

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

September 27, 2018

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:07 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, and Recording Secretary Danielle Gietler; all present

**PUBLIC COMMENT** None

**MINUTES** – September 13, 2018~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**GUEST**

Marsha Dippold, Employment Support Services Program Director for Dickinson Center Inc., described how Dickinson assists those with disabilities to be active in the work force and more independent.

Comm. Kefover introduced Kelly Thompson, who received a citation from the Lt. Governor Mike Stack for her non-profit Vieques Love organization, providing relief to the small island of Vieques that was devastated by Hurricane Maria on Sept. 20, 2017. Her non-profit group organization has raised \$1,004,400 to date as well as \$1.6 million in-kind contributions.

Community Development Director Jennifer Rossman presented a summary of the applications submitted for funding through the county's 2018 Community Development Block Grant (CDBG). Ms. Rossman will be doing on-site visits and researching each proposed project. She will then present her findings to the Commissioners, who will decide how the federal funds are expended.

**NEW BUSINESS**

Adoption of Ordinance No. 2 of 2018 for the Uniform Parcel Identifier (UPI) system. Commissioner Morley pointed out that this system, which has been a long-term goal of the county, will provide a unique identification number for every real estate parcel in the county and serve as a major benefit to the Assessment Office, Recorder of Deeds, Emergency Services and many other agencies, as well as the public. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Proclamation designating October 2018 as National Disability Employment Awareness Month. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Resignation from the Potter County Human Services Alcohol, Tobacco and Other Drugs Advisory Board of Randy Coyle and Emilee Andress. ~**Action**~ Comm. Heimel moved to accept the resignations. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

2019 Tax Anticipation Loan proposals were received from Juniata Valley Bank (JVB), Citizens & Northern Bank, and Northwest Savings Bank. Lowest interest rate and most favorable 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.

Reappointments to the Potter County Housing & Redevelopment Authorities: Jeff Wilcox for Housing term of December 1, 2018 to November 30, 2023 and Redevelopment term of July 13, 2018 to July 12, 2023; Shawn Wolfinger for Housing term of December 1, 2017 to November 30, 2022, and Redevelopment term of July 13, 2017 to July 12, 2022. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

*Agreement - Homeland Security Grant Program Agreement for 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.*

Cooperative Agreement – Genesee Entitlement Amendment #1 to Contract #C000062641, CDBG. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Cooperative Agreement – Genesee Competitive Amendment #1 to Contract #C000062151, CDBG. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Cooperative Agreement – Shinglehouse Contracts #C000066492 and #C000066604, CDBG ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Cooperative Agreement for Roulette Entitlement Contract #C000069515, CDBG grant. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

■ **Children & Youth - 07/01/18 to 06/30/19**

The County of Tioga Department of Human Services

Emergency Shelter & Residential Treatment for Dependent/Delinquent Youth	<u>17/18</u>	<u>18/19</u>
	\$239.19/diem	No Change
	Residential Treatment & Shelter	

Potter County School Districts

Austin, Coudersport, Galeton, Northern Potter, Oswayo Valley Per School/Intensive Case Management	\$6,000.00	No Change
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Tim Piccirillo – Annual Teen Conference Oct. 19

Keynote Speaker & Two Workshops	<u>16/17</u>	<u>18/19</u>
	\$2,000.00	\$2,500.00

Avanco International, Inc. - 01/22/18-06/30/19

Upgrade to CAPS System	<u>17/18</u>	<u>18/19</u>
	N/A	\$2,277.50 Fixed

Diversified Treatment Alternatives – 07/1/17-06/30/18

Residential Treatment for Delinquent/Dependent Youth (2017-2018 contract)	RTF Lewisburg	\$205.55/diem
	RTF Danville	\$205.55/diem
	Foster Care	\$103.87/diem
	CRR Host Home	\$ 22.50/diem

The Bradley Center – 07/1/18 – 06/30/19

Residential Treatment for Delinquent/Dependent Youth	RTF \$316.73/ diem (Funded by M.A. Managed)
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Robin Orlando – 9/11/18 – 6/30/19

Trainer for CANS/Fast Assessment Tools (Same amounts as 15/16 contract – no contract for 17/18)	\$2,000 x 2 = \$4,000 Trainer for two days \$160.00 overnight lodging \$196.56 roundtrip mileage \$135.00 Misc./meals/supplies
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Mental Health – 07/1/18 – 6/30/19

Diversified Treatment Alternative Centers, L.L.C. Residential Treatment	\$205.55 per day until CCMH/MA is approved (No Change from 17/18)
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~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Caslo & Harris ENR 11/1/18  
**TRAINING REQUESTS**

