

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

January 13, 2022

(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. Barry Hayman, Comm. Nancy Grupp, Recording Secretary Danielle Gietler, Chief Clerk Jessica Giebel; all present.

PUBLIC COMMENT

Citizen Mark Buffington expressed his opposition to county employee pay increases requested during a recent Potter County Salary Board meeting by Sheriff Glenn Drake, Register & Recorder Nicole Larsen, Prothonotary/Clerk of Courts Kathy Schroeder, Treasurer Krista Miller and District Attorney Andy Watson.

MINUTES – December 30, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Appointments to Potter County Planning Commission:

Re-appointment of Katie Sasala to a four-year term, 01/01/2022 to 01/01/2026. ~

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

Appointment of Candace Hillyard to a four-year term, 01/01/2022 to 01/01/2026.

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

Appointment of Dr. Michael Callahan to a four-year term, 01/01/2022 to 01/01/2026. ~

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

Appointment to Potter County Solid Waste Authority:

Appointment of Stephen Pifer to fill a vacancy created by the resignation of Joe Sutton. Term 01/13/2022 to 12/31/2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

CONTRACTS AND AGREEMENTS

Amendment to sub-recipient agreement with Galetton Borough for Community Development Block Grant. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Northern Tier Children's Home Inc. for court-ordered admissions to the Women's Residential Recovery Center at a cost to Potter County of \$75 per day. Effective 01/01/2022 to 12/31/2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Service agreement renewal with Pennsylvania District Attorneys' Institute for 2021 PA SAVIN victim notification services, 1/1/22 to 12/31/22. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance of copier in the Planning Department at a rate of \$.009 per copy for black and white and \$.07 per copy for color, 1/1/22 to 1/14/23. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement renewal with KOS Inc. for maintenance of copier in the Victim/Witness Services office at a rate of \$.009 per copy for black and white and \$.07 per copy for color, 1/6/22 to

1/6/23. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Professional service agreement with Harris Local Government (a/k/a Computer Software Innovations Inc.) for federal Form 1099 print and/or e-file service; \$603.63. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement for preparation of 1099-R Forms with Zelenkofske Axelrod LLC for the preparation of 1099-R Forms. Cost of \$795 for the first 150 and \$5.30/form thereafter. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring, 1/1/22 to 12/31/22; fee of \$2,520. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Davis-Ulmer Inc. for monitoring of fire suppression system at Gunzburger Building, March 2022 through February 2023; fee of \$500. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

TRAINING REQUESTS

Sandy Lewis and Donna Sallade, Election/Voter Registration Office, virtual CCAP/DOS Elections Conference. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Emergency Management Coordinator Glenn Dunn, PEMA/Task Force Training, State College. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Crystal Thomas, Drug & Alcohol Admin., virtual PACDAA meeting. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Sheriff Glenn Drake has hired Billie Jean Guinther as part-time Courthouse Security Guard, effective Jan. 4, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Grupp reported that the board has received information on regulations for use of the county's allotment under the federal government's American Rescue Plan. The commissioners are working on a strategic plan for disbursements.

Commissioner Heimel announced that the county has been awarded a state grant to support the Planning Commission's updating of the county's Subdivision and Land Development Ordinance. Planning Director Will Hunt has recommended contracting with a specialist to advise the county on options for amendments and revisions. That process is expected to start later this year.

BILLS

Potter County Human Services Fiscal Summary (01/13/2022)

PAYROLL AUTOMATIC DEPOSITS	\$43,596.48
PAYROLL TAX TRANSFERS (EFTPS)	\$13,420.20
STATE TAX WITHHOLDINGS (ETIDES)	\$1,920.36
PAUC	\$37.59
Local W/H	\$625.50
Paytime P/R Charge	\$862.25
ACCOUNTS PAYABLE CHECKS – Check #71721 (01/04/2022)	\$1800.00
ACCOUNTS PAYABLE CHECKS – Check #71722-71804 (1/13/2022)	\$163,898.94
Total Checks Written	\$226,161.32

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

Potter County Fiscal Summary – 12/31/2021

<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	3029-3128			\$96,514.29
10	General Fund – Accounts Payable	138029-138120			\$167,627.62
10	General Funds – A/P Manual Checks	4			\$146,685.36
14	Liquid Fuels	1599-1602			\$3,542.40
15	North Fork Dam	138106			\$21.41
16	911 Fund	3293-3294			\$682.88
17	Saulter Preserve	138106			\$25.00
28	Domestic Relations IV-D	1039			\$30,857.00
32	Specialty Courts	138112			\$339.68
34	V.O.J.O.	138039; 138071; 138079			\$239.54
35	Victim Services/RASA	138039; 138071; 138079			\$1,461.89
38	Divorce Fund	138090; 138071			\$221.37

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

Potter County Fiscal Summary – First of the Month – 01/04/2022

<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	138121-138138			\$40,376.75
10	General Fund – A/P Manual Checks	5			\$35.00
11	LEPC – Local Emergency Planning	2865			\$1,767.00
16	911 Fund	3295-3297			\$4,562.60

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

PUBLIC COMMENT

Citizen Dan Cowburn asked if there was any outcome from the special meeting of Jan. 12, 2022, during which the commissioners adjourned for an executive session for a personnel matter/grievance hearing. Commissioner Grupp responded that no action is imminent, and a follow-up session will be scheduled.

Mr. Cowburn also inquired about details of the county's contract with Douglas Morley for 911 system coordination and financial oversight, and he criticized a vendor that the county has engaged for 911-related technical assistance.

NEXT MEETING: Thursday, January 27, 2022 @ 11 a.m.

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



Potter County Executive Secretary


Approval Date