

~ Meeting ~
POTTER COUNTY COMMISSIONERS MEETING
January 13, 2011

APPROVED
1/27/11 JED

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL Comm. Doug Morley, Comm. Paul Heimel, Comm. Susan Kefover, Chief Clerk Kathleen Majot, Recording Secretary Judy Snyder; all present

PUBLIC COMMENT Jill Rend from Butler County Community College spoke on that institution's new partnerships that will bring classes to local students, both through the internet and live at the Potter County Education Council office in Port Allegany.

MINUTES – Dec. 30, 2010 Comm. Kefover moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover, yes.

NEW BUSINESS

Resolution No. # 1- 2011 – Supporting a State Capital Grant Program agreement of \$1,000,000 for the renovating the Emergency Department and upgrading HVAC and mechanical systems at Charles Cole Memorial Hospital. Cole Hospital CEO Ed Pitchford shared details on the hospital's plans and the proposed uses for the state grant. Comm. Kefover moved to adopt the resolution; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.

Meal service at Potter County Jail – Cost of lunches provided by Bohn Catering through an interim arrangement proposed at \$4.50 each for both breakfasts and lunches. County is advertising for bids to provide meals on a permanent basis. Comm. Heimel moved to approve; Comm. Kefover seconded. Morley yes; Heimel yes; Kefover yes.

Human Services Advisory Board – Cameron P. Kockler has been recommended serve as student representative for a two-year term ending July 2013. Comm. Heimel moved to approve; Comm. Kefover seconded. Morley yes; Heimel yes; Kefover yes.

Northcentral Pa. Regional Planning and Development Commission - Reappointment to serve as board members for the term of 2011-12: Charlotte Dietrich, Doug Morley and Joseph Pagano. Comm. Kefover moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.

Transport Fees – Potter County Sheriff has requested a pay increase for those who transport prisoners from current \$7.25 per hour to \$9.00 per hour. Comm. Heimel moved to approve; Comm. Kefover seconded. Morley yes; Heimel yes; Kefover yes.

CONTRACTS AND AGREEMENTS

Generator Maintenance/911 Towers (DES) – To be performed by John Rotello at an annual contracted price of \$7,215, funded by 911 at no cost to county. Comm. Heimel moved to approve; Comm. Kefover seconded. Morley yes; Heimel yes; Kefover yes.

Architectural Service – Donald N. Reitz proposes to provide architectural services for new roof at Potter County Human Services building in Roulette at cost of \$2,250.00 for Phase 1. Comm. Kefover moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.

Specialized Systems Agreement – 3 D Facility Services (Grant Darrah) proposes to continue providing specialized facilities/systems maintenance at Gunzburger Building, Courthouse, Human Services, and EMA Offices/911 for an 18-month contract. Comm. Kefover moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.

POTTER COUNTY HUMAN SERVICES CONTRACTS AND AGREEMENTS

MENTAL HEALTH

	09/10	10/11
Helpmates Inc. Medication Monitoring Services		
Telephone Medication Monitoring, per ¼ hr.	\$6.25	No Change
On-Site Medication Monitoring, per ¼ hr.	\$4.38	No Change
On-Site Medication Check Services (LPN), ¼ hr.	\$6.25	No Change
On-Site Medication Check Services (RN), hr.	\$65.00	No Change
7/1/10 to 6/30/11		

MENTAL HEALTH

	09/10	10/11
Beacon Light Behavioral Health		
Emergency Shelter Services for Respite		
7/1/10 to 6/30/11	N/A	\$187.42/day
Comm. Kefover moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.		

TRAINING REQUESTS

Philip Seeley and Benn Troutman – Basic training for corrections officers in Elizabethtown, Pa., Feb 7-March 4, 2011. Cost is \$800 each; plus meals, mileage. Basic training for certification is required within one year of full-time hire. Comm. Heimel moved to approve; Comm. Kefover seconded. Morley yes; Heimel yes; Kefover yes.

PERSONNEL

Retirement – Timothy Schaub, effective date of Jan. 21, 2011. Tim has worked for the county since February 1993 as a MR County Caseworker 2. Comm. Kefover moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.

County Caseworker 2 with Potter County Human Services – Temporary full-time position based on the time period of grant at \$11.64 to 13.38 per hour. Comm. Heimel moved to approve; Comm. Heimel seconded. Morley yes; Heimel yes; Kefover yes.

OTHER BUSINESS TO COME BEFORE THE BOARD

Request for Proposal – Potter County Commissioners will be accepting bids for providing meals for the County Jail until Feb. 9, 2011, with the opening of the bids at the regularly scheduled Commissioners meeting held on Feb. 10, 2011.

Confidential Executive Secretary Position - Potter County Commissioners will be accepting applications through Pa. CareerLink until Jan.21, 2011.

COMMISSIONERS' REPORTS

Comm. Heimel spoke on the new Natural Gas Task Force “Roundup” newsletter and an upcoming workshop on testing and related issues for private water wells and springs.

BILLS

Potter County Human Services

PAYROLL CHECKS - Check #'s 3456-3463	5,406.35
PAYROLL AUTOMATIC DEPOSITS	45,384.32
PAYROLL CHRISTMAS CLUB DEPOSITS	1,780.00
PAYROLL TAX TRANSFERS(EFTPS)	16,925.28
STATE TAX WITHHOLDINGS (ETIDES)	2,281.78
PASCDU	
ACCOUNTS PAYABLE CHECKS - Check # 37164 12/31 - 37165-	
ACCOUNTS PAYABLE CHECKS – Check # 37165-37270 1/13	92,014.81

Benefits transfer (12/07, 12/14)

975.97

Total Checks Written

166,830.89

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

Potter County Courthouse

<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 - Payroll-Checks	81480-81530			28,290.55
10	General Fund - Payroll-Direct Deposit	9006486-6006552			51,425.44
10	General Fund - Accounts Payable	100763-100942	100763,100811,100832	21,831.32	211,289.93
10	General Fund - manual checks Accounts Payable	91141101-901141105			104,541.07
11	Local Emergency Planning (LEPC)	1722-1726			1288.29
12	911 Wired	3625-3637			26,535.09
16	911 Wireless	1626-1632			329,660.96
18	Automation Fund Civil	100943			1,511.00
34	V.O.J.O	100944			19.06
35	Victim Services/Rasa	100945-100947			2,665.76
38	Divorce Fund	100948			462.55
39	DES Building Fund	100949-100950			770.48

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

Next Meeting: Jan. 27, 2011

ADJOURNMENT

Comm Heimel moved to adjourn; Comm. Kefover seconded. Morley yes; Heimel yes; Kefover yes.

Prepared by Judy Snyder