

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

April 7, 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 24, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

GUESTS

Bryonna Mann, director of the Mental Health Division of Potter County Human Services, detailed recent changes made by the agency in response to growing demand. Blended Case Management caseload has grown from four clients to between 25 and 30. The Mental Health Division is expanding the Project Yellow Ribbon suicide prevention and education program, as well as the Student Assistance Program in local schools, crisis services, a transitional living/homelessness program, and services to help those who are re-entering society after being jailed. The agency hopes to resume support group services that were once provided in the county.

J Executive Director Jim Chorney, Sherry Dumire and Katie Lenze from Northcentral Pa. Regional Planning and Development Commission discussed new services that agency is providing, including assistance for county and local governments seeking federal grants.

NEW BUSINESS

Proclamation – 2022 Conservation Week, April 10 – 16, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Director Jason Childs was present to accept the Proclamation and provided the Commissioners a review of the projects that the Conservation District have been doing and upcoming projects and events.

CONTRACTS AND AGREEMENTS

Priscilla Watson has terminated her contract with the Register and Recorder effective March 15, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Maintenance Agreement Renewal with KOS, Inc. for maintenance services of the copier in the Potter County Jail at an annual rate of \$285.00, effective February 10, 2022, to February 10, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■ **Drug & Alcohol (10/01/20 – 09/30/2022)**

Sage Consulting

New Contract

Evaluation Services	\$12,900.00/yr.
Prevention Services – Social Media	\$ 2,400.00/yr.
Other Prevention Services; Mindfulness Series	\$ 6,500.00/yr.

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

TRAINING REQUESTS

Krista Miller; Treasurer to attend the PAPERS Spring Forum, virtual. Requests registration.

Judge Christopher Kalacinski; Galeton MDJ to attend the 2022 Special Court Judges Association of PA Conference, Malvern, PA. Requests registration, and lodging.

Warden Angela Milford to attend PPWA Spring Training Conference, Harrisburg, PA. Requests registration and mileage.

Dean Predmore with Emergency Services to attend the NCTF Symposium, Williamsport, PA. Requests mileage.

Thomas Patterson, James Kockler & Judge Minor to attend the PA Courts Children's Roundtable Summit, Seven Springs, PA. Requests registration, lodging, mileage and meals.

Maureen Mahaley with PCHS Fiscal to attend the PCYA March Quarterly Meeting, State College, PA. Requests registration, lodging, mileage and meals.

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

PERSONNEL

Edward V. Reeves; Assistant District Attorney with the District Attorney's Office, has resigned his position effective 03/25/2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

MacKenzie Davis has resigned as part-time Records Preservation Clerk in the Prothonotary Office effective March 23, 2022. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Kathy Schroeder has hired MacKenzie Davis as part-time Support Clerk in the Prothonotary Office effective March 24, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Ken Hoffman, ID Program Specialist II with PCHS has resigned his position effective June 03, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

William Hau, PCHS Fiscal Officer I has resigned his position effective May 20, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS Fiscal has hired Pamela Rapp as full-time Fiscal Technician effective April 4, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

PCHS has hired Brenda Chilson as full-time Clerk Typist II effective April 18, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS has hired Shelby Dates as full-time Aging Care Manager I effective April 11, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PCHS has hired Michele Mather as full-time Aging Care Manager I effective April 11, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS has hired Kristen Gordon as full-time Children & Youth Caseworker II, effective April 11, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

LIQUID FUELS TAX APPLICATIONS

Applications received for 2022 Liquid Fuel Tax Funds from West Branch Township, \$1,682.87; Pike Township, \$1,034.30; Ulysses Borough, \$1,217.60; ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

COMMISSIONERS' REPORTS

Commissioner Heimel congratulated Potter County Veterans Affairs Director Michael Pepper on his selection as Citizen of the Year by American Legion Post 192.

