

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

January 27, 2022

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

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:24 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

**MINUTES** – January 13, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Lone bid received from Carpet Plus in Hamburg, N.Y., for carpeting replacement at the Potter County Courthouse. Maintenance Director Joe Kurtz reviewed the \$55,400 bid and recommended its approval. ~ **Action** ~ Comm. Heimel moved to accept the bid; Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Appointment of Ken Hoffman to the Potter County Human Services Alcohol, Tobacco and Other Drugs Advisory Board, term of August 2021 to August 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement with McCutcheon Enterprises Inc. and Potter County for coverage by a certified hazardous materials response agency for Potter County Department of Emergency Services, Jan, 1, 2022, to Dec. 31, 2022, at a fee not to exceed \$2,500. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

20/21

21/22

■ **MENTAL HEALTH (01/13/2022 – 06/30/2022)**

*Dickinson Mental Health Crisis Staff:*

Tom Patterson, Patty Allen & Bryonna Mann

N/A

New

No additional reimbursement required. This function is already part of the providers' duties.

■ **AGING (07/01/2021 – 06/30/2022)**

*UPMC Home Health Care of Central Pa., DBA Home Nursing Agency:*

Personal Care and Home Support

\$22.61/hr

No Change

*Lifeline Systems aka Philips Lifeline:*

Personal Emergency Response Buttons & Medication Dispensers

PERS

\$25.00/mo.

No Change

PERS w/Fall Detection

\$38.00/mo.

No Change

Cellular PERS

\$30.00/mo.

No Change

Cellular PERS w/Fall Detection

\$43.00/mo.

No Change

Med Dispensers

\$50.00/mo.

No Change

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

**TRAINING REQUESTS**

Anita Mead, Victim Services Coordinator, to attend Complex Homicide webinars. No cost.

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

Director Will Hunt, Charlie Tuttle and Peter DiBiase, GIS/Planning, to attend virtual training: Building a Strong Planning Commission and Managing the Subdivision Review Process. Registration fee. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**PERSONNEL**

Domestic Relations Director Andrea L. Lehman, with consent of President Judge Stephen Minor, has hired Sandi Dunlavey as a full-time Case Manager I with Potter County Domestic Relations, effective January 31, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**CHIEF CLERK REPORT**

None

**COMMISSIONERS' REPORTS**

Commissioner Grupp responded to an inquiry from a previous meeting by explaining that state regulations require each county to have in place a 911 Services Coordinator. She added that the contracted position in Potter County carries compensation that is lower than that of other eighth-class counties.

Commissioner Heimel reported on his attendance of the Alcohol, Tobacco and Other Drugs Advisory Board. He also attended the Potter County Planning Commission meeting and observed that public participation remains scant in meetings of those panels and multiple other county advisory boards and authorities. Dennis Goodenough, a member of the Potter County Housing and Redevelopment Authorities, confirmed that those meetings are often poorly attended, as well.

**BILLS**

**Potter County Human Services Fiscal Summary (01/27/2022)**

PAYROLL AUTOMATIC DEPOSITS	\$48,832.55
PAYROLL TAX TRANSFERS (EFTPS)	\$16,323.78
STATE TAX WITHHOLDINGS (ETIDES)	\$2,171.61
PAUC	\$42.51
Local W/H	\$707.34
Paytime P/R Charge	\$239.25
ACCOUNTS PAYABLE CHECKS – #71805-71807 (1/14)	\$50,200.69
ACCOUNTS PAYABLE CHECKS – #71808-71914 (1/27)	\$178,392.77
<b>Total Checks Written</b>	<b>\$296,910.50</b>

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

**Potter County Fiscal Summary – Special Run - 01/13/2022**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
16	911 Fund	3298-3300			\$2,818.43

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

**Potter County Fiscal Summary – 01/14/2022**

<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	138139-138228			\$259,322.79

10	General Funds – A/P Manual Checks	6			\$137,729.74
11	LEPC – Local Emergency Planning	2866-2868			\$302.05
14	Liquid Fuels	1603-1605			\$9,188.28
18	Automation Fund (Civil)	138182			\$1,104.34
34	V.O.J.O.	138192; 138187			\$189.42
35	Victim Services/RASA	138192; 138187			\$1,136.48
37	Triple Divide Water Monitoring	138223			\$106.14
56	COVID Local Fiscal Recovery	138167;138144			\$77,210.38
62	CDBG Entitlement	138204			\$1,012.44

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

**PUBLIC COMMENT**

A citizen asked the commissioners to hold their bimonthly business meetings during evening hours so that more members of the public can attend. Commissioner Grupp responded that the board has scheduled a series of evening Town Hall/Listening Sessions to allow citizens to share their opinions or suggestions.

A general conversation was held with Dennis Goodenough and members of the public on the need for safe and affordable housing in Potter County.

**NEXT MEETING:** Thursday, February 10, 2022 @ 11 a.m.

\*\*Town Hall/Listening session 6 pm Wednesday, Feb. 9, 2022.

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

  
Potter County Executive Secretary

*February 10, 2022*  
Approval Date