

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

September 26, 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 – September 12, 2019 ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

2020 Tax Anticipation Loan proposals were received from Juniata Valley Bank (JVB), C&N Bank, First Citizens Community Bank and Northwest Bank. Lowest interest rate and best overall terms were offered by JVB. ~**Action**~ Comm. Kefover moved to accept the Juniata Valley Bank proposal. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resolution 10 of 2019; Appointing A Section 504 Compliance Officer; Ellen Russell, Community Development Director ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS Inc. for maintenance services of the plotter in the GIS office, annual cost of \$1,250.00, October 1, 2019 to October 1, 2020. ~ **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, Oct.8, 2019 to Oct. 8, 2020. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Agreement renewal with KOS Inc. for maintenance service of copiers in the Potter County Commissioners Administration office, rates of \$0.0085 per copy, Oct. 17, 2019 to Oct. 17, 2020. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

■ **Aging – 09/01/19 to 06/30/2020**

Guardian Medical Monitoring

- PERS Rental Landline \$18.00/mo.
- PERS Rental Cellular \$28.00/mo.
- mPERS (mobile/gsp uns)35.00/mo.
- Caregiver 2/way speaker-\$25.00/mo.
- MedReady Med. Dispenser \$25/\$40 (installation \$25.00, mo. fee \$40.00)
- MO8600-\$60.00/\$60.00 (installation \$60.00/mo. fee \$60.00)
- Auto fall add on-\$7.00/month

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

■ **Children & Youth – 09/01/19 to 06/30/2020**

18/19

19/20

Children's Center for Treatment and Education d/b/a Beacon Light Behavioral Health System

RTF-Bradford and Ulster, Pa.	\$350.00	No Change
YTC-Youngsville, Pa.	\$350.00	No Change
First Street (SAY)-Bradford, Pa.	\$350.00	No Change

Emergency Shelter-Bradford, Pa.	\$193.55	\$195.40
STAR-Bradford, Pa.	\$475.00	No Change
STAR-McClure, Pa.	\$526.56	No Change
STRIDE EAST-Ulster, Pa.	\$885.37	No Change
First Street (STRIDE WEST)-Bradford, Pa.	\$772.82	No Change
Girls RTF-Bradford, Pa.	\$581.53	No Change
YSR Unit 2 RTF-Youngsville, Pa.	\$598.19	No Change

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

■ **Drug & Alcohol – 09/01/19 to 06/30/2020**

Recovery Support Services – Contract Amendment

The SCA will make payment under this contract for the work performed as set forth in the Work Statement of this contract in accordance with the attached budget, up to a maximum amount of \$42,410 (Recovery Support Services 88C) (at Facility ID #427033 – Recovery Support Services)

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

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

Valley Forge Medical Center and Hospital

NEW CONTRACT

Facility ID#465121

3.7 WM Adult	N/A	\$330.00/day
3.5 High Adult	N/A	\$323.00/day
4 WM Intensive Adult	N/A	\$589.37/day

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

■ **Mental Health – 07/01/19 to 06/30/2020**

Alexandra Sinnamond

Act 143 Designee Agreement

*No additional reimbursement is made. This function is already part of provider's duties.

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

TRAINING REQUESTS

--Valerie Tinder – Jail Nurse – Prison Medical Management Workshop, Harrisburg, Pa. ~

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

--Danielle Stilson & Irene Douglass – MDJ 55-4-03 – Mandatory Yearly Updates, Wellsboro, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Krista Miller – Treasurer – CTAPA Fall Seminar, State College, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Michael Pepper – Veterans Affairs – 2019 VSO Training Conference, Erie, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Ray Morales & Brian Abel– Juvenile Probation – 2019 James E. Anderson Pennsylvania Conference on Juvenile Justice, Harrisburg, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Jake Ostrom – Tax Assessment – GIS for Assessment, Pleasant Gap, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Anita Mead – Victim/Witness Coordinator – PCCD's Pathways to Victims' Services Annual Conference, Hershey, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Susan Boucher & Heather Morey – Aging – Protective Service Conference, Gettysburg, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Colleen Wilber – Drug & Alcohol – PACDAA Board Retreat, Harrisburg, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Heather Morey – Aging – PS Basic Training, State College, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Teresa Ostrom & Thomas Patterson – PCHS Children & Youth Administration – CAPS (Avanacopa Training), Butler, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Debbie Lincoln – PCHS – OCDEL Leadership, Pocono Manor, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Isaac Musser – PCHS – Responding to Reports of Sexual Violence, Meadville, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Thomas Patterson – PCHS Children & Youth Admin.– 700 Foundations of Leadership, Mechanicsburg, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Tina Emerson – PCHS Intellectual Disabilities – Applying Principles of DM, Coudersport, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Crystal Thomas – PCHS Drug & Alcohol – Ethics, Port Allegany, Pa. Requests N/A – Mandatory Training refunded by the state. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Sue Weber – PCHS – Responding to Reports of Sexual Violence Against Older Adults & People with IDD, State College, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Bruce Brooks – Potter County Jail; Corrections Officer – Basic Training, Elizabethtown, Pa. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Hiring of Ellen Russell as the Community Development Director, effective September 23, 2019. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Prothonotary Clerk of Courts - Kathy Schroeder has hired Robin Rogers as a part-time Support Clerk, effective September 23, 2019. ~ **Action**~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Mr. Kockler announced that Christine M. Cole has resigned from Potter County Human Services, as Clerk Typist II, effective October 1, 2019. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Warden Glenn Drake has terminated the employment of Timothy Mitchell as a part-time Corrections Officer at the Potter County Jail, effective September 18, 2019. ~ **Action**~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CHIEF CLERK REPORT

Applications received for 2019 Liquid Fuel tax funds from Pike Township \$1,232.85; and Clara Township, \$985.13 ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she attended a recent Galetton Development Corp. meeting. Jennifer Rossman, community outreach coordinator for Visit Potter-Tioga, reported that the agency's website had 600,000 unique visitor "hits." Visit Potter-Tioga spent \$490,000 on marketing the region and distributed 60,000, half of which were specifically requested.

Commissioner Heimel reported that he and Jim Kockler from Potter County Human Services attended the Pennsylvania Stepping Up Technical Assistance Center workshop in Harrisburg. They emerged with information about best practices in improving criminal justice system outcomes for those with mental illness and/or addiction.

Commissioner Morley drew attention to a \$266,194 withdrawal from the county's Capital Reserve/Shale Gas Well Impact Fee Account to help pay for the state-mandated new voting machines.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - N/A	
PAYROLL AUTOMATIC DEPOSITS	\$51,937.58
PAYROLL TAX TRANSFERS (EFTPS)	\$17,535.39
STATE TAX WITHHOLDINGS (ETIDES)	\$2,27.58
ACCOUNTS PAYABLE CHECKS - Check # 65838-65965	\$249,204.75
Total Checks Written	\$321,005.30

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

Potter County Fiscal Summary - First of the Month - 10/01/2019

<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	General Fund	130950-130961			\$58,651.93
10	General Fund - A/P Manual Checks	999135			\$35.00
16	911 Fund	2915-2916			\$421.15

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

Potter County Fiscal Summary - 09/27/2019

<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	85219-85222			\$1,644.54
10	Payroll-Direct Deposit	9029100-9029228			\$102,890.65
10	General Fund - Accounts Payable	130832-130939			\$95,564.51

09/26/2019 11:15:30

10	General Fund – A/P Manual Checks	909271901- 909271905			\$144,263.28
11	LEPC	2694-2696			\$948.63
14	Liquid Fuels	1539-1541			\$6,327.81
15	North Fork Dam	130940			\$25.00
16	911 Fund	2904-2914	2911	\$1,274.13	\$21,048.15
17	Saulter Preserve	130941			\$33.37
28	Domestic Relations IV-D	1017-1018			\$46,441.00
34	V.O.J.O.	130942-130944			\$255.15
35	Victim Services/RASA	130945-130947			\$2,070.41
38	Divorce Fund	130948			\$953.73
64	Gas Well Impact-Capital Reserve	130949			\$266,194.65

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

NEXT MEETING: October 10, 2019

ADJOURNMENT

Prepared by Danielle Gietler



Potter County Executive Secretary



Approval Date



*Established
1804*

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

County of Potter Board of Commissioners

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Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION # 10 of 2019 THE POTTER COUNTY BOARD OF COMMISSIONERS APPOINTING A SECTION 504 COMPLIANCE OFFICER AND ESTABLISHING A GRIEVANCE PROCEDURE

WHEREAS, the County of Potter, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

WHEREAS, the County of Potter is statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations, as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973.

WHEREAS, the County of Potter must designate a Section 504 Compliance Officer who will serve as the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures.

WHEREAS, the County of Potter has begun public outreach and consultation with interested parties to solicit input and feedback regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Potter as Follows:

1. Ellen Russell is hereby designated as the County's Section 504 Compliance Officer.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all County owned facilities and programs.

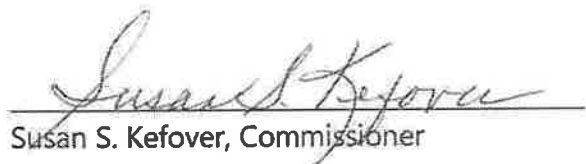
I HEREBY CERTIFY that the above is a true and correct copy of a Resolution adopted at a regular meeting of the board of Commissioners of the County of Pitter, held on

PASSED, APPROVED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2019.


Kathleen H. Majot, Chief Clerk


Douglas C. Morley, Chairman


Paul W. Heimel, Vice-Chairman


Susan S. Kefover, Commissioner

