

~ Minutes~
POTTER COUNTY COMMISSIONERS MEETING
August 10, 2023
(Meeting recordings are destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:00 a.m.

MOVEMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL: Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Barry Hayman, Recording Secretary Danielle Gietler, all present; Chief Clerk Jessica Giebel absent.

PUBLIC COMMENT ON AGENDA ITEMS

AMENDMENT TO AGENDA:

Comm. Grupp moved to amend the agenda to include the July 27, 2023, meeting minutes be considered for approval. ~ **Action** ~ Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

MINUTES – July 27, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

GUESTS

Jamie Shrawder and Tyler Dombroski from the SEDA Council of Governments explained details of the subrecipient agreement for use of the county’s 2020 Community Development Block Grant (CDBG) for public works projects in Ulysses and Galeton and SEDA-COG services for 2023 funding.

NEW BUSINESS

CDBG Amendment I to Subrecipient Agreement FFY 2020 to Ulysses and Galeton. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CDBG 2023 Project Summary and recommendations for awarding funds to Austin Borough for projects at its wastewater treatment plan. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Application for Election Integrity Grant. Charlie Tuttle, director of elections/voter registration, detailed how ~~the~~ funds would be used if the grant is awarded. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Re-appointment of Kathleen Kinard to the Potter County Human Services Advisory Board, July 2023 through July 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Re-appointment of David Hyde to the Potter County Alcohol, Tobacco and Other Drugs (ATOD) Advisory Board, July 2023 to July 2026. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Resignation from Thomas Patterson from the Potter County ATOD Advisory Board, effective 09/07/2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Esri for two business analyst license for GIS/Planning/Community Development Department at a total cost of \$2,150. Planning/GIS Director Will Hunt discussed the value of this software package in generating data that will be helpful for government grant applications and other uses. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Infocon Corporation for customized software for the document retention/scanning. Initial fee is \$4,500. Additional support billed at rate of \$175 per hour. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging (7/01/2022-06/30/2023)**

Bayada Home Health Care Inc. Addendum

Personal care & home support services

None

None

■ **Children & Youth (7/01/2022-06/30/2023)**

Taylor Diversion Addendum

Independent Living, Shelter Program & Residential Services

\$208.00

\$240.00

■ **PCHS (12/30/2022-12/29/2027)**

Pitney Bowes

Postage Meter

21/22

\$443.76/quarter

22/27

\$423.78/qtr.

PCHS CONTRACTS AND AGREEMENTS

22/23

23/24

■ **Aging (7/01/2023-06/30/2024)**

Automated Security Alert, Inc. dba Staar Alert Addendum

Personal Emergency Response Systems (PERS) and Medication Dispensers – enables home bound people to call for help and manage medications.

PERS Monthly Rental Fee

\$29.50

\$29.50

Cellular PERS Monthly Fee

\$41.50

\$41.50

Medication Dispenser Monthly Fee

\$40.00

\$40.00

Cellular Medication Dispenser Monthly Fee

\$50.00

\$50.00

Mobile PERS Monthly Fees

\$34.95

\$34.95

Mobile PERS Replacement Fee

\$199.00

N/A

Bayada Home Health Care, Inc. Addendum

Personal Care and home support services

\$23.06/hr.

\$23.52/hr.

Bonnie Murphy

Substitute/Assistant Senior Center Operator

\$7.25/hr.

\$13.00/hr.

County Homemakers, Inc. dba Arcadia Home Care and Staffing Addendum

Personal Care and Home Support for Older Adults requiring home care.

Personal Care and Home Support

\$19.26/hr.

\$19.64/hr.

Guardian Medical Monitoring Addendum

PERS Units, Medminders

PERS Rental Landline

\$18.00/mo.

\$18.00/mo.

PERS Rental Cellular

\$28.00/mo.

\$28.00/mo.

Mobile Basic

\$28.00/mo.

\$28.00/mo.

Mobile with Fall Detection & GPS

\$35.00/mo.

\$35.00/mo.

Caregiver w/2 way speaker

\$25.00/mo.

\$25.00/mo.

MedReady Medication Dispenser

\$25.00 install fee

\$25.00 install fee

\$40.00/mo.

\$40.00/mo.

Auto Fall add-on

\$7.00/mo.

