

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

November 21, 2019

CALL TO ORDER Commissioner Morley called the meeting to order at 11:04 p.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 – November 7, 2019 ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

Appointment of David Werner to the Potter County Local Emergency Planning Committee effective November 13, 2019. ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Approval of the 2020 County Employee Holiday Schedule ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Approval of the 2020 Commissioners Meeting Schedule ~ **Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with SEDA-COG for professional and administrative services at a total cost of \$45,350 for the FFY19 CDBG Competitive Grant. If funding is not approved, there is no charge to the county. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with SEDA-COG for professional and administrative services at a total cost of \$27,600 for the FFY19 CDBG Entitlement Grant. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

CONTRACTS AND AGREEMENTS

Contract with Pirrello Enterprises Corp. for Records Preservation for the Prothonotary Office, at a rate of \$35,838.00 per year, Nov. 15, 2019 to Nov. 14, 2020. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with KOS Inc. for maintenance services on the copier in the Potter County Domestic Relations office at a rate of \$342.00, Nov. 6, 2019 to Nov. 6, 2020. ~ **Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

	<u>18/19</u>	<u>19/20</u>
■ Aging – 07/01/19 to 06/30/2020		
<u>Lifeline Systems aka Philips Lifeline</u>	PERS \$25.00/mo.	No Change
	Med Disp. \$50.00/mo.	No Change
	Cellular PERS \$30.00/mo.	No Change
	PERS w/Fall Detection \$38.00/mo.	No Change
	Cell. PERS w/Fall Detection \$43.00/mo.	No Change
<u>Karpinski's Office Systems</u> (10/09/19 through 10/09/20)		
Copier Maintenance Agreement	\$265.00/year	No Change

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

Beacon Light Behavioral Health Systems

Multi-Systemic Therapy (MST) Program	\$46.00/15 min. unit	No Change
Total County allocation	\$5,000	No Change

Mikele Bay, CAC of McKean County

Child Advocacy Center for Forensic Child Abuse Investigations	\$300.00/child	No Change
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Central Counties Youth Center

Secure Detention Services for Probation Youth	\$270.00/diem	\$280.00/diem
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■ **Intellectual Disability – 07/01/19 to 06/30/2020**

<u>Dickinson Center, Inc.</u> Clinical Interview	N/A	\$450.00/INTVW.
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■ **Mental Health – 10/01/19 to 06/30/2020**

Whitney Thomas Act 143 Designee Agreement. No additional reimbursement is made. This function is already part of the provider's duties.

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

TRAINING REQUESTS

PERSONNEL

Notification of termination received from Warden Glenn Drake on Philip Seeley as full-time corrections officer at the Potter County Jail, effective Oct. 31, 2019. ~ Action~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Notification of resignation received from Renee McClain as Administrative Assistant in the District Attorney's Office effective Nov. 21, 2019. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

Notification from Judge Kari McCleaff of Renee McClain hiring to fill vacancy in full-time MDJ Secretary in Shinglehouse, effective Nov. 25, 2019. ~ Action~ Comm. Heibel moved to acknowledge. Comm. Kefover seconded. Heibel yes; Kefover yes; Morley yes.

Notification of resignation received from Reggie Miller as part-time Courthouse Security Guard effective November 8, 2019. Action~ Comm. Kefover moved to acknowledge. Comm. Heibel seconded. Kefover yes; Heibel yes; Morley yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Chief Phelps thanked the Board of Commissioners for continued support of local volunteer emergency responders, including funding for recruitment billboards, which resulted in the enlistment of more volunteers.

COMMISSIONERS' REPORTS

Commissioner Kefover reported that she attended a recent Local Housing Options meeting, during which members discussed potential solutions to address the issue of homelessness in Potter County. Comm. Kefover also stated that she will be attending the fall conference of the County Commissioners Assn. of Pennsylvania, as will Commissioner Heibel and Commissioners-elect Nancy Grupp and Barry Hayman.

Commissioner Heibel reported that the final day for public comment on the new Countywide Comprehensive Plan is Friday, Nov. 22. He said the document provides a clear blueprint to address many of the challenges Potter County will be facing in the new decade. Comm. Heibel also reported on a recent White House rural policy conference call in which he participated as a member of the National Assn. of Counties Rural Action Caucus.

Commissioner Morley reported that the 2020 county operating budget will be posted for public review and input on Wednesday, Nov 27, 2019 and will be subject to a vote of adoption at the commissioners' meeting Thursday, Dec. 19.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS – CK#	
PAYROLL AUTOMATIC DEPOSITS	\$52,427.22
PAYROLL TAX TRANSFERS (EFTPS)	\$17,588.86
STATE TAX WITHHOLDINGS (ETIDES)	\$2,342.44
ACCOUNTS PAYABLE CHECKS – Check #66301-66392 11/21	\$46,092.45
Total Checks Written	\$118,450.97

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

Potter County Fiscal Summary – 11/08/2019

<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	131324-131328			\$1,279.85

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

Potter County Fiscal Summary Special Run – 11/13/2019

<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	General Fund – Accounts Payable	131329			\$148.29

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

Potter County Fiscal Summary – 11/22/2019

<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	85232-85235			\$1,644.55
10	Payroll-Direct Deposit	9029559-9029684			\$99,940.03
10	General Fund - Accounts Payable	131330-131579	131234	\$23.54	\$201,229.85
10	General Fund – A/P Manual Checks	911221922-911221925			\$140,110.06
11	LEPC	2708			\$13.40
14	Liquid Fuels	1549			\$985.13
15	North Fork Dam	131580			\$25.00
16	911 Fund	2938-2941			\$1,455.06
17	Saulter Preserve	131581			\$28.57
32	Specialty Courts	131582-131583			\$578.44
34	V.O.J.O.	131584-131585			\$181.12
35	Victim Services/RASA	131586-131587			\$1,095.26
38	Divorce Fund	131588-131589			\$21,960.47

59	P.C. Victim Impact Panel (CO)	131590			\$50.00
60	Hotel Excise Tax Fund	131591-131592			\$48,927.45

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

Potter County First of the Month Fiscal Summary – 12/01/2019

<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 – Accounts Payable	131593-131605			\$67,851.93
10	General Fund – A/P Manual Checks	999137			\$35.00
11	LEPC – Local Emergency Planning	2942-2943			\$421.15


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

NEXT MEETING: December 5, 2019; with a possible Salary Board Meeting prior to regular Commissioner Meeting.

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

Prepared by Danielle Gietler


 Potter County Executive Secretary


 Approval Date