

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

September 12, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:03 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 – A citizen inquired about responsibilities for operation of the Potter County Jail and was informed that, in Potter County, the elected sheriff serves in a dual capacity as jail warden, with primary responsibility for operation of that facility.

MINUTES – August 29, 2019 ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Glenda Ruch from SEDA-COG presented an overview and update of the 2019 Community Development Block Grant administration and an analysis of three projects submitted for potential funding from Potter County's 2019 annual entitlement grant. She recommended, based on multiple factors, that the commissioners pass the appropriate resolutions to designate the funding for Phase 2 of the Galeton Wastewater Treatment Plant upgrade. Ms. Ruch also presented drafts of two resolutions related to the the CDBG program.

Resolution #7 of 2019 – Resolution to Apply. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution #8 of 2019 – Resolution of Excessive Force. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approve FFY 2019 CDBG Allocation per SEDA-COG recommendation. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Galeton Borough is also seeking CDBG funding through a separate "competitive" grant program administered by the federal government. Motion to proceed through SEDA-COG for the competitive grant application. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Potter County has been asked by the U.S. Census Bureau to partner in an effort to assure a complete count of county residents during the 2020 Census. Resolution #9 of 2019 – *Creating Census 2020 Complete Count Committee*. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sue Halloran and Barbara Heimel from the Allegewi Chapter of the Daughters of the American Revolution attended the meeting to discuss the chapters plans to observe Constitution Week with a ceremony at the courthouse square and bell-ringing. Proclamation – Constitution Week September 17-23, 2019. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Lease Agreement between Potter Lands LLC and County of Potter for building at corner of Mill and East Second Streets, to be used as headquarters for the county's Maintenance Department. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Master Services Agreement #2 with Zito Business ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

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

Cornell Abraxas Group, Inc.

Abraxas 1 (Marienville)	\$179.16/diem	\$181.86/diem
Intensive Open Residential Prog.	\$302.49	\$307.03
Female D&A Treatment	\$217.72	\$220.99
Leadership Development Center (South Mountain)		
Leadership Development Program	\$167.75	\$170.27
Leadership Development Prog. (Female Unit)	\$167.75	\$170.27
Open Residential (Fire Setter/Sex Offender)	\$306.91	\$311.52
Shelter	\$297.10	\$301.56
Abraxas Youth Center (South Mountain)		
Fire Setter/Sex Offender (Secure)	\$321.74	\$326.57
Detention	\$297.10	\$301.56
Shelter	\$297.10	\$301.56
Abraxas Academy (Morgantown)		
Habitual Offender/Sex Offender (Secure)	\$326.72	\$331.63
Detention	\$301.10	\$305.63
Transitional Living	\$204.24	\$212.49

Avanco International, Inc. – Effective 06/01/19

CAPS Version 15 Upgrade	N/A	\$2,695.61
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Concern Professional Service for Children, Youth & Families

Dependent/Delinquent – Emergency Shelter, Residential Placement Program & Transitional living Program

Intensive Foster Care age 0-11	\$85.93	\$86.84
Intensive Foster Care age 12+	\$94.68	\$95.63
Intermediate Foster care Ages 0-11	\$68.22	\$68.90
Intermediate Foster care Ages 12+	\$76.96	\$77.73
Traditional Foster Care Ages 0-18	\$40.08	\$40.48
Medical Level I Foster Care	\$85.97	\$86.83
Medical Level II Foster Care	\$74.97	\$75.72
Medial Level III Foster Care	\$54.02	\$54.56
Medical Level IV Foster Care	\$36.02	\$36.32
Mother/Baby Foster Care	\$129.39	No Change
Community Residential		
Rehabilitation Board Rate	\$24.44	\$24.68
Treatment Unit for Boys	\$208.37	\$212.97

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

■ **Coordinated Services – 07/01/19 to 06/30/2020**

Melissa Wade – Independent Escort Contractor

Round Trip, portal to portal under 4 hrs. (new contract)		\$70.00
Round Trip, portal to portal 4 hrs. up to 8 hrs.		\$120.00
Round Trip, portal to portal 8 hrs. and over		\$240.00

Helen D. Douglas -Independent Escort Contractor (08/25/19 – 06/30/20)

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 8 hrs. and over	\$240.00	No Change

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

■ **Drug & Alcohol – 07/01/19 to 06/30/2020**

Pathway to Recovery

Facility #657038 Halfway House

3.5 Medium Adolescent	\$290.00	No Change
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~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Case 1:19-cv-01130
EJA:TLH:30
■ **Mental Health – 07/01/19 to 06/30/2020**