\$7.00/mo.

Pittsburgh Companies North/Nutrition Group Lease and Addendum

Home Delivered Meals (HDM), Congregate Meals, (CGM), and Blizzard Boxes

HDM & CGM

\$7.16/meal

\$7.44/meal

Blizzard Boxes

\$7.16/meal

\$7.44/meal

Purfoods LLC dba Mom's Meals Addendum

Home delivered meals, alternative provider delivering meals to rural parts of county.

HDM

\$6.37/meal

\$6.50/meal

Pureed HDM

\$7.28/meal

\$7.42/meal

Taylor, Dorothy E.

Regional Ombudsman Coordinator

\$67,978.00/yr.

\$72,000.00/yr.

State approved millage rate

No Change

■ **Children & Youth (7/01/2023-06/30/2024)**

Morse, Mariah

Trailblazer Program Supervisor

N/A

\$5,000.00

Taylor Diversion

Independent Living Program, Shelter Program

Residential Services

\$240.00

\$270.00

Castro & Harris EPN111

■ Drug & Alcohol (7/01/2023-06/30/2024)

Eagleview Hospital, Facility #461031
 Adult Drug and Alcohol Inpatient

| | | |
|-------------------------------------|--------------|--------------|
| Inpatient 3.5 | \$389.00/day | \$429.00/day |
| Inpatient 3.5 Enh | \$413.00/day | \$452.00/day |
| Inpatient 3.7 | \$450.00/day | \$495.00/day |
| Inpatient 3.7 Enh | \$525.00/day | No Change |
| Inpatient 3.7 Withdrawal Management | \$418.00/day | \$500.00/day |
| Inpatient 4.0 Withdrawal Management | \$525.81/day | No Change |
| Inpatient 4.0 | \$525.81/day | No Change |

Gaudenzia Inc.: Facility Numbers #257046, #257048, #251086, #257087, #157039, #227035
 Drug & Alcohol Treatment – Inpatient, Women with Children, Halfway House, and Partial Hospitalization

| | | |
|--|--------------------------------|--------------|
| #257046 Gaudenzia Community House | \$215.00/day | No Change |
| #257048 Gaudenzia Dr. Daniel Snow | \$145.00/day | \$151.00/day |
| #251086 Gaudenzia Erie – Level 3.5 | \$236.00/day | No Change |
| #251086 Gaudenzia Erie – Level 3.7 | \$319.00/day | No Change |
| #257087 Gaudenzia House of Healing | \$364.00/day | \$469.00/day |
| #157039 Gaudenzia Kindred House | \$300.00/day | \$345.00/day |
| #227035 Gaudenzia Erie Partial Hospitalization | \$10.10/15 min. \$40.40/hr. | \$120.00/day |

Sumac, Cassandra

| | | |
|--|--------------|--------------|
| Transitional Living House for OUD/DUD population | | |
| Cleaning of ADAS Coudersport Satellite Office | \$150.00/mo. | \$175.00/mo. |

White Deer Run; Facility #'s 601031, 387017, 367058, 397060, 677069, and 677086

Drug and Alcohol Treatment - Inpatient

Treatment Facility #601031

| | | |
|---------------|--------------|--------------|
| Level 3.7 WM | \$345.00/day | \$360.00/day |
| Level 3.5 Enh | \$303.00/day | \$323.00/day |
| Level 3.5 | \$299.00/day | \$310.00/day |

Treatment Facility #387017

| | | |
|---------------|--------------|--------------|
| Level 3.7 WM | \$276.00/day | \$344.00/day |
| Level 3.5 Enh | \$255.00/day | \$283.00/day |
| Level 3.5 | \$233.00/day | \$262.00/day |

Treatment Facility #367058

| | | |
|---------------|--------------|--------------|
| Level 3.7 WM | \$327.00/day | \$355.00/day |
| Level 3.5 Enh | \$324.00/day | \$335.00/day |
| Level 3.5 | \$276.00/day | \$323.00/day |

Treatment Facility #397060

| | | |
|---------------|--------------|--------------|
| Level 3.7 WM | \$339.00/day | \$364.00/day |
| Level 3.5 Enh | \$290.00/day | \$313.00/day |
| Level 3.5 | \$257.00/day | \$280.00/day |