Jake Ostrum – Tax Assessment – STEB Verification, Pleasant Gap, Pa. Requests mileage. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Jake Ostrum – Tax Assessment – AAP Fall Conference, Pocono Manor, Pa. Requests registration, hotel, mileage & meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Glenn Drake – Potter County Jail – Fall Conference for Pa. County Corrections Association, Harrisburg-Grantville, Pa. Request mileage. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Angela Milford – Potter County Jail – Fall Conference for Pa. County Corrections Association, Harrisburg-Grantville, Pa. Request mileage. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Will Hunt & Charlie Tuttle – GIS/Planning - North Pa. GIS Conference, Clarion, Pa. Request registration, hotel, mileage & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Angela Milford – Potter County Jail – Pennsylvania Prison Wardens Assn. Fall Conference & Training, Johnstown, Pa. Request registration, hotel, mileage & meals. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Valerie Tinder & Angela Milford – Potter County Jail - Prison Medical Management Workshop, Harrisburg, Pa. Request mileage & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Lisa Harris & Sue Weber – PCHS – PS Enrichment, Investigation Medical Issues, Altoona Convention Center, Pa. Requests lodging, mileage & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Susanne Boucher & Nicole Wilson – PCHS Aging Dept. – PS Conference, Gettysburg, Pa. Requests lodging, mileage & meals. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Bryonna Swede – PCHS – Trauma 101, State College, Pa. Covered by the System of Care Grant. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

*New Hire* – District Attorney Andy Watson, has hired Kord Kinney, Esq., as Assistant District Attorney effective October 1, 2018. ~**Action**~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Sheriff Glenn Drake has hired Austin Dickerson as a part-time Corrections Officer effective September 17, 2018. ~**Action**~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Pamela VanVolkenburg resignation as Fiscal Director effective Sept. 28, 2018. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Jessica Giebel has resigned as Criminal Justice Resource Coordinator effective September 21, 2018. ~**Action**~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Hiring of Jessica Giebel as Fiscal Director, effective September 24, 2018. ~**Action**~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Maintenance Supervisor Joe Kurtz requests hiring of David Apple in part-time on-call maintenance position effective October 1, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Jim Kockler PCHS Administrator request hiring of Patricia Tombs as a part-time Senior Center Operator effective October 1, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Chesney Mulaski, PCHS, has submitted her resignation as Coordinated Services Caseworker II effective October 5, 2018. ~Action~ Comm. Kefover moved to accept. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS – Check# 1233	\$1,855.54
PAYROLL AUTOMATIC DEPOSITS	\$51,569.08
PAYROLL TAX TRANSFERS (EFTPS)	\$18,126.06
STATE TAX WITHHOLDINGS (ETIDES)	
ACCOUNTS PAYABLE CHECKS – Check #62902-63020	\$155,824.71
<b>Total Checks Written</b>	<b>\$229,772.92</b>

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

**Potter County Courthouse Fiscal Summary – Special Run 09/17/2018**

<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	127704-127706	127614, 127642	3,299.61	\$3,073.23

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

**Potter County Fiscal Summary – First of the Month 10/01/2018**

<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	127823-127834			\$56,941.91
10	General Fund – A/P Manual Checks	999124			\$35.00
11	LEPC	2584			\$309.12
16	911 Fund	2757-2758			\$705.41

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

**Potter County Fiscal Summary – 09/28/2018**

<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	85110-85115			\$3,302.55
10	Payroll-Direct Deposit	9026289-9026414			\$99,311.87
10	General Fund - Accounts Payable	127707-127813	125441, 125951, 127263	\$150.00	\$117,381.84

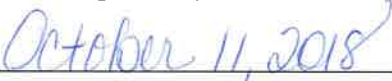
10	General Fund – A/P Manual Checks	909281896- 909281800			\$142,045.68
11	LEPC	2582-2583			\$2,163.52
14	Liquid Fuels	1513-1516			\$7,840.90
15	North Fork Dam	127814			\$22.00
16	911 Fund	2749-2756	2750	\$221.15	\$4,654.35
17	Saulter Preserve	127815			\$29.63
28	Domestic Relations	1009			\$360.00
34	V.O.J.O.	127816			\$610.05
35	Victim Services	127817-127818			\$1,859.88
36	PA Veteran's Trust Fund Grant	127819			\$8,750.00
60	Hotel Excise Tax Fund	127820-127821			\$6,713.42
65	Gas Well Bridge	127822			\$20,000.00

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

**NEXT MEETING:** October 11, 2018

**ADJOURNMENT** Commissioner Keffer moved to adjourn. Commissioner Heibel seconded. Keffer yes; Heibel yes; Morley yes.

  
Potter County Executive Secretary

Prepared by Danielle Gietler  
  
Approval Date