

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

December 2, 2021

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

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:25 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

Citizen Mark Buffington requested that the commissioners accommodate public comment at the conclusion of each business meeting, in addition to the current comment period that follows the call to order. Commissioner Grupp responded that board members already make themselves available after adjournment for any questions or comments.

Citizen Dan Cowburn questioned why the county website lists County Treasurer Krista Miller as a member of the Potter County Jail Board of Inspectors. He was informed that the position of County Treasurer is part of the seven-member board, but the current officeholder has declined to participate.

MINUTES – November 18, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

NEW BUSINESS

Sherry Harmon resignation from Potter County Human Services Advisory Board; she is moving away from Potter County. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Consideration of the 2022 Commissioners Town Hall/Listening Session schedule. ~ **Action** ~ Comm. Hayman moved to table until the Dec. 16, 2021, meeting. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Thomas R. Shaffer, Esq., to serve as county solicitor; and Daniel F. Glassmire, Esq., to serve as assistant county solicitor, both Jan. 1, 2022 to Dec. 31, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Six-County State Homeland Security Grant Program agreement for FY 2021; effective September 2021 through August 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Contract renewal with Anita J. Mead as Victim/Witness Coordinator at a rate of \$18.00 per hour, Jan. 1, 2022, to Dec. 31, 2022. Funding is provided by a state grant. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Grupp yes; Heimel yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Drug & Alcohol (07/01/2021 – 06/30/2022)**

Davis Archway – Facility #107036

	<u>20/21</u>	<u>21/22</u>
Halfway House	\$122.00	No Change
Non-Hospital Res. Short-Term	New Service	\$250.00/day
Non-Hospital Res. W/D Mgt.	New Service	\$350.00/day

■ **Children & Youth (07/01/2021 – 06/30/2022)**

Valerie Vossler

Kinship Home	New Contract	\$20.00/day/child
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■ **Intellectual Disabilities (11/01/2020 – 06/30/2021)**

Service Access & Management, Inc.

SAMS Inc. will complete Level of Care Eligibility Determinations on behalf of the Admin. Entity to ensure complete adherence to all ODP regulations.

New Contract \$17.74/quarter hr.

■ **PCHS (11/17/2021 – 11/17/2022)**

KOS, Inc.

Maintenance Agreement – Adm. Copier Annual Renewal

\$297.00 year No Change

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

PERSONNEL

Kiara Perkins, Mental Health Caseworker I, promotion to Mental Health Caseworker II, effective October 16, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Amy Furman, PCHS Aging Care Mgr. II, resignation effective Dec. 1, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Grupp yes; Heimel yes; Hayman yes.

PCHS Janice Major, PCHS Fiscal Tech., retiring effective Jan. 15, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CHIEF CLERK REPORT – None -

COMMISSIONERS' REPORTS

Commissioner Heimel discussed the board's meeting with Michael Ferritto, aide to Governor Tom Wolf. Topics ranged from steps that can be taken to reverse the county's population loss and youth outmigration, to support for agriculture and tourism. The commissioners encouraged Gov. Wolf to use his influence to ensure the reopening of Denton Hill State Park and to support local employers who face obstacles in filling available jobs.

Commissioner Hayman reported that Penn State Extension is sponsoring a master gardener program from January through April 2022. He pointed out that the instruction could assist residents in growing food that would help to address local hunger. One in six Potter County children is food deprived.

Commissioner Grupp noted that Potter County Human Services administers a federal program to support food pantries in several communities. She encourages those in need of food to contact PCHS. She also said that Pa. Emergency Management Agency provides funds to assist survivors of COVID-19 coronavirus victims with food, shelter and funeral expenses.

The commissioners announced that the draft 2022 county operating budget is available for public review and comment. Under the current draft, for a fourth consecutive year there would be no tax increase.

BILLS

Potter County Human Services Fiscal Summary (12/02/2021)

PAYROLL AUTOMATIC DEPOSITS	\$43,484.86
PAYROLL TAX TRANSFERS (EFTPS)	\$14,217.94
STATE TAX WITHHOLDINGS (ETIDES)	\$1,930.55
PAUC	\$160.25
Local W/H	\$2,669.74
Paytime P/R Charge	\$527.00
ACCOUNTS PAYABLE CHECKS – Check #71333-71439 (11/18)	\$290,818.85
Total Checks Written	\$353,809.16

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

Potter County Fiscal Summary – 11/19/2021

<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	2402-2500			\$93,837.70
10	General Fund – Accounts Payable	137576-137670; 137684 – 137841	128074;128157	\$195.00	\$138,959.29
10	General Funds – A/P Manual Checks	911192120			\$132,516.57
11	LEPC – Local Emergency Planning	2858-2859			\$240.70
15	North Fork Dam	137671			\$26.25
16	911 Fund	3277-3278			\$1,090.32
17	Saulter Preserve	137672			\$29.07
32	Specialty Courts	137673			\$36.08
34	V.O.J.O.	137674-137675			\$190.67
35	Victim Services/RASA	137676-137678			\$2,627.71
37	Triple Divide Water Monitoring	137679			\$65.38
56	Covid Local Fiscal Rec	137681-137682			\$5,559.00
59	P.C. Victim Impact Panel (CO)	137683			\$116.00

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

Potter County Special Run Fiscal Summary – 11/24/2021

<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	General Fund – Accounts Payable	137854			\$1,660.72
61	Employee Wellness Initiative	137855			\$840.00
62	CDBG Entitlement	137856-137858			\$30,568.29

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

Potter County Tax Collector Run – 11/30/2021

<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	2373-2401			\$7,915.11

10	General Fund – Accounts Payable	911302121			\$9,998.98
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~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Potter County First of the Month Fiscal Summary – 12/01/2021

<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	General Fund – Accounts Payable	137842-137853			\$71,474.83
10	General Fund – A/P Manual Checks	999161			\$35.00
16	911 Fund	3279-3280			\$421.15

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

NEXT MEETING: December 16, 2021

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



 Potter County Executive Secretary


 Approval Date