Treatment Facility #677069

| | | |
|---------------|--------------|--------------|
| Level 3.7 WM | \$354.00/day | \$425.00/day |
| Level 3.5 Enh | \$381.00/day | \$418.00/day |
| Level 3.5 | \$298.00/day | \$343.00/day |

Treatment Facility #677086

| | | |
|---------------|--------------|--------------|
| Level 3.7 WM | \$309.00/day | \$315.00/day |
| Level 3.5 Enh | \$269.00/day | \$275.00/day |
| Level 3.5 | \$240.00/day | \$244.00/day |

■ Early Intervention (7/01/2023-06/30/2024)

Milestones Physical Therapy LLC.

Provides physical and occupational therapy

| | | |
|-----------------------------------|-----|------------------|
| Occupational Therapy | N/A | \$34.70/15 mins. |
| IFSP Teaming Occupational Therapy | N/A | \$34.70/15 mins. |
| Physical Therapy | N/A | \$34.70/15 mins. |
| IFSP Teaming Physical Therapy | N/A | \$34.70/15 mins. |

Service Access Management, Inc. (SAM, Inc.)

Will provide Administrative Entity services for the Early Intervention Program

| | | |
|---------------------------|-----|-----------------------------------|
| E.I. Program Coordination | N/A | \$3,811.00/mo. \$45,732.00/yr. |
|---------------------------|-----|-----------------------------------|

■ Mental Health (7/01/2023-06/30/2024)

Cabin Investments, LLC

| | | |
|----------------|----------------|-----------|
| Homeless House | \$1,250.00/mo. | No Change |
|----------------|----------------|-----------|

Center for Community Resources (CCR)
 Mental Health Crisis/Emergency Services in Potter County
 Daytime-Delegate N/A

\$21.45/unit
 Max up to \$13,462

PCHS CONTRACTS AND AGREEMENTS

22/23

23/24

Northern Potter School District

Student Assistance Program and available training

N/A

Up to \$325/pers.
 up to 5 individuals

~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

TRAINING REQUESTS

Kathy Wagner, Michelle Gledhill & Pauline Kleintop, County Auditors, to attend annual convention Oct. 1-4, 2023, in Matamoras, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Sheriff Glenn Drake advised that Randall Franklin, part-time courthouse security guard, has resigned his position effective Sept. 20, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Desiree Earle, full-time adult probation officer, has resigned her position effective Sept. 5, 2023.

~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Nicole Wilson, Aging Agency case management supervisor, has resigned her position effective Aug. 7, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Larae Franklin, van driver with PCHS, has resigned her position effective August 28, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Hayman shared a list of jobs which are available with the county government. Details are available at Pa. CareerLink and on the county website, pottercountypa.net. Several of the openings are with Potter County Human Services.

Commissioner Grupp announced that a Recovery Expo is being held Sept. 13 at the Red Fern in Elk County for those who are in recovery from addiction and seeking employment. She also shared a communication from the Pa. Dept. of Environmental Protection advising that the deadline for public comments about the oil/gas wastewater injection well proposed for Clara Township has been extended to Sept. 7.

Commissioner Heimel provided an update on one of the commissioners' Operational Improvement Initiatives, "Grant Writing/Administration," to make Potter County more competitive in qualifying for federal and state funds. He noted that grant-writing is available to local government agencies and nonprofits through Northcentral Pa. Regional Planning and Development Commission. He also shared details of his meeting with Bob Morgan, Pa. State Director for USDA Rural Development, about grants available to support farmers, community development and rural public works projects.

BILLS

Potter County Fiscal Summary – Special Run 07/31/2023

| <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 – A/P Manual Checks | 112 | | | \$4.39 |