Northern Tier Children's Home

CHIPF Funding for client placed at the Center

Pays for 24/7 supervision of resident cost changes bi-weekly based on staff salary - No Change

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

■ **Dawn Bacon – 07/01/19 to 06/30/2020**

CPR & First Aid Training

\$45/student

\$30/student

\$0.45/mile

\$0.58/mile

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

■ **David Shalkowski – 08/12/19 to 06/30/2020**

Janitorial Services

N/A

\$15/hour

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

■ **Aging– 07/01/19 to 06/30/2020**

Purfood LLC dba Mom's Meals Nourish Care

\$6.12/HDM

\$6.25/HDM

\$7/Pureed HDM

\$7.14/ Pureed

HDM

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

TRAINING REQUESTS

--Shanon Sallade – MDJ 55-3-01 – 2019 MDJ's Workshop, Wellsboro, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Sarah Seeley – MDJ 55-3-01 – 2019 MDJ's Workshop, Wellsboro, Pa. ~ **Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Jake Ostrom – Tax Assessment – AAP Fall Conference, Hershey, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Colleen Wilber – PCHS D & A Admin. – 2019 PACDAA Membership Meeting, State College, Pa. ~ **Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Andrea Skaggs – PCHS Children & Youth Administration – Leadership Roundtable, Montrose, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Debbie Lincoln, Amanda Morey, Keagan Abbott – PCHS – Home base coaching 101, Clarion, Pa. ~ **Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

--Thomas Patterson – PCHS Children & Youth Administration – Leadership Roundtable, Montrose, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

--Debbie Lincoln, Amanda Morey, Tena Emerson & Missy Wade – PCHS – Incident/Risk Management Training, DuBois, Pa. ~ **Action**~ Comm. Heibel moved to approve. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

PERSONNEL

Resignation – Rea Gible – DRO Case Manager II has resigned effective September 25, 2019.

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

CHIEF CLERK REPORT

Applications received for 2019 Liquid Fuel tax funds from Coudersport Borough, \$5,391.32
~ **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

N/A

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A	
PAYROLL AUTOMATIC DEPOSITS	\$52,185.19
PAYROLL TAX TRANSFERS (EFTPS)	\$17,589.40
STATE TAX WITHHOLDINGS (ETIDES)	\$2,336.04
ACCOUNTS PAYABLE CHECKS – Check # 65736 (8/30)	\$2,935.85
ACCOUNTS PAYABLE CHECKS – Check # 65737-65837 (9/12)	\$123,717.37
Total Checks Written	\$198,763.85

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

Potter County Fiscal Summary – 09/13/2019

<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	85216-85218			\$2,268.30
10	Payroll-Direct Deposit	9029002-9029099			\$91,060.22
10	General Fund - Accounts Payable	130737-130823			\$203,690.12
10	General Fund – A/P Manual Checks	908301991-908301995			\$130955.97
11	LEPC	2688-2693			\$617.85
14	Liquid Fuels	1537-1538			\$3,416.58
16	911 Fund	2897-2903			\$23,660.68
18	Automation Fund (Civil)	130824			\$1,066.30
32	Specialty Courts	130825			\$261.33
34	V.O.J.O.	130826-130827			\$335.12
35	Victim Services/RASA	130828-130829			\$2,066.67
38	Divorce Fund	130830			\$6,000.00
55	Phare Grant	130831			\$15,000.00

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

NEXT MEETING: September 26, 2019

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


Potter County Executive Secretary

Prepared by Danielle Gieller


Approval Date



*Established
1804*

County of Potter Board of Commissioners

*One North Main Street, Suite 207
Coudersport, Pennsylvania 16915
Telephone: (814) 274-8290 Fax: 814-274-8284
www.pottercountypa.net*

Douglas C. Morley, Chairman
Paul W. Heimel
Susan S. Kefover
Commissioners

Kathleen H. Majot
Chief Clerk
Thomas R. Shaffer
Solicitor

RESOLUTION #7 of 2019 POTTER COUNTY

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for Federal Fiscal Year 2019 under the Community Development Block Grant Program, and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the County of Potter, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the Potter County Board of Commissioners has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds and represent the non-entitlement communities within the county; and

WHEREAS, the Potter County Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, the Potter County Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

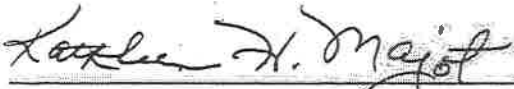
WHEREAS, the Potter County Board of Commissioners wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the Potter County Board of Commissioners that its Chairman is authorized to have prepared by the SEDA-Council of Governments Community Development Program staff the necessary forms and documents in order to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED that the Community Development Plan developed as a result of the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Chairman of the Potter County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the County of Potter.


