fork Dam	128023			\$22.00
16	911 Fund	2763-2766			\$1,911.17
17	Saulter Preserve	128024			\$28.24
20	Supervision Fees (County)	128025			\$856.00
22	Farmland Preservation	128026			\$509.14

34	V.O.J.O.	128027			\$618.76
35	Victim Services	128028-128029			\$1,342.35

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

Potter County Courthouse First of the Month – 11/01/2018

<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	128030-128041			\$54,941.91
10	General Fund – A/P Manual Checks	999125			35.00
11	LEPC	2590			309.12
16	911 Fund	2767-2768			\$705.41

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

NEXT MEETING: November 8, 2018

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

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date