

~ *Minutes* ~

POTTER COUNTY COMMISSIONERS MEETING

October 10, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:02 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Doug Morley, Chief Clerk Kathleen Majot, Recording Secretary Danielle Gietler, all present. Commissioner Paul Heimel, absent on county business.

PUBLIC COMMENT

Commissioner Morley commented to the public that Commissioner Heimel is attending a conference on rural economic development, expansion of high-speed internet and the 2020 U.S. Census in Lake Placid, N.Y., as an officer of the NACo Rural Action Caucus. The caucus advocates for rural counties with the federal government.

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

NEW BUSINESS

Tia DeShong from Elk County Council on the Arts shared with the board and public the organization's partnership with the Pa. Council with the Arts. Tia is the representative for five counties -- Elk, Cameron, Forest, McKean and Potter. Mini-grants are available to promote the arts and start arts-related businesses or private programs.

Will Hunt, Director of GIS/Planning, provided an update on the 2020-29 Northern Pennsylvania Tri-County Comprehensive Plan. The final Steering Committee meeting will be held on Nov. 7 at 1 pm in Smethport. Public input is being accepted over a 45-day period that concludes on Nov. 22. The final draft of the plan will be presented to the Board of Commissioners for final approval in late December.

Resolution #11 of 2019 Tax and Revenue Anticipation Note ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Intergovernmental Cooperation Agreement (BHARP) ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Intergovernmental Cooperation Agreement (BHARP) – Ordinance 1 of 2019 ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Appointment to the Workforce Development Board: Erika Easton – HR Consultant with UPMC to fill the vacancy of Jamie Evens. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Resignation from the Potter County Hospital Authority: Kathy Mitchell effective 09/15/2019 ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Appointment to the Potter County Hospital Authority: Patrice Levavasseur to fill the vacancy of Kathy Mitchell for the remaining 5-year term from 01/01/2019 – 12/31/2023. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Reappointment to the Potter County Hospital Authority: Charles Bach Jr. term to expire 12/31/2019; reappointed for another 5-year term, running from 01/01/2020 to 12/31/2024. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Agreement Renewals – Davis-Ulmer, Inc. for the inspection of the fire alarms, effective December 1, 2019 to November 30, 2020 in the following facilities:

- 911 Building, \$370.00 annually
- Courthouse, \$725.00 annually;
- Mapleview Building, \$370.00 annually
- Potter County Education Center, \$400.00 annually
- Gunzburger County Office Building, \$1,665.00 annually
- ~ Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ **Aging – 07/01/19 to 06/30/2020**

Dorothy E. Taylor

Regional Ombudsman Coordinator \$57,320.00 \$60,070.00
(State approved mileage rate)

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

Diversified Treatment Alternative Centers

Prior Cost		Current Cost
\$205.55	JCAHO-Residential Treatment Lewisburg Site & Danville Site	\$205.55
N/A	JCAHO-Residential Treatment Coal Township Site	\$265.00
\$103.87	Specialized Foster Care	\$103.87
\$22.50	CRR/Host Home	\$22.50
N/A	Managed Care MNC Psychiatric Evaluation	\$295.00

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

The Big Oaks Inn

Emergency Shelter N/A \$60.00/1 bed
\$70.00/2 beds

■ **Mental Health – 09/11/19 to 09/29/2020**

Lakeside Global Institute

Providing one cohort of Applying Trauma Principles for up to fifteen participants.
Twelve sessions (2.5 hours each) will be held every other week as outlined below.
\$17,250.00

*Expenses for travel are included in the price of the course.

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

The Meadows Psychiatric Center

Short-term inpatient hospital stays Authorized/Approved Medical Assistance Rate

Dickinson Center, Inc.

Mental Health Psychiatric Rehabilitation Services **18/19** **19/20**
\$33,000. max. No Change

Dickinson Center, Inc.

Mental Health Intensive Outpatient Programming
\$6,000.00 No Change

Dickinson Center, Inc.

