

Huntingdon, PA

Tuesday, January 15, 2019

2-2019

The regular weekly meeting of the Huntingdon County Commissioners was held on the above date and time in the Commissioners Meeting Room with the following present: Commissioners Sather, Walls, and Thomas; Deputy Chief Clerk, Kellie Benson; Solicitor Peter McManamon; Huntingdon County Children and Youth Services Administrator, Shannon Walborn; Children and Youth Services Fiscal Tech, Chris Riling; Huntingdon County EMA Director, Joe Thompson; Register and Recorder, Jinny Cooper; Deputy Treasurer, Cathy Bilger; Daily News Reporter, Kylie Hawn; visitors Jim Cassatt, Sandy Witt and her son.

The meeting was called to order at 9:30 a.m. by Commissioner Sather, followed in prayer led by Commissioner Thomas and the Pledge of Allegiance to the flag by Commissioner Sather.

It was moved by Commissioner Walls, seconded by Commissioner Thomas and carried (Sather, yes; Walls, yes; Thomas, yes) to approve the minutes of the January 8, 2019 Public Meeting.

It was moved by Commissioner Thomas, seconded by Commissioner Walls and carried (Walls, yes; Thomas, yes; Sather, yes) to approve the payment of bills.

An inmate housing agreement with Clinton County was added to the agenda as a matter for action.

There were no announcements.

Jim Cassatt expressed concern with the \$15,000 budgeted for stale checks as he believes that to be a lot of money for stopping payment on checks. Commissioner Sather explained that the recommendation came from the Treasurer for the handling of the checks. Jim Cassatt suggested that money could be saved by making a notation on the checks to indicate that they will be void after a designated period of time. Commissioner Sather thanked Mr. Cassatt for the comment and noted that the suggestion would be presented to the Treasurer.

There were no matters to be addressed by the solicitor.

EMA Director, Joe Thompson, asked for the consideration of approval to attend the PEMA Central Area Quarterly Training on February 6<sup>th</sup> and 7<sup>th</sup> in Camp Hill. Training and accommodations are paid for by PEMA. A county vehicle will be used for transportation. There is no expense to the county. Two trainings per year are required. It was moved by Commissioner Walls, seconded by Commissioner Thomas and carried (Thomas, yes; Sather, yes; Walls, yes).

Joe Thompson asked for the consideration of approval of attendance of the South Central Mountains Regional Task Force Exercise Planning and Design Course on March 7<sup>th</sup> and 8<sup>th</sup> in Tyrone. This training is required for County Advanced-Level Certification, which the EMA Director is required to obtain within three years. There is no expense to the county. Commissioner Walls asked if this would help with salary reimbursement. Joe Thompson confirmed. It was moved by Commissioner Walls, seconded by Commissioner Thomas and carried (Sather, yes; Walls, yes; Thomas, yes).

Children and Youth Services Administrator, Shannon Walborn, asked for consideration of approval to renew the Purchase of Service Agreement between Children and Youth Services and Pathways Adolescent Center for the contract year July 1, 2018 through June 30, 2019. Pathways offers residential and transitional living services. Barry Wright asked about the amount of the contract. Commissioner Sather explained that the contracted services are on an as-needed basis and that their rates vary depending on the service. All rates are state-approved. It was moved by Commissioner Thomas, seconded by Commissioner Walls and carried (Walls, yes; Thomas, yes; Sather, yes).

Shannon Walborn asked for consideration of approval to renew the Purchase of Service Agreement between Children and Youth Services and George Junior Republic of Pennsylvania, a residential and group home facility, for the contract year July 1, 2018 through June 30, 2019. It was moved by Commissioner Walls, seconded by Commissioner Thomas and carried (Thomas, yes; Sather, yes; Walls, yes).

Shannon Walborn asked for consideration of approval to renew the Purchase of Service Agreement between Children and Youth Services and Summit Academy for contract year July 1, 2018 through June 30, 2019. This facility is also a residential facility and provides drug and alcohol services. Jim Cassatt asked if any of these service providers have been used prior to today. Shannon Walborn replied that all three of these service providers have been used and that there are kids from our program currently at all three of these facilities. It was moved by Commissioner Thomas, seconded by Commissioner Walls and carried (Sather, yes; Walls, yes; Thomas, yes).

Register of Wills and Recorder of Deeds, Jinny Cooper, presented the annual review for her office. The Register of Wills and the Clerk of Orphans Court office opened 282 new register and non-adoption files and processed 2045 filings in 2018. The Recorder of Deeds office processed 5257 filings and saw 1367 property transfers in 2018. The Recorder of Deeds Office also facilitates an online ability to search documents through their software provider. 2018 saw a 40% increase in the amount of people that were accessing that website for information. 20,000 pages of records books were Indexed and digitized in house along with 1950 marriage licenses and 12 years of estate files. It was noted that much of the digitization and indexing of these documents was completed by volunteers who collectively worked 2,445.5 hours last year. The commissioners expressed their appreciation for the work accomplished by this department and its volunteers.

Under Matters for Action, Consideration, and Discussion, consideration was given for the naming of a full-time custodian. A motion was entertained to promote Craig Jackson from a part-time to a full-time custodian effective January 21, 2019. It was moved by Commissioner Thomas, seconded by Commissioner Walls and carried (Walls, yes; Thomas, yes; Sather, yes).

Consideration was given for the appointment of a chief clerk. A motion was entertained to hire Election Coordinator Heather Fellman to the position effective January 16, 2018. It was moved by Commissioner Scott, seconded by Commissioner Thomas and carried (Thomas, yes; Sather, yes; Walls, yes). Jim Cassatt asked if the Chief Clerk would also continue in the role of Election Coordinator until that position is filled. Commissioner Sather confirmed and noted that the position would be posted.

Consideration was given for an Inmate Housing Agreement with Clinton County at a rate of \$70/day for male and female inmates with an effective date at the signing. Huntingdon County will pay for transportation, but can request Clinton County to provide transportation at a rate of \$30 per hour per staff member. Jim Cassatt asked if the \$70 was an increase from last year. Commission Thomas explained that Huntingdon County has not previously had an agreement with Clinton County and that this agreement simply provides the county with another available option. Commissioner Thomas further explained that there is an agreement with Centre County at a rate of \$65/day and that is typically where

inmates are sent. It was moved by Commissioner Thomas, seconded by Commissioner Walls and carried (Sather, yes; Walls, yes; Thomas, yes).

There were 2 Veterans Burial Allowances.

Jim Cassatt asked whether it was normal procedure for the county to advise the cemetery where the veterans would be interred. Commissioner Sather explained that that would come from the Veterans Affairs Director, not at a public meeting due to privacy for the families.

There being no further business, it was moved by Commissioner Sather to adjourn the meeting at 10:09 a.m.

Minutes prepared by Heather N. Fellman, Chief Clerk.

Respectfully Submitted,

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Jeffrey Thomas, Secretary