

~ Amended Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

July 28, 2022

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

AMENDMENT -- Requested to strike FFY 2020 Subrecipient Agreement and replace with FFY 2022 CDBG Project Review and Selection.

PUBLIC COMMENT ON AGENDA ITEMS

Citizen Mark Buffington question why Elections Director Sandra Lewis is attending a training conference when she is retiring later this year. Comm. Grupp responded that Director Lewis will be mentoring her successor during the training session and beyond.

MINUTES -- Meeting Minutes – July 14, 2022, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

NEW BUSINESS

CDBG-CV Contract Term Date & Expenditure Date Extension Request ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

CDBG-CV – Budget Revision Approval ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Hayman yes.

FFY 2022 CDBG Project Review and Selection. Jamie Shrawder, Project Coordinator with SEDA-COG, provided the commissioners with her recommendation that the \$221,598 allotment be made to Ulysses Municipal Authority to support water system improvements. Of the amount, \$39,887 will be designated for administrative and compliance expenses. ~ **Action** ~ Comm. Hayman moved to approve as recommended. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

FFY 2021 Subrecipient Agreement between Potter County and Genesee Township Water Authority. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Hayman yes.

Sale of Repository Properties – Parcel# 200-006-025-2A-L5 in Shinglehouse for \$50.00 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Sale of Repository Properties – Parcel# 220-001-097 in Shinglehouse for \$500.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Re-appointment of LeAnne Brodhun, Dr. Victor Brown and C. Robert Wicker to the Potter County Human Services Advisory Board; term 07/01/2022 – 07/01/2025. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ Aging (07/01/2022 – 06/30/2023)

Andrea Skaggs

Local Ombudsman Services

Required by the Older Americans’ Act

\$25/hr.+ expenses

No Change

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

Dorothy E. Taylor

Regional Ombudsman Coordinator

\$66,320
State Approved mi. rate

\$67,978
No Change

■ **Children & Youth (07/01/2022 – 06/30/2023)**

Kiara Perkins

Trail Blazer Program Supervisor

\$25/hr.

No Change

Supervisor provides hands-on guidance to the IL Coordinator & works with children in the program ensure compliance with the rules & regulations of the program. Supervisor provides services after normal 8-4 workday and on weekends.

■ **Coordinated Services (07/01/2022 – 06/30/2023)**

Transportation – Children & Youth

\$2.25/ld. mi.

No Change

■ **Drug & Alcohol (07/01/2022 – 06/30/2023)**

Millerton Acquisition Sub LLC;

Bradford Recovery Center, Facility #087028

Level 3.7 WM

\$382./day

\$401./day

Level 3.5

\$264./day

\$277./day

Level 3.5 Enh

\$299./day

\$314./day

Level 2.5

\$120./day

\$120./day

Huntington Creek Adolescent Facility – Male Only - Facility #407061

Level 3.7 WM

New Contract

\$573/day

Level 3.5

“

\$472./day

Cove Forge, Facility #077009

Level 3.7 WM

\$325./day

\$304/day

Level 3.5 Enh

\$313./day

\$322./day

Level 3.5

\$263./day

\$270./day

Level 2.5

\$114./day

\$119./day

White Deer Run – Treatment Facility #601031

Level 3.7 WM

\$310./day

\$345./day

Level 3.5 Enh

\$288./day

\$303./day

Level 3.5

\$262./day

\$299./day

Treatment Facility #387017

Level 3.7 WM

\$249./day

\$276/day

Level 3.5 Enh

\$230./day

\$255./day

Level 3.5

\$210./day

\$233./day

Treatment Facility #367058

Level 3.7 WM

\$293./day

\$327./day

Level 3.5 Enh

\$298./day

\$324./day

Level 3.5

\$249./day

\$276./day

Treatment Facility #397060

Level 3.7 WM

\$298./day

\$339/day

Level 3.5 Enh

\$266./day

\$290./day

Level 3.5

\$238./day

\$298./day

Treatment Facility #677069

Level 3.7 WM

\$319./day

\$354/day

Level 3.5 Enh

\$343./day

\$381./day

Level 3.5

\$298./day

\$210./day

Treatment Facility #677086

Level 3.7 WM

\$292./day

\$309/day

PCHS CONTRACTS AND AGREEMENTS

	<u>21/22</u>	<u>22/23</u>
Level 3.5 Enh	\$268./day	\$269./day
Level 3.5	\$218./day	\$240./day

■ **Mental Health (07/01/2022 – 06/30/2023)**

Concern

Family Based Mental Health Services \$26.93/15 min. up to \$20,000.00

*22/23 Rate:

Maximum \$20,000.00 at a rate of \$12.74/15 min. unit for individuals with Medical Assistance only, & \$31.90/15 min. unit for individual’s w/o Medical Assistance & Community Care Behavioral Health, both w/prior approval from Mental Health Director.

