

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 12, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:01 am.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Zigmund Reichenbach, representing the Americans for Prosperity, asked the commissioners to consider adopting a resolution opposing a gubernatorial initiative. After discussion, the commissioners said they would take it under advisement.

MINUTES – February 27, 2020 ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

NEW BUSINESS

Bid opening for used Potter County Human Services van. Two bids were received, one for \$600 and the second for \$650. The bid of \$650 was accepted. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Appointment of Joseph Sutton to the Potter County Solid Waste Authority, term of March 11, 2020, to December 31, 2022, filling seat previously held by George McGuire. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes. Commissioner Heimel pointed out that the board continues to seek applicants for multiple boards, commissions and authorities to which the commissioners appoint members.

Sale of repository properties proposed by County Tax Claim Bureau. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Enterprise Fleet to lease one van for Human Services ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Service agreement renewal with KOS, Inc., for Potter County Courts office equipment. Rate of \$84 per machine/per service call on copiers; \$54 per machine/per service call on typewriters, printers and fax machines; April 1, 2020, to March 31, 2021. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Maintenance agreement renewal with KOS, Inc., for copier in Register and Recorder office at a rate of \$.0085 per copy; term of March 25, 2020 to March 25, 2021. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Lease Agreement renewal with Pam Payne/Cutting Edge Gymnastics for the use of the gymnasium of the Gunzburger Building for \$100.00 per month. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ **Aging** 02/25/20 to 6/30/20

James Goochee, Certified instructor/independent contractor for mandatory evidence-based health & wellness programs at Senior Centers. \$15/hr. + expenses

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

■ **Mental Health** 04/01/20 to 6/30/20

Mental Health Crisis/Emergency Services – Addendum

\$5,269.00

Increase to cover MH Specialist in the Oswayo Valley School District

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

TRAINING REQUESTS

--Renee McClain – MDJ Shinglehouse – Basics for New Employees, Mechanicsburg, Pa.

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

--Jake Ostrom – Tax Assessment – AAP Annual Conference, Harrisburg, Pa. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

-Nancy Dill – Pa Court Reporter’s Convention, State College, Pa. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

--Barb Kiel – PCHS Aging – Health & Wellness Conference, State College, Pa. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

--Nila Gerner – PCHS Admin. – Controlling Workers’ Compensation Costs Workshop, State College, Pa. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

--Thomas Patterson & Andrea Skaggs – PCHS CY Admin. – 2020 Spring LRT8 Conference, Tunkhannock, Pa. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

PERSONNEL

Resignation of Deanna Jones, case manager with Domestic Relations, retroactive to February 18, 2020. ~Action~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Resignation of Melissa Wade as full-time PCHS Clerk-Typist II, retroactive to March 2, 2020. ~Action~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Director Andrea Lehman has promoted Emily Benninger as full-time Case Manager II to full-time Case Manager IV effective February 17, 2020. ~Action~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

CHIEF CLERK REPORT

Applications received for 2020 Liquid Fuel Tax Funds from the following municipality:

- Galetton Borough \$2,460.69
- Summit Township \$990.13
- Hector Township \$3,314.46
- Homer Township \$1,739.37

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

COMMISSIONERS’ REPORTS

Commissioner Hayman announced that the Potter County Conservation District is observing the 75th anniversary of its founding as Pennsylvania’s first conservation district. He said the county is fortunate to have qualified, dedicated professionals serving as stewards of our national resources.

Commissioner Heimel reported on recent developments in the provision of mental health services by Potter County Human Services. A new provider is now under contract to supplement services by Dickinson Center Inc. Among areas targeted for improvement is crisis response. Commissioner Heimel also congratulated Commissioner Hayman on his appointment to the Military and Veterans Affairs Committee and the Agriculture Committee with the County Commissioners Assn. of Pennsylvania.

Commissioner Grupp cited a critical need for volunteers by fire departments and ambulance associations across the county. She pointed out that the county offers financial support for those seeking certification as firefighters and emergency medical technicians.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$52,228.70
PAYROLL TAX TRANSFERS (EFTPS)	\$15,958.95
STATE TAX WITHHOLDINGS (ETIDES)	\$2,292.73
ACCOUNTS PAYABLE CHECKS – Check #67154 (2/28/2020)	\$1,486.46
ACCOUNTS PAYABLE CHECKS – Check #67155-67261 (03/12/2020)	\$155,734.54
Total Checks Written	\$227,701.38

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

Potter County First of the Month: 03/02/2020

<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	132336-132347			\$38,482.67
10	General Fund – A/P Manual Checks	999140			\$35.00
16	911 Fund	2984-2985			\$421.15


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

NEXT MEETING: March 26, 2020

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


Potter County Executive Secretary

Prepared by Danielle Gietler


Approval Date