

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

November 18, 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. Paul Heimel, Comm. Nancy Grupp, Comm. Barry Hayman, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT

MINUTES – November 4, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

GUEST SPEAKER

Jim Chorney, executive director of Northcentral Pa. Regional Planning and Development Commission (NCPRPDC), provided an overview of the organization's initiatives in Potter and other counties in the region. These range from administering federal funds for economic and community development projects to workforce development activities and the Women, Infants and Children's nutrition program. He said Northcentral is seeking federal funds to establish grant-writing services to support its member counties. The agency also assists counties that are pursuing extension of secure \$200,000 in funds for grant writing training for the next two years. A struggle that they are dealing with as other companies is the expansion of high-speed internet service. Mr. Chorney noted that Commissioner Grupp will be serving as chair of Northcentral's Board of Directors on Jan. 1, 2022. Commissioner Hayman noted that as a member of board of directors for Workforce Solutions of Northcentral Pa. he is looking forward for coordinating those job development activities with NCPRPDC and other area partners.

NEW BUSINESS

Proposed 2022 Employee Holiday Schedule ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Proposed 2022 Commissioner Business Meeting Schedule ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement renewals for Davis-Ulmer, Inc. for the inspection of the fire alarms, effective January 1, 2022, to December 31, 2022 in the following facilities: 911 Building, \$370; Maple View Bldg., \$370; Education Center, \$400; Courthouse, \$725; Gunzburger Building, \$1,665. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Affirmation of Commissioner Hayman's signature is needed for Northcentral Workforce Development Area for three contracts - Partnership Agreement, CEO Fiscal Agent Agreement, and CEO Agreement. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Contract with Christopher Bickel for snow removal at the Shinglehouse District Judge Office for \$35/hour. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract with Gary Leach for snow removal at the Galeton District Judge Office for \$40/snow removal. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with LINK Computer Corporation for Network Refresh and Installation, part of the IT upgrade and security initiative, in the amount of \$79,082. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

Amend contract amount to reflect correction in the minutes at the November 18, 2021, meeting. The correct amount was shown on contract and recommendation form and was approved by Commissioners on October 7, 2021. However, the listing did not reflect the \$3,000 pay increase.

Amend Aging

Dorothy E. Taylor

Regional Ombudsman Coordinator

\$63,320

\$66,320 Amended

07/01/21 to 06/30/22

State approved mileage rate

No Change

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

Mental Health (07/01/21 to 06/30/2022)

Concern – Mental Health After-Hours Telephone Crisis/Emergency & Walk-in Crisis Services

No Changes from 20/21 to 21/22

- \$18.00/unit for after-hours Crisis Hotline for each individual who does not receive CCBH or their insurance does not cover the cost and;
- \$26.70/unit for walk-in services for each individual who does not receive CCBH or their insurance does not cover the cost.
- \$40.20/unit for Mobile
- One unit equals 15 minutes
- Up to \$9,600.00

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

TRAINING REQUESTS - None

PERSONNEL

Kathy Schroeder has hired Mackenzie Davis as a part-time Records Preservation Clerk for the Potter County Prothonotary Office. Effective date November 16, 2021. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

CHIEF CLERK REPORT

Chief Clerk Giebel shared more details on the LINK Agreement for IT upgrade and security enhancement. Funding for the work will come from revenue the county received through the federal government’s American Rescue Plan.

COMMISSIONERS’ REPORTS

Commissioner Grupp noted that the Commissioners have not received a response from their invitation to the Maryland National Guard to attend a public meeting for discussion of the proposed low-level military training flights over Potter and other area counties. She also thanks those who attended the board’s evening Town Hall/Listening Session on Nov. 17 and noted that addition sessions will be scheduled in 2022.

Commissioner Heimel provided updates on veterans’ services, criminal justice reform and high-speed internet expansion advocacy with which he is involved at the state and national levels.

BILLS

Potter County Human Services Fiscal Summary (11/19/2021)

PAYROLL AUTOMATIC DEPOSITS	\$45,936.74
PAYROLL TAX TRANSFERS (EFTPS)	\$14,892.28
STATE TAX WITHHOLDINGS (ETIDES)	\$2,033.14
ACCOUNTS PAYABLE CHECKS – Check #71333-71439 (11/18/2021)	\$188,588.95
Total Checks Written	\$254,177.78

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

Potter County Fiscal Summary – 11/05/2021

<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 – Direct Deposit	2271-2372			\$98,504.49
10	General Fund – Accounts Payable	137473-137561; 137573-137575	137358; 137490	\$34,720.48	\$240,672.96
10	General Funds – A/P Manual Checks	911052119			\$139,964.10
11	LEPC – Local Emergency Planning	2856-2857			\$132.06
14	Liquid Fuels	1594			\$10.71
16	911 Fund	3271-3276			\$27,755.64
17	Saulter Preserve	137562			\$126.84
18	Automation Fund (Civil)	137563			\$1,104.34
32	Specialty Courts	137564			\$164.72
34	V.O.J.O.	137565-137566			\$235.41
35	Victim Services/RASA	137567-137570	137567-137568	\$1,436.15	\$1,436.15
38	Divorce Fund	137571			\$592.11
56	Covid Local Fiscal Rec	137572			\$500.00

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

NEXT MEETING: December 2, 2021

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


Potter County Executive Secretary


Approval Date