Commissioner Grupp issued a reminder of the 8-1-1 telephone information clearinghouse for those who are planning to excavate, in recognition of April as Safe Digging Month.

BILLS

Potter County Human Services Fiscal Summary (04/07/2022)

PAYROLL AUTOMATIC DEPOSITS	\$51,308.25
PAYROLL TAX TRANSFERS (EFTPS)	\$16,878.47
STATE TAX WITHHOLDINGS (ETIDES)	\$2,254.81
PAUC	\$44.10
Local W/H	\$734.46
Paytime P/R Charge	\$502.75
ACCOUNTS PAYABLE CHECKS – #72334-72336 (3/29)	\$758.58
ACCOUNTS PAYABLE CHECKS – #72337-72372 (4/7)	\$35,987.12
ACCOUNTS PAYABLE CHECKS – #72450-72526 (4/7)	\$74,437.79
Total Checks Written	\$182,906.33

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

Potter County Fiscal Summary – 03/25/2022

<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	3632-3731			\$99,627.36
10	General Funds – Accounts Payable	138677-138766	138701; 138751; 138764	\$8,351.46	\$126,384.96
10	General Funds – A/P Manual Checks	15			\$141,608.17
15	North Fork Dam	138752			\$26.25
16	911 Fund	3325-3330			\$27,191.42
17	Saulter Preserve	138752			\$25.00
18	Automation Fund (Civil)	138715			\$1,101.21
34	V.O.J.O.	138718; 138725			\$183.70
35	Victim Services/RASA	138718; 138725			\$1,102.22
37	Triple Divide Water Monitoring	138759			\$156.65
53	COVID-19 County Relief Impact	138720; 138713			\$4,141.20

64	Gas Well Impact-Capital Reserve	138736			\$100,000.00
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~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Potter County Fiscal Summary – Special Run: 03/31/2022

<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	3732-3761			\$7,819.74
10	General Fund – A/P Manual Checks	16			\$10,023.17

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

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

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	138767-138779			\$107,113.35
10	General Fund – A/P Manual Checks	18			\$35.00
16	911 Fund	3331-3332			\$421.15
64	Gas Well Impact-Capital Reserve	138772			\$50,000.00

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

PUBLIC COMMENT:

- None

NEXT MEETING: Thursday, April 21, 2022 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date



Established
1804

Nancy J. Grupp, Chair
Paul W. Heimel, Commissioner
Barry Hayman, Commissioner

County of Potter Board of Commissioners

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Jessica M. Giebel, Chief Clerk
Thomas R. Shaffer, Solicitor

PROCLAMATION

Conservation District Week 2022

Whereas, conservation districts are local units of government established under state law to carry out natural resource management programs.

Whereas, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands.

Whereas, Conservation districts were created in PA in 1945 in response to the dust bowl of the 1930's to improve soil and water conservation.


Whereas, each county in PA has a conservation district except for Philadelphia.

Whereas, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment.

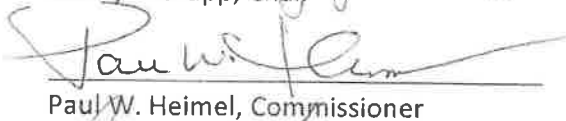
Whereas, districts also work with many partners including government agencies, private organizations, businesses, and others – to accomplish their mission of supporting and helping landowners to conserve natural resources.

Whereas, the districts are each led by a volunteer board of directors with farmers, public members, and a member of county government. The board identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan.

Now Therefore, the Potter County Commissioners do hereby proclaim, *April 10 – 16, 2022 as Conservation District Week* commemorating the great work accomplished by PA's 66 Conservation Districts.



Nancy J. Grupp, Chair

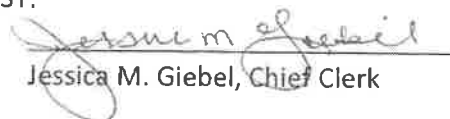


Paul W. Heimel, Commissioner



Barry Hayman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk