

~ 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.

Public Comments on the PC Budget - none

Adoption of the 2022 Potter County Operating Budget. The commissioners and office staff confirmed that there was no public input offered during the time that the budget was made available for public review and comment. Real estate taxes will remain level for a fourth year and the county will once again not levy a 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 PCHS. ~ **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. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Adoption of the VA Director position from part-time to full-time. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Lock in Rate with UGI Energy proposal for electrical service lock-in pricing for 36 months at \$0.06865 per kwh for Human Services and for Potter County Commissioners ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement Renewal with John R. Thomas Esquire and Rebecca Ann Krieg as Co-Conflict Counsel for Potter County, Jan. 1, 2022 to Dec. 31, 2022 at an annual salary of \$35,000.00. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement Renewal with Thomas A. Walrath, Jr. Esquire as Juvenile Defender, Dependency Matters for Potter County, Jan. 1, 2022 to Dec. 31, 2022 at an annual 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 FFY 2020 Competitive CDBG. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Maintenance Agreement Renewal with KOS, Inc. for maintenance services of the copier in the Potter County Judges Chambers at an annual rate of \$290.00, effective January 10, 2022 to January 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)**

*Drug & Alcohol Services – 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. Wom. \$303./day for IDU Preg. Women w/Co-Occ.

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

**TRAINING REQUESTS**

**PERSONNEL**

Crystal Thomas has been promoted from, D & A Case Management Specialist to County D & A Administrator I, effective retro November 22, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Erica Hoadley with PCHS as an Aging Care Manager II has been moved from Emergency Hire to regular hire with a probation period ending 04/26/2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel handed out to the board and public a draft of a press release regarding a grant approval from the Pa. DCNR Community Conservation Partnership Program Grant for a Village/Farmers Market. This is a \$41,400 grant for Development of Community Park/Village Market/Farmers Market. This money will be used to include construction of place, pedestrian walkway, and parking area; installation of utilities and interpretive signs; ADA access, landscaping, and other related site improvements. A big thank you to Ellen Russell and Will Hunt in their combined efforts on applying for this grant. Community Development Director Ellen Russell is looking at 2023 for shovel to ground.

Commissioner Hayman reported that with this announcement he wanted to reassure the community that this is not to replace the current Farmers Market but to supplement them and improve their possibilities. Job well done to Ellen. A public comment was asked if the Farmers Market would be the there the same amount of time – it was answered that it hopefully will extend the hours and availability through hopefully even a Christmas Festival.

**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
<b>Total Checks Written</b>	<b>\$147,066.46</b>

~ **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. Heimel moved to approve. Comm. Hayman seconded. Heimel 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.

**PUBLIC COMMENT:**

**NEXT MEETING:** Reorganizational Salary Board Meeting  
Tuesday, January 4, 2022 @ 11 a.m.

Regular Board of Commissioners 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