Peer Specialist Support Services
\$15.00/15 mins. No Change
To max. of \$10,500.

Dickinson Center, Inc.

Mental Health Student Assistance Program Services
\$118,899. max. \$124,800. max.

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

TRAINING REQUESTS

--Teresa Ostrom – PCHS Children & Youth Administration – Shadowing/Training Butler CYS Screening Dept., Butler, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

--Thomas Patterson, Colleen Wilber, Bryonna Swede and Isaac Musser – PCHS – Pa. Plans of Safe Care Technical Assistance Session., State College, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

--Patricia Young Allen – PCHS – Applying Trauma Principles, Coudersport, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

--Lisa Harris – PCHS – Self Neglect, State College, Pa. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

PERSONNEL

Jim Kockler, PCHS Administrator, requests hiring of Jacob Drew as a part-time Custodial Worker I at Potter County Human Services, effective October 15, 2019. ~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

Warden Glenn Drake has hired Adam Rinehart as a part-time Corrections Officer at the Potter County Jail, effective October 7, 2019. ~ **Action**~ Comm. Kefover moved to acknowledge. Comm. Morley seconded. Kefover yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she attended the Governor’s Council on Rural Affairs; as well as toured the Big Level Wind Facility in Hector and Harrison townships. The Commissioners also participated in Penn State Extension’s Local Government Day, where they saw the positive impact of the county’s financial support on the many Extension’s programs in Potter County.

Commissioner Morley reported that the Senior-2-Senior program to help senior citizens use technology and internet access is off to a good start. The eight-week program kicked off at the Oswayo Valley Senior Center. Partners include Tri-Co Connections, Potter County Education Council and the Area Agency on Aging. Instructor Brent Bryant and students at the Career & Technical Center are assisting. Attendance has averaged about 20 per weekly session. Classes will also be held at other senior centers in Potter County.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – N/A	
PAYROLL AUTOMATIC DEPOSITS	\$52,409.87
PAYROLL TAX TRANSFERS (EFTPS)	\$17,637.63
STATE TAX WITHHOLDINGS (ETIDES)	\$2,343.87
ACCOUNTS PAYABLE CHECKS – Check # 65966 10/05/19	\$1,387.78
ACCOUNTS PAYABLE CHECKS – Check # 65967-66071 (10/11/2019)	\$136,680.91
Total Checks Written	\$210,460.06

~ **Action**~ Comm. Kefover moved to approve. Comm. Morley seconded. 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, 85223			\$2,582.06
10	Payroll-Direct Deposit	9029100-9029228	9029143	\$937.52	\$101,953.13

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

Potter County Fiscal Summary – 10/11/2019

<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	85224-85225			\$1,220.11
10	Payroll-Direct Deposit	9029229-9029329			\$92,304.22
10	General Fund - Accounts Payable	130973-131075	129626; 130962- 130972	\$18,130.26	\$206,623.03
10	General Fund – A/P Manual Checks	910111906- 910000911			\$139,609.17
11	LEPC	2697-2700			\$448.77
14	Liquid Fuels	15432-1546	1542	\$2,737.49	\$6,819.19
16	911 Fund	2917-2921			\$7,078.24
18	Automation Fund (Civil)	131076			\$1,066.30
34	V.O.J.O.	131077			\$249.55
35	Victim Services/RASA	131078			\$956.79
38	Divorce Fund	131079-131080			\$480.06

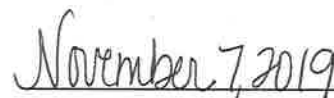
~ Action~ Comm. Kefover moved to approve. Comm. Morley seconded. Kefover yes; Morley yes.

