

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

December 30, 2021

(Meeting recordings are destroyed after meeting minutes are approved.)

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

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – December 16, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Appointment of Jon Blass to Potter County Conservation District Board of Directors as Farmer/Director. Effective Jan. 1, 2022 – Dec. 31, 2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Appointment of Earl Brown to Potter County Conservation District Board of Directors as Public/Director. Effective Jan. 1, 2022 – Dec. 31, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Appointment of Barry Hayman to Potter County Conservation District Board of Directors as Commissioner/Director. Effective Jan. 1, 2022 – Dec. 31, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Adoption of the 2022 County Operating Budget. There was no public input offered during the review period. Expenditures are forecasted at \$11.3 million. Real estate taxes will remain level for a fourth year. The county be not per-capita tax. ~ **Action** ~ Comm. Hayman moved to adopt the 2022 Operating Budget. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Adoption of the 2022 base-rate salary schedule for non-union and appointed employees Potter County and Human Services as approved by the Potter County Salary Board. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Adoption of the salary increase for the Chief Clerk and Fiscal Director as approved by Salary Board. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Expansion of Director of Veterans Affairs position from part-time to full-time with commensurate salary increase as approved by the Salary Board. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with UGI Energy proposal for electrical service pricing for 36 months at \$0.06865 per kwh for county-owned properties. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement renewal with John R. Thomas and Rebecca Ann Krieg as co-conflict counsel for Potter County, Jan. 1, 2022, to Dec. 31, 2022, at a salary of \$35,000. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with Thomas A. Walrath Jr. as Juvenile Defender, Dependency Matters, Jan. 1, 2022 to Dec. 31, 2022, at a salary of \$17,500. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Professional Service Agreement with SEDA-COG for consulting services in administering the Fiscal Year 2020 Competitive Community Development Block Grant. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement renewal with KOS Inc. for maintenance services of the copier in the Potter County Judge's Chambers at a rate of \$290, effective Jan. 10, 2022, to Jan. 10, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■ DRUG & ALCOHOL (11/01/2021 – 06/30/2022) Level 2.5-3.7

| | | |
|--------------------------|-----|---|
| Partial Hospitalization | N/A | \$16.80/hr. |
| Hillside Residential | | \$330/day Male IDU |
| | | \$354/day Male IDU |
| | | w/Co-Occurring |
| Duncansville Residential | | \$276/ day IDU Preg. Women |
| | | \$303/day for IDU Preg. Women w/Co-Occ. |

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

PERSONNEL

Promotion of Crystal Thomas from Drug and Alcohol Services Case Management Specialist to D & A Administrator I, effective Nov. 22, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Promotion of Erica Hoadley, emergency hire, to Aging Care Manager II. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CHIEF CLERK REPORT

Application for 2021 Liquid Fuel Tax funds from Sylvania Twp. \$348.52. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Heimel announced that the county has been awarded a \$41,400 state grant for development of a Community Park/Village Market/Farmers Market on property at the corner of E. 2nd and N. Main streets. Funds would be used for a pedestrian walkway, parking area, installation of utilities and signs, ADA access, landscaping, and related site improvements. Commissioners commended Planning Director Will Hunt and Community Development Director Ellen Russell for their work on the proposal. Groundbreaking is forecasted for early 2023.

Commissioner Hayman noted that the park would complement the current Potter County Farmers Market and could potentially increase its foot traffic and operating hours.

BILLS

Potter County Human Services Fiscal Summary (12/30/2021)

| | |
|---|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$44,118.89 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$14,412.30 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$1,953.19 |
| PAUC | \$38.26 |
| Local W/H | \$636.26 |
| Paytime P/R Charge | \$157.25 |
| ACCOUNTS PAYABLE CHECKS – Check #71617-71726 (12/30/2021) | \$85,750.31 |
| Total Checks Written | \$147,066.46 |

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

Potter County Fiscal Summary – 12/17/2021

| <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 | 5000 | | | \$178.27 |
| 10 | Payroll – Direct Deposit | 2901-2999 | | | \$94,667.61 |
| 10 | General Fund – Accounts Payable | 137954-138020; 138021-138027 | | | \$214,082.79 |
| 10 | General Funds – A/P Manual Checks | 1 | | | \$134,653.02 |
| 11 | LEPC – Local Emergency Planning | 2862-2864 | | | \$139.17 |
| 14 | Liquid Fuels | 1598 | | | \$5,563.18 |
| 16 | 911 Fund | 3286-3292 | | | \$5,930.26 |
| 18 | Automation Fund (Civil) | 137975 | | | \$1,104.34 |
| 34 | V.O.J.O. | 137981 | | | \$180.00 |
| 35 | Victim Services/RASA | 137981 | | | \$1,080.00 |
| 37 | Triple Divide Water Monitoring | 138016 | | | \$106.24 |
| 38 | Divorce Fund | 137991 | | | \$200,000.00 |
| 56 | COVID Local Fiscal Recovery | 137955;137986; 137989; 138011 | | | \$30,525.12 |
| 61 | Employee Wellness Initiative | 137955 | | | \$3,899.17 |

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

Potter County Fiscal Summary – Special Run - 12/22/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|------------------|-----------|------------------|------------------|------------|
| 62 | CDBG Entitlement | 24146 | | | \$1,058.85 |

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

NEXT MEETING: Thursday, January 13, 2022 @ 11 a.m.

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


Potter County Executive Secretary


Approval Date