Adopted by the Potter County Board of Commissioners at the regular meeting of September 12, 2019.




(SEAL) Kathleen H. Majot, Chief Clerk



Douglas Morley, Chairman



Paul Heimel, Vice-Chairman



Susan Kefover, Commissioner





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EXCESSIVE FORCE

POTTER COUNTY RESOLUTION NUMBER #8 of 2019

A RESOLUTION of Potter County, Commonwealth of Pennsylvania adopting a policy regarding non-violent civil rights demonstrations in accordance with P.L. 101-144, Section 519.

WHEREAS, it is a requirement of the Community Development Block Grant (CDBG) Program; and

WHEREAS, the Potter County Board of Commissioners has previously adopted a policy prohibiting excessive force.

NOW, THEREFORE, BE IT RESOLVED by Potter County that it is the County's policy to enforce state and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent civil rights demonstrations within its policing jurisdiction.

Adopted by the Potter County Board of Commissioners at its public meeting held on September 12, 2019.

Kathleen H. Majot

Kathleen H. Majot, Chief Clerk

Douglas Morley

Douglas Morley, Chairman

Paul Heimel

Paul Heimel, Vice-Chairman

Susan Keffer

Susan Keffer, Commissioner





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RESOLUTION #9 of 2019

A RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE TO INCREASE COMMUNITY AWARENESS AND PARTICIPATION

WHEREAS, the U.S. has performed a nationwide census every ten years since 1790; and an accurate census is essential for the allocation of representatives in the U.S. House of Representatives and Pa. General Assembly, as well as allocation of federal and state funding; and


WHEREAS, accurate census information is critical to planning for growth, development, and the social needs of Potter County; and the more informed that residents become about the 2020 census operations, the more likely they are to participate; and


WHEREAS, the Census Bureau is not permitted to publicly release responses or personal information to other agencies, including the IRS, Immigration and Naturalization Service, law enforcement or welfare agencies; and census data is protected from cybersecurity risks;


THEREFORE, BE IT HEREBY RESOLVED that:

1. A Census 2020 Complete Count Committee is hereby established to advise and assist Potter County in obtaining the most accurate and complete population count for Census 2020.
2. The committee shall discuss and formulate strategies and techniques to enhance and increase the response rate to Census 2020, through educational initiatives, and public service announcements.
3. The committee shall consist of representatives from the Potter County Planning Department, Potter County Board of Commissioners and Potter County Human Services, serving from September 2019 through and including August 2020.

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF SEPTEMBER 2019.


Kathleen H. Majot, Chief Clerk


Douglas Morley, Chairman


Paul Heimel, Vice-Chairman


Susan Kefover, Commissioner



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PROCLAMATION

Constitution Week – September 17-23, 2019

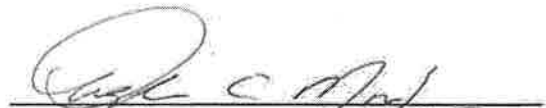
Whereas, Sept. 17, 2019, marks the 232nd anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and to the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a proclamation by the President of the United States designating Sept. 17-23 as Constitution Week; and

Whereas, the Allegewi Chapter, Daughters of the American Revolution, has been faithfully fulfilling its mission for many decades through its support of citizenship, patriotism, education and respect for those who have served our nation, including Constitution Week activities in the most fitting tradition,

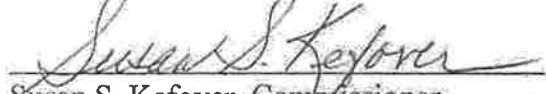
Now, therefore, the Potter County Board of Commissioners does hereby proclaim *Sept. 17-23, 2019, as Constitution Week* in Potter County and does encourage all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege entails.



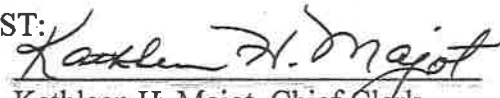
Douglas C. Morley, Chairman



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

ATTEST: 

Kathleen H. Majot, Chief Clerk