

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

June 06, 2019

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, all present.

PUBLIC COMMENT

MINUTES – May 23, 2019~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Sale of repository properties proposed by Potter County Tax Claim Bureau. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Federal Grant Procurement Policy for Community Development Block Grants has been updated by the Pa. Dept. of Community & Economic Development. Counties must enact the updates. ~**Action**~ Comm. Heimel moved to adopt. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Alcohol & Drug Abuse Services, Inc. for DUI/Drug Courts consultation hours, effective July 1, 2019 through June 30, 2020. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Early Intervention – 07/01/19 to 06/30/2020**

Susquehanna Software, Inc.

	<u>18/19</u>	<u>19/20</u>
EI Billing Software	\$650.00 Quarterly	No Change
Technical Support	\$ 95.00/Hour	No Change
Mileage	\$.51/Mile	No Change

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

Mary Buzard

Evaluation Nursing/Health Services	\$ 27.99/15 min.	No Change
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~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

The Guidance Center

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
Special Instruction-Behavioral	\$ 27.99/15 min.	No Change

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

■ **Children and Youth – 07/01/19 to 06/30/2020**

Potter County School Districts Coudersport, Galeton, Northern Potter and Oswayo Valley
Per School/Per Intensive Case Manager \$6,000.00 No Change
~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

■ **Intellectual Disability – 07/01/19 to 06/30/2020**

Health Ride Plus
Transportation
Zone 1 Transportation \$ 26.86/trip No Change
Zone 2 Transportation \$ 29.41/trip No Change
~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

TRAINING REQUESTS

--Susanne Boucher – PCHS – PDA Field worker Safety and Awareness Training, DuBois, Pa. ~Action~ Comm. HeimeI moved to approve. Comm. Kefover seconded. HeimeI yes; Kefover yes; Morley yes.

--Teresa Ostrom – PCHS – Charting the Course Training, Wellsboro, Pa. ~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

--Teresa Ostrom and Heather Morey – PCHS – Family Group Decision Making: Part 1, Monroeville, Pa. ~Action~ Comm. HeimeI moved to approve. Comm. Kefover seconded. HeimeI yes; Kefover yes; Morley yes.

--Irene Douglass – Galeton District Judge office – Advance Traffic/Non-Traffic Training, Williamsport, Pa. ~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

PERSONNEL

Potter County Human Services Administrator Jim Kockler of PCHS has terminated the employment of Marcy Weiss as County Casework Supervisor, effective May 10, 2019. ~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

Jim Kockler has hired Susan Widnekiewicz as part-time Senior Center Operator 1 in Galeton effective June 12, 2019. ~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

McKayla Cochran of PCHS has resigned as Caseworker II, effective June 17, 2019. ~Action~ Comm. HeimeI moved to approve. Comm. Kefover seconded. HeimeI yes; Kefover yes; Morley yes.

David Shalkowski has resigned as PCHS building custodian, effective July 19, 2019. ~Action~ Comm. Kefover moved to approve. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

President Judge Stephen Minor has hired Derek J. Hartman for a seven-week internship, effective June 10, 2019. ~Action~ Comm. Kefover moved to acknowledge. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

Warden Glenn Drake has terminated the employment of Gavin Matthews as a part-time Corrections Officer at the Potter County Jail, effective May 23, 2019. ~Action~ Comm. HeimeI moved to acknowledge. Comm. Kefover seconded. HeimeI yes; Kefover yes; Morley yes.

Warden Glenn Drake has hired Timothy Mitchell as a part-time Corrections Officer at the Potter County Jail retro to June 3, 2019. ~Action~ Comm. Kefover moved to acknowledge. Comm. HeimeI seconded. Kefover yes; HeimeI yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover discussed a study into the reason's millennials move to an area. Top attractants are affordability; job opportunities; diversity (income, race, etc.); mobility and transportation; and quality of life. She said community leaders should work to attract this generation, which has the most buying power of any American demographic.

Commissioner Heimel reported on policy matters and federal government issues he will be discussing during his upcoming trip to the White House to meet with policy advisors and managers serving under President Trump.

Commissioner Morley pointed out that today's business meeting was being held on the anniversary of D-Day and called on attendees to honor the service and sacrifice of those engaged in the Battle of Normandy.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A	
PAYROLL AUTOMATIC DEPOSITS	\$51,925.41
PAYROLL TAX TRANSFERS (EFTPS)	\$17,772.90
STATE TAX WITHHOLDINGS (ETIDES)	\$2,345.49
ACCOUNTS PAYABLE CHECKS – Check # 64926 05/28/2019	\$161.24
ACCOUNTS PAYABLE CHECKS – Check #64927-65030 06/06/2019	\$69,917.30
Total Checks Written	\$142,122.34

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

Potter County Fiscal Summary Addition to – 05/24/2019

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
23	Sinking Fund	129821	129821	\$0.05	
62	CDBG	129840			\$17,466.16

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

Potter County Fiscal Summary - Special Run – 05/29/2019

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
28	Domestic Relations IV-D	1015			\$6,272.00

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

Potter County Fiscal Summary – 06/07/2019

<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	85190-85192			\$2,008.98
10	Payroll-Direct Deposit	9028226-9028324			\$89,969.10

10	General Fund - Accounts Payable	129841-130089			\$581,642.87
10	General Fund -- A/P Manual Checks	906071960-905241964	906071955-906071959	\$129,581.44	\$129,438.84
11	LEPC	2641-2644			\$2,201.37
16	911 Fund	2851-2853			\$23,957.12
28	Domestic Relations	1016			\$270.00
34	V.O.J.O.	130090			\$623.00
35	Victim Services	130091			\$1,172.50
38	Divorce Fund	130092			\$924.62
60	Hotel Excise Tax	130093-130094			\$2,575.09

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

NEXT MEETING: June 20, 2019

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

Prepared by Danielle Gietler


 Potter County Executive Secretary


 Approval Date