~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Potter County Fiscal Summary –07/28/2023

| <small>Cash & Harris</small> Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--|-----------------------------------|----------------|------------------|------------------|--------------|
| 10 | General Funds – Accounts Payable | 142619-142706 | | | \$137,758.31 |
| 10 | General Funds – A/P Manual Checks | 113 | | | \$131,264.66 |
| 14 | Liquid Fuels | 1778 | | | \$4,156.30 |
| 15 | North Fork Dam | 142692; 142685 | | | \$2,530.00 |
| 16 | 911 Fund | 3576-3580 | | | \$7,184.61 |
| 17 | Saulter Preserve | 142692 | | | \$38.25 |
| 20 | Supervision Feed (County CO) | 142625 | | | \$3,726.00 |
| 21 | Juvenile Restitution | 142649; 142651 | | | \$1,795.00 |
| 34 | V.O.J.O | 142643 | | | \$180.00 |
| 35 | Victim Services/RASA | 142643 | | | \$1,269.00 |
| 38 | Divorce Fund | 142662 | | | \$312.18 |
| 62 | CDBG | 142691 | | | \$474.76 |

~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Potter County Fiscal Summary – Special Run 07/31/2023

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|----------------------------------|-----------|------------------|------------------|-------------|
| 10 | Payroll – Direct Deposit | 8199-8228 | | | \$7,841.71 |
| 10 | General Fund – A/P Manual Checks | 116 | | | \$10,049.81 |

~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Potter County Fiscal Summary First of the Month – 08/01/2023

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|-----------------------------------|-----------------|------------------|------------------|--------------|
| 10 | General Funds – Accounts Payable | 142707 - 142718 | | | \$113,257.01 |
| 10 | General Funds – A/P Manual Checks | 117 | | | \$35.00 |
| 11 | LEPC- Local Emergency Planning | 3026 | | | \$579.03 |
| 16 | 911 Fund | 3581-3582 | | | \$421.15 |

| | | | | | |
|----|----------------------|--------|--|--|---------|
| 34 | V.O.J.O | 142701 | | | \$7.95 |
| 35 | Victim Services/RASA | 142708 | | | \$47.70 |

~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Hayman yes.

Potter County Tax Claim Bureau Fiscal Summary (08/10/2023)

| | |
|--|--------------|
| ACCOUNTS PAYABLE CHECKS – Check #17258-17294 | \$117,047.52 |
| Total Checks Written | \$117,047.52 |

~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Potter County Human Services Fiscal Summary (08/11/2023)

| | |
|--|--------------|
| PAYROLL AUTOMATIC DEPOSITS | \$45,168.57 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$13,161.74 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$1,954.07 |
| PAUC | \$44.71 |
| Local W/H | \$536.55 |
| Paytime P/R Charge | \$510.81 |
| ACCOUNTS PAYABLE CHECKS – Check #76164-76258 | \$110,979.87 |
| ACCOUNTS PAYABLE CHECKS – Check #76163 | \$1,958.70 |
| ACCOUNTS PAYABLE CHECKS - Check #76164 | \$1,157.21 |
| Total Checks Written | \$174,672.23 |

~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

Potter County Fiscal Summary –08/11/2023

| <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 | 10, 150, 065, 007 | | | \$2,394.06 |
| 10 | Payroll – Direct Deposit | 8324-8414 | | | \$90,201.23 |
| 10 | General Funds – Accounts Payable | 142719-142801 | 142766 | \$47,700.24 | \$293,772.92 |
| 10 | General Funds – A/P Manual Checks | 118 | | | \$131,551.25 |
| 11 | LEPC – Local Emergency Planning | 3027-3028 | | | \$297.81 |
| 16 | 911 Fund | 3583-3589 | | | \$99,163.83 |
| 18 | Automation Fund (Civil) | 142750 | | | \$1,143.89 |
| 32 | Specialty Courts | 142721 | | | \$39.98 |
| 34 | V.O.J.O | 142742; 142788 | | | \$274.92 |
| 35 | Victim Services/RASA | 142742 | | | \$1,366.45 |
| 38 | Divorce Fund | 142721; 142766 | | | \$24,804.25 |

| | | | | | |
|----|--------------------------|---------------|--|--|-------------|
| 51 | Capital Projects Fund | 142766 | | | \$20,000.00 |
| 59 | P.C. Victim Impact Panel | 142770 | | | \$132.00 |
| 60 | Hotel Excise Tax Fund | 142766;142789 | | | \$73,718.87 |

~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

NEXT MEETING: Thursday, August 24, 2023 @ 11 a.m.

ADJOURNMENT: ~ **Action** ~ Comm. Heimel moved to adjourn. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.



 Potter County Executive Secretary



 Approval Date