Patrick Harris – Addendum (3% Increase) (08/01/2022 – 06/30/2023)

Forensic Re-entry Specialist \$45,000.00 \$46,350.00

Susquehanna Software, Inc.

Software, Technical Support & Programming Services

\$4,750/mo. \$4,950/mo.
Total of \$19,000.00/yr. \$19,800./yr.

Cabin Investments, LLC

Homeless House \$1250.00/month No Change

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

TRAINING REQUESTS

Sandra Lewis, Donna Sallade and Charlie Tuttle with Voter Registration/Elections to attend WPEPA Elections Association training, Seven Springs, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Lisa Mann with Galetton District Judge Office to attend MDJS Reports/Advanced Accounting, Mechanicsburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Crystal Thomas, PCHS Drug & Alcohol Director, to attend DDAP SCA Day 2022, Harrisburg, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PERSONNEL

Judith Meyers has resigned her position as full-time Secretary/Clerk II with the Potter County Prothonotary/Clerk of Courts (Divorce Division), effective June 28, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Kathy Schroeder has promoted Judith Meyers to Deputy II in the Prothonotary/Clerk of Courts, effective June 29, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Amended: From effective date June 29, 2022 to July 29, 2022.

Charlie Tuttle, GIS Technician, has resigned her position effective July 29, 2022.

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

Hiring of Charlie Tuttle as the Director of Voter Registration/Elections, effective August 1, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Temporary hiring of Hunter Giebel as an IT Intern for a short-term project; July 25, 2022 to August 31, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

David Verbocy has resigned his position as full-time Corrections Officer with the Potter County Jail, effective August 1, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Sheriff Drake has hired Christopher Renn as a part-time Courthouse Security Guard effective August 8, 2022. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Grupp reported on the installation of 173 fire detectors in 70 homes in Genesee Township, in conjunction with the American Red Cross. Any other townships or boroughs that are interested in having the Red Cross install smoke detectors should contact their local fire departments or the county Emergency Services Agency.

Commissioner Heibel reported on his recent attendance at the National Assn. of Counties (NACo) annual meeting in Denver. He said he has accepted appointment to a NACo committee comprised of representatives from tourist-dependent counties. Commissioner Heibel also serves on multiple other NACo panels.

BILLS

Potter County Human Services Fiscal Summary (07/28/2022)

PAYROLL CHECK(S) #5	\$479.35
PAYROLL AUTOMATIC DEPOSITS	\$43,421.36
PAYROLL TAX TRANSFERS (EFTPS)	\$13,628.62
STATE TAX WITHHOLDINGS (ETIDES)	\$1,910.99
PAUC	\$37.43
Local W/H	\$622.45
Paytime P/R Charge	\$146.75
Vendor Liabilities	\$28.80
ACCOUNTS PAYABLE CHECKS – #73301-73420	\$144,471.53
ACCOUNTS PAYABLE CHECKS – #73300	\$1,349.57
Total Checks Written	\$206,096.85

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

Potter County Fiscal Summary –07/15/2022

<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 – Direct Deposit	4936-5034			\$95,957.32
10	General Funds – Accounts Payable	139648-139720			\$223,089.01
10	General Funds – A/P Manual Checks	38			\$135,786.67
11	LEPC-Local Emergency Planning	2920-2924			\$691.19
14	Liquid Fuels	1752-1754			\$5,156.05
16	911 Fund	3376-3381			\$26,980.37
18	Automation Fund (Civil)	139679			\$1,123.92
34	V.O.J.O.	139681; 139686			\$183.44
35	Victim Services/RASA	139681; 139686			1,100.63

38	Divorce Fund	139681			\$27.55
56	COVID-19 County Relief Grant	139713			\$3,500.00
62	CDBG Entitlement	139683			\$5,000.00

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

Potter County Fiscal Summary – Special Run: 07/19/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	139721-139722			\$12,439.14

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

Potter County Fiscal Summary – Special Run: 07/25/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	139723			\$352,800.00

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

NEXT MEETING: Thursday, August 11, 2022 @ 11 a.m.

ADJOURNMENT Commissioner Hayman moved to adjourn. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.



 Potter County Executive Secretary



 Approval Date