

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 25, 2021

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

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

MINUTES – March 11, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes. Comm. Heimel abstained due to absence.

NEW BUSINESS

Settlement agreement with Roy Hunt, former corrections officer at Potter County Jail, resolving litigation in U.S. District Court. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CDBG Program Income Reutilization Plan ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement renewals with KOS, Inc. for maintenance of office equipment for the Potter County Courts, April 1, 2021, through March 31, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement renewal with KOS, Inc., for maintenance on the copier in the Register and Recorder’s office, March 25, 2021 to March 25, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement renewal with KOS, Inc. for maintenance on the copier at the District Judge office in Coudersport, March 10, 2021 to March 10, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring at the F. W. Gunzburger County Office Building, March 2021 to February 2022, a fee of \$500. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with Premier Biotech, Inc., for drug testing for Probation Department (cost covered by Intermediate Punishment Grant), March 15, 2021, to March 31, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

UGI Energy proposal for gas service lock-in pricing at \$2.580 per DTH for Human Services and for Potter County Commissioners, April 2021 to March 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract with Christopher Bickel for lawn care at former Senior Center and at District Judge office, both in Shinglehouse, April 27, 2021 to October 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Mental Health (04/01/2021 – 03/21/2022)**

Cabin Investments LLC - New Contract

Lease of home for Men’s Transitional Living Program

\$950./mo.

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

TRAINING REQUESTS

Ken Hoffman with PCHS virtual training for Certified Investigator/ODP. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Donna Sallade, Voter Registration/Elections; Western Pa. Election Personnel Association Spring Meeting, Grove City. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

PERSONNEL

Royden Knowlton, van driver for the PCHS is retiring, effective March 31, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes. The commissioners thanked Mr. Knowlton for his service.

Sheriff Glenn Drake has hired Deborah Miller as a part-time courthouse security guard, effective March 16, 2021. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

District Judge Christopher Kalacinski has hired Tamala O’Donnell as part-time secretary/clerk at the Galeton office effective March 22, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Maintenance Director Joe Kurtz requests hiring of Daniel Foster as part-time maintenance laborer effective March 23, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

CHIEF CLERK REPORT

Application for 2021 Liquid Fuels Tax funds from West Branch Township, \$1,672.67. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

COMMISSIONERS’ REPORTS

Commissioner Heibel reported that the county’s official website, pottercountypa.net, will be upgraded in the coming weeks.

Commissioner Grupp advised that a regional COVID-19 coronavirus vaccination clinic will be held in State College. Details will be announced. Commissioners from Potter and McKean counties are urging the Pa. Dept. of Health to send a mobile clinic to their counties as part of the regional vaccination program, so that local residents do not have to travel to State College.

BILLS

Potter County Human Services Fiscal Summary (03/25/2021)

PAYROLL AUTOMATIC DEPOSITS	\$46,362.52
PAYROLL TAX TRANSFERS (EFTPS)	\$15,720.37
STATE TAX WITHHOLDINGS (ETIDES)	\$2,097.48
ACCOUNTS PAYABLE CHECKS – Check # 69576-69673 (3/25/2021)	\$151,102.91
Total Checks Written	\$215,283.28

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

Potter County Fiscal Summary – 03/12/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033127-9033224			\$94,805.26
10	General Fund – Accounts Payable	135434-135529; 135542-135545	135,256; 135473; 135500; 135542; 135543	-\$26.75	\$89,001.15

10	General Funds – A/P Manual Checks	903122126- 903122130			\$134,055.95
11	LEPC-Local Emergency Planning	2801-2802			\$125.96
16	911 Fund	3162-3165			\$2,659.19
17	Saulter Preserve	135530			\$140.00
18	Automation Fund (Civil)	135531			\$1,104.34
28	Domestic Relations IV-D	1031			\$75.00
34	V.O.J.O	135532-135534			\$251.13
35	Victim Services/RASA	135535-135538			\$2,639.70
37	Triple Divide Water Monitoring	135539			\$96.27
38	Divorce Fund	135540			\$157.47
59	P.C. Victim Impact Panel (CO)	135541			\$822.89

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

Potter County Fiscal Summary – Special Run 03/18/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	135546			\$442.41

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

Potter County Fiscal Summary – Special Run 03/23/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
22	Farmland Preserv. & Rollback	135547			\$1,182.70
51	Capital Projects Fund	135548			\$400,000.00

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

Potter County Fiscal Summary – 03/26/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033225-9033352			\$103,885.00
10	General Fund – Accounts Payable	135549-135628			\$218,864.98

10	General Funds – A/P Manual Checks	903262131- 903262135			\$145,454.24
11	LEPC-Local Emergency Planning	2810-2813	2803-2809	\$247.71	\$247.71
14	Liquid Fuels	1582-1583			\$4,392.03
15	North Fork Dam	135629-135630			\$3,575.00
16	911 Fund	3166-3175			\$25,603.28
17	Saulter Preserve	135631			\$25.00
28	Domestic Relations IV-D	1032-1033			\$26,628.00
34	V.O.J.O	135632			\$180.00
35	Victim Services/RASA	135633			\$1,080.00
62	CDBG Entitlement	135634			\$2,276.03

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

Potter County Fiscal Summary – First of the Month - 04/01/2021

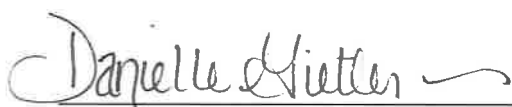
Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135635-135646			\$103,875.36
10	General Fund – A/P Manual Checks	999153			\$35.00
16	911 Fund	3176-3177	3167	-\$25.00	\$396.15

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

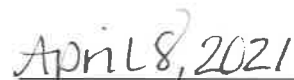
NEXT MEETING: April 8, 2021

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

Prepared by Danielle Gietler



Potter County Executive Secretary



Approval Date