

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

February 24, 2022

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

CALL TO ORDER Commissioner Paul Heimel, Vice Chair, called the meeting to order at 11:00 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

MOTION TO AMEND: Comm Hayman noted the need to amend the meeting agenda to include the authorization of a title search on the former Oswayo Valley Senior Citizens Center in Shinglehouse. Motion made by Comm. Hayman, seconded by Comm. Heimel. Hayman yes; Heimel yes.

PUBLIC COMMENT ON AGENDA ITEMS

- None -

MINUTES -- Special Meeting Minutes, January 27, 2022, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

NEW BUSINESS

Authorization of title search on the former Oswayo Valley Senior Citizens Center and adjacent properties by Cornerstone Abstract of Coudersport. Oswayo Valley Historical Society has expressed an interest in acquiring the building from the county, but ownership records are unclear. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

Report on quarterly Board of Commissioners' Town Hall/Listening Session, held Feb. 9, 2022. Comm. Heimel summarized the input received during the town hall, including a request from Austin Borough Councilman Scott Hostetlar for financial support of infrastructure improvements and for information on other county services that could benefit the borough.

CONTRACTS AND AGREEMENTS

Telemental health/psychiatric services contract at Potter County Jail, as endorsed by the Potter County Jail Board of Inspectors. InSight Medical Group will provide Telemental Health Services at a cost of \$185/hour for adult psychiatrist; \$125/for adult psychiatric nurse practitioner and a \$500 set-up fee. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

Karpinski's Office Systems

Maintenance agreement for copier at Galeton Senior Center for \$285.00/year ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

TRAINING REQUESTS

Crystal Thomas, PCHS Drug & Alcohol, to attend the SAP Core Team Training, Port Allegany, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

PERSONNEL

Resignation of Sandy Hoffman, full-time Secretary/Clerk with the Sheriff Department, effective 02/22/2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes.

Sheriff Glenn Drake has accepted the resignation of Deborah Miller, part-time Courthouse Security Guard, effective 02/14/2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

Sheriff Glenn Drake II has hired James Culvey as Sheriff's Deputy, effective February 22, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

Krista Miller has hired Sandra Hoffman as First Deputy Treasurer, effective February 22, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

James Kockler, PCHS Administrator, requests hiring of Kelsey Valenti as Children and Youth Services Fiscal Technician Supervisor, effective February 22, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

James Kockler, PCHS Administrator, requests hiring of Maureen Mahaley as MH/ID Fiscal Officer I, effective February 28, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Jim Kockler, PCHS Administrator, requests the temporary emergency hiring of Shelby Dates as full-time Aging Care Manager I, effective February 22, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

COMMISSIONERS' REPORTS

Commissioner Heibel provided three updates:

--County officials are awaiting word on their application for a \$2.1 million federal grant to support extension of high-speed internet service to unserved or underserved areas of Potter County.

--Robert Reed from the Pa. Attorney General's Office presented a detailed workshop on the impact of trauma on criminal activity and law enforcement, as guest speaker for the quarterly Potter County Criminal Justice Advisory Board. Also, CJAB members approved a new strategic plan.

--The commissioners have applied for a national technical assistance program titled "Arts & Culture as an Economic Driver." This is a highly competitive program with only 10 applicants from across the U.S. to be accepted. Potter County proposes to bring together schools, libraries, community and civic organizations, local governments and other partners to expand arts and culture programs. Goals are to make the county more appealing to those seeking to relocate, while increasing the vitality of local communities for local residents.

BILLS

Potter County Human Services Fiscal Summary (02/25/2022)

PAYROLL AUTOMATIC DEPOSITS	\$42,114.38
PAYROLL TAX TRANSFERS (EFTPS)	\$13,706.42
STATE TAX WITHHOLDINGS (ETIDES)	\$1,881.07
PAUC	\$36.84
Local W/H	\$612.73
Paytime P/R Charge	\$155.50
ACCOUNTS PAYABLE CHECKS – #72028-72031 (2/11)	\$8,804.09
ACCOUNTS PAYABLE CHECKS – #72032-72146 (2/24)	\$294,040.42
Total Checks Written	\$361,351.45

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

Potter County Fiscal Summary – 02/11/2022

<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	Payroll – Direct Deposit	3329-3428			\$96,597.27
10	General Funds – Accounts Payable	138346-138444			\$234,027.39
10	General Funds – A/P Manual Checks	10			\$138,439.61
11	LEPC – Local Emergency Planning	2871-2892			\$14,255.96
16	911 Fund	3310-3311			\$1,141.11
18	Automation Fund (Civil)	138392			\$1,123.92
34	V.O.J.O.	138402; 138357			\$187.95
35	Victim Services/RASA	138402; 13857			\$1,127.70
38	Divorce Fund	138397			\$577.70
60	Hotel Excise Tax Fund	138439; 138413			\$62,512.19

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

PUBLIC COMMENTS:

Mark Buffington posed questions about the Potter County Historical Society and was critical of COVID-19 coronavirus health and safety restrictions in place at the organization’s museum. He was apprised that the county government has no jurisdiction.

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

ADJOURNMENT Commissioner Hayman moved to adjourn. Comm. Heibel seconded. Hayman yes; Heibel yes.



 Potter County Executive Secretary



 Approval Date