

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

May 19, 2022

(Meetings recorded and destroyed after mtg. mins. approval)

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, Recording Secretary Danielle Gietler, and Chief Clerk Jessica Giebel, all present.

PUBLIC COMMENT ON AGENDA ITEMS

None

MINUTES -- Meeting Minutes – May 5, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Sale of property from County Repository: 77 Thorn Street, Austin, Pa., for \$2,000. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Awarding of funds from Pa. Act 13/Shale Gas Impact Fee, Restricted Use Account for Bridge Repairs: Pleasant Valley Township, \$40,000; Homer Township, \$36,500. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with ESRI for Enterprise Software under a Small Enterprise License Agreement for a three-year term, \$27,500 per year for a total price of \$82,500, as requested by GIS Department. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with KOS Inc. for maintenance of copier in Commissioners office, \$.078/color copy and \$.008/black & white copy; May 25, 2022, to May 25, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with KOS Inc. for maintenance of copier in Auditors Office, \$.08/color copy and \$.009/black & white copy; May 12, 2022 to May 12, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with KOS Inc. for maintenance of copier in Probation Department, \$360.00 per year; May 16, 2022 to May 16, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Contract with Christopher Bickel for lawnmowing services at former Oswayo Valley Senior Center and District Judge office; total of \$70/mowing, combined. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Renewal of agreement with Linstar for software maintenance of door-locking system at Gunzburger Building, yearly cost of \$850; July 1, 2022 to June 30, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■ **Aging (03/21/2022 – 06/30/2022)**

Active Aging Inc.

Oversight of PC Older Protective Services; superv. new cases, data entry, file review, consultations, meetings.

New Contract

\$60/hr.
\$0.56/mi.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ Intellectual Disability (07/01/2022 – 06/30/2023)

Susquehanna Software

Susquehanna Software provides the county with the software to bill for support coordination & technical support throughout the year.

\$3,000.00 annually \$3,200.00 annually

Service Access & Management (SAM)

SAM will determine eligibility or level of care on behalf of the Administrative Entity & acquire the necessary documentation for waiver eligibility.

New Contract \$17.74/15 min.

■ Coordinated Services (07/01/2022 – 06/30/2023)

Transportation – Area Agency on Aging

\$2.15/loaded mile No Change

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

TRAINING REQUESTS

Kathleen Brooks with DES to attend IST Training, June 1-2, 2022, virtually. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Glenn Dunn & Dean Predmore with DES to Attend IST Training- PEMA Quarterly, June 1-2, 2022 in Harrisburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Nicole Larsen & Mandy Andreano with Register of Wills/Recorder of Deeds Office, Register of Wills Annual Conference, July 11-15, 2022, in Skytop, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

PERSONNEL

Austin Dickerson, full-time Correction Officer with the Potter County Jail, has resigned his position effective May 21, 2022. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Ellen Russell, full-time Potter County Community Development Director, has resigned her position effective May 24, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Kim Schaar, full-time First Deputy with Potter County Prothonotary Office, has resigned her position effective June 30, 2022. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Grupp seconded. Heibel yes; Grupp yes; Hayman yes.

Danielle Stilson, full-time secretary/clerk with District Judge Office in Galeton, has resigned her position effective May 31, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

COMMISSIONERS' REPORTS

Commissioner Grupp announced that households are eligible for another round of COVID-19 at-home test kits. She also advised that the U.S. Dept. of Transportation has made available funding for local governments under the Safe Streets and Roads for All program.

Commissioner Hayman provided an update on the Community Garden. Organizations or individuals can apply for one of the raised-box gardens. Goal of the project is to reduce food insecurity and encourage healthy eating in the county.

Commissioner Heibel announced that Cameron and Clinton counties have signed on to the latest mission by the Pa. State Land Tax Fairness Coalition, which is pursuing legislation to raise payments-in-lieu of taxes for state-owned land and to secure portions of revenue derived by the state from timber sales and oil/gas leases for school districts, counties, townships and boroughs. More counties are expected to sign on in the coming weeks.

BILLS

Potter County Human Services Fiscal Summary (05/19/2022)

PAYROLL AUTOMATIC DEPOSITS	\$49,212.68
PAYROLL TAX TRANSFERS (EFTPS)	\$15,852.71
STATE TAX WITHHOLDINGS (ETIDES)	\$2,172.71
PAUC	\$42.53
Local W/H	\$707.69
Paytime P/R Charge	\$155.50
ACCOUNTS PAYABLE CHECKS – #72623-72728	\$172,498.52
ACCOUNTS PAYABLE CHECKS – #72729	\$1,436.31
Total Checks Written	\$242,078.65

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

Potter County Fiscal Summary – Special Run: 05/05/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	138992-138994			\$16,879.13

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

Potter County Special Run Fiscal Summary –05/06/2022

<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	3991-4090			\$96,313.81
10	General Funds – Accounts Payable	138996-139086	1866	\$3,512.23	\$102,325.46
10	General Funds – A/P Manual Checks	24			\$137,975.98
11	LEPC-Local Emergency Planning	2901-2902			\$130.95
16	911 Fund	3346-3350			\$6,960.53
17	Saulter Preserve	139060			\$26.14
18	Automation Fund (Civil)	139028			\$3,023.92
22	Farmland Preserv. & Rollback	138995			\$221.50
32	Specialty Courts	139072			\$279.67
34	V.O.J.O.	139003; 139032; 139034; 139045			\$257.17
35	Victim Services/RASA	139003; 139032; 139034; 139045; 139077			\$4,260.77
38	Divorce Fund	139032; 139037			\$23,923.47

56	COVID-19 County Relief Grant	139083			\$1,500.00
60	Hotel Excise Tax Fund	139076; 139037			\$37,485.90
65	Gas Well Impact-Highway Bridge	139025			\$36,500.00

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

Potter County Fiscal Summary – Special Run: 05/18/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
65	Gas Well Impact-Highway Bridge	139087			\$40,000.00

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

PUBLIC COMMENT:

Several citizens attending the meeting aired their complaints about sign removal and other issues at local voting precincts during the May 17 General Election. The commissioners will confer with Sandra Lewis, director of elections, on the issues that were raised and review the training process that is used to prepare local poll workers for each election.

NEXT MEETING: Thursday, June 2, 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