NEXT MEETING: October 24, 2019

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

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**

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

Kathleen H. Majot
Chief Clerk

Thomas R. Shaffer
Solicitor

RESOLUTION #11 OF 2019
Potter County, Pennsylvania

**RESOLUTION AUTHORIZING
TAX AND REVENUE ANTICIPATION NOTE**

Whereas, the Board of Commissioners, of Potter County, Pennsylvania, hereinafter called the Local Government Unit, anticipates current revenues as yet uncollected; and

Whereas, the said Local Government Unit has inadequate funds for current expenditures;
and

Whereas, the said Local Government Unit has determined that it is necessary to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated revenues: and

Whereas, The Juniata Valley Bank has submitted to the said Local Government Unit a proposal to purchase a tax anticipation note of the Local Government Unit and the Local Government Unit desires by the adoption of this resolution to accept such proposal and authorize the issuance and sale of its tax and revenue anticipation note;

Now therefore, Be It Resolved that:

(1) The Local Government Unit hereby authorizes the issuance of a tax and revenue anticipation note in the amount of \$1,000,000.00 in anticipation of the receipt of current taxes and revenues to be sold at private sale.

(2) There shall be twenty (20) notes each in the denomination of \$50,000.00, each shall be redeemable at any time at the option of the officers of the Local Government Unit without penalty or premium, shall be fully registered without coupons, as of the date issued and sold, bear interest at the rate of 1.98 percent, shall mature on December 31, 2020, and shall be payable at the 64 Main St., Port Allegany office of the Lender, shall be substantially in the form annexed to the resolution as Exhibit A and hereby made a part of the resolution as though fully set forth in this place.

(3) The proposal of The Juniata Valley Bank to purchase the note dated September 24, 2019, is hereby accepted and shall be incorporated into the minutes of this meeting. A true and correct copy of said Proposal is attached hereto as Exhibit B, and the appropriate executive officers are hereby authorized and directed to execute and deliver a duplicate original of the acceptance of said proposal to the Lender.

(4) The Local Government Unit hereby pledges to the Lender and grants to the Lender a first lien and charge on its taxes and revenues to be received during the period when the note is outstanding to secure the payment of the indebtedness evidenced hereby and the interest thereon.

(5) Payment of principal and interest shall be made in the following amounts and on the following dates: Each of the twenty (20) fifty thousand dollar (\$50,000.00) denomination notes shall, if sold, be repaid on or before December 31, 2020 with principle amount of \$50,000.00 to be repaid plus interest at a rate of 1.98% per annum with a maximum interest payment amount for the entire year of \$990.00 with the actual amount of interest to be paid calculated by multiplying said maximum interest amount of \$990.00 times a ratio which has as its numerator the number of days between the date the note was issued and sold and the date the note was repaid and has as its denominator 360 days.


(6) The appropriate executive officer be and hereby is authorized and directed to execute and deliver in the name of, on behalf of, and under the seal of, the Local Government Unit, the tax and revenue anticipation note in the form and containing terms described above, and the Secretary of the Local Government Unit be and hereby is authorized and directed to attest the same.

(7) The appropriate executive or fiscal officer be and hereby is authorized and directed to prepare or cause to be prepared and to file a Certificate as to Taxes and Revenues to be Collected as required by Section 8128 of the Local Government Unit Debt Act. A true and correct copy of said Certificate is attached hereto as Exhibit C.

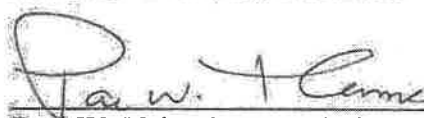
(8) The executive officers of the Local Government Unit be and hereby are authorized and directed to perform all acts which are necessary and proper for the valid issuance and securing of the note.

IN WITNESS WHEREOF, the undersigned has hereunto set their hand and affixed the seal of the Local Government Unit this 10th day of October, 2019.

POTTER COUNTY COMMISSIONERS



Douglas C. Morley, Chairman



Paul W. Heimel, Commissioner



Susan S. Kefover, Commissioner

Attest:



Kathleen H. Majot, Chief Clerk