

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 24, 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. Nancy Grupp, Comm. Heimel, Comm. Barry Hayman, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler; all present.

**PUBLIC COMMENT ON AGENDA ITEMS**

- None -

**MINUTES** -- Meeting Minutes - March 10, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with the County of Erie for part-time use of Forensic Pathologist Eric Lee Vey, M.D., January 1, 2022, to December 31, 2022; retainer fee of \$1,600. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

21/22

22/23

■ **Mental Health (07/01/22 – 06/30/2023)**

*Northern Tier Children's Home*

Residential Services – Homeless Assistance, Transitional Living & CHIPP II Homeless	\$44.00/day	No Change
	\$ 5.00/meal (if needed)	No Change
Transitional	\$75.00/day	No Change

CHIPP II

Potter County Human Services will provide CHIPP II funds to the Northern Tier Children's Home/Women's Residential Rehabilitation Center for the purpose of providing 24/7 supervision of a female adult who qualifies for the funding as a result of being placed at the facility as opposed to an institution at higher cost.

*Teen Truth LLC (03/01/22 – 09/30/22)*

Assembly Experience Presentation (9/14/22) New Contract \$3,750.00

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

**TRAINING REQUESTS**

*Bryonna Mann* – PCHS Mental Health – Spring Conference, Skytop, Pa.

*Crystal Thomas and Katie Taylor* – PCHS Drug & Alcohol – Phase G Prevention Implementation, State College, Pa.

*Crystal Thomas* – PCHS Drug & Alcohol – Prevention 101, Altoona, Pa.

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

**PERSONNEL**

Robin Rogers: part-time Secretary Support Clerk with the Prothonotary Office, has resigned her position effective 02/24/2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Sheriff Glenn Drake II has hired Robin Rogers as full-time Secretary/Clerk, effective February 28, 2022. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2022 Liquid Fuel Tax funds from Ulysses Township, \$2,136.33; Harrison Township, \$3,993.33; Sylvania Township, \$348.70; Sharon Township, \$2791.06; Galeton Borough, \$1,952.44 and Eulalia Township, \$2,365.16. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported that a kick-off conference call was held for the Criminal Justice Collaboration Project. Potter is one of six counties in the U.S. chosen for this technical assistance program. It is designed to bring together partners in the criminal justice system, county administration, human services, law enforcement and other agencies to implement proven strategies to reduce crime/jail populations while providing re-entry services for those who are incarcerated.

Commissioner Hayman announced that the Potter County Veterans Service Committee and the county government have launched a new transportation service for military veterans requiring rides to medical appointments. He commended those who have been involved. Veterans Affairs Director Michael Pepper is the point person.

**BILLS**

**Potter County Human Services Fiscal Summary (03/24/2022)**

PAYROLL CHECKS (#5)	\$1,520.93
PAYROLL AUTOMATIC DEPOSITS	\$48,826.08
PAYROLL TAX TRANSFERS (EFTPS)	\$16,246.27
STATE TAX WITHHOLDINGS (ETIDES)	\$2,206.06
PAUC	\$43.19
Local W/H	\$718.57
Paytime P/R Charge	\$162.50
ACCOUNTS PAYABLE CHECKS – #72228 (3/15)	\$2,625.00
ACCOUNTS PAYABLE CHECKS – #72229-72332 (3/24)	\$139,879.03
ACCOUNTS PAYABLE CHECKS – #72333 (3/18)	\$4,450.00
<b>Total Checks Written</b>	<b>\$216,677.63</b>

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

**Potter County Fiscal Summary – Special Run – 03/14/2022**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	138672			\$274.00

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

**Potter County Fiscal Summary – 03/11/2022**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll – Direct Deposit	3529-3631			\$99,792.11
10	General Funds – Accounts Payable	138566-138671			\$214,293.66

10	General Funds – A/P Manual Checks	14			\$142,644.45
11	LEPC – Local Emergency Planning	2894-2896			\$217.60
16	911 Fund	3320-3324			\$59,575.34
20	Supervision Fees (County) (CO)	138570; 138573			\$1,533.58
32	Specialty Courts	138570			\$216.86
34	V.O.J.O.	138580; 138622			\$191.52
35	Victim Services/RASA	138580; 138622			\$1,149.13
38	Divorce Fund	138638; 138614			\$22,559.70
53	COVID-19 County Relief Impact	138605; 138670			\$1,717.63
59	P.C. Victim Impact Panel (CO)	138636			\$116.00
64	Gas Well Impact- Capital Reserve	138638			\$200,000.00

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

**Potter County Fiscal Summary – Special Run – 03/17/2022**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	138673			\$2,196.31

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

**Potter County Fiscal Summary – Special Run – 03/18/2022**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	138674-138675			\$5,284.64

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

**PUBLIC COMMENT:**

None

**NEXT MEETING:** Thursday, March 24, 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