

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

August 25, 2022

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

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:04 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

AMENDMENT TO AGENDA -- Requested to add Rea Gibble's resignation to meeting agenda. ~ **Action** ~ Comm. Hayman moved to amend. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

MINUTES – **Amended Meeting Minutes – July 28, 2022** ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Meeting Minutes – August 11, 2022 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

NEW BUSINESS

Proclamation declaring September 2022 as Hunger Action Month in Potter County. Ryan Prater, representing Central Pennsylvania Food Bank, discussed the importance of donating, participating, and advocating for local food banks. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resolution 3 of 2022, (CDBG requirement) to apply for CDBG Funds FFY 2022. Funds to be used for improvements to municipal water system in Ulysses Borough. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Resolution 4 of 2022 (CDBG requirement) Fair Housing Compliance. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Re-appointment of Shawn Wolfinger to the Potter County Redevelopment Board; five-year term 07/13/2022 – 07/01/2027. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Installation, monitoring and service agreement with Doyle for an upgraded security system at Emergency Services facility. Down-payment, \$920; fee \$144.25/month. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>20/21</u>	<u>21/22</u>
■ Intellectual Disabilities (06/07/2022 – 08/31/2022)		
<i>Kenneth Hoffman</i> – Contractor/Training ID Dept.	New Contract	\$30.00/hr.

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>21/22</u>	<u>22/23</u>
■ Children & Youth (07/01/2022 – 06/30/2023)		
<i>George Junior Republic</i>		
Regular Residential	\$274.80	\$280.30
Special Needs	\$318.75	\$326.00
Drug & Alcohol	\$241.80	\$255.00
Diagnostic	\$282.00	\$295.00
Intensive Supervision Unit	\$422.20	\$430.65
Special Needs M.A.	\$128.64	No Change
Drug & Alcohol M.A.	\$ 82.94	No Change

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>21/22</u>	<u>22/23</u>
<i>Pentz Run Youth Services, Inc.</i>		

Group/Shelter	\$170.13/diem	\$204.16/diem
Transitional Living	\$130.39/diem	\$156.47/diem
Out-of-Area Transportation	\$.55/mi.	No Change
Fee for Service – per event	\$ 85.07	\$102.08
After Care/Mobile Case Mng. Program		
@ Pentz Run Youth Services	\$ 55.00/hr.	\$ 70.00/hr.
In-Home	\$ 65.00/hr.	\$ 85.00/hr.

Keystone Adolescent Center

Keystone Adolescent Center	\$173.80	\$275.00
Intensive Residential Male Shelter	\$290.00	\$375.00
Shelter	N/A	\$205.00
Keystone Female Services	\$182.97	\$275.00
Intensive Residential Female	\$296.00	\$375.00
Shelter	N/A	\$205.00
Transitional Living – Males Apt. #1	\$152.46	\$180.00
Apt. #2	\$151.46	\$180.00
Apt. #3	\$151.46	\$180.00
Apt. #4	\$151.46	\$180.00
Apt. #5	\$151.46	\$180.00
Transitional Living – Females		
Foster Care Program		
Children Birth – 11 yrs. of age	\$ 78.00	No Change
Youth Ages 12 and older	\$ 83.00	No Change
Mother/Baby Care (any age)	\$118.00	No Change
Supported Placement Level I & II	\$ 91.00	No Change
Supported Placement Level III & IV	\$106.00	No Change
Medically Dependent	\$ 91.00	No Change
Additional services/rates/contract		

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

TRAINING REQUESTS

Auditors Pauline Kleintop, Michele Gledhill and Kathy Wagner, annual convention in Lewisburg, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Hayman yes; Grupp yes.

Meal expense for Glenn Dunn, Dean Predmore, Nikki Shadle, Bruce Brooks, Dan Reilly, Jim Douglas, Julie Logue and Doug Morley during training at DES Office. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

VA Director Michael Pepper to attend the PA DMVA Annual Certification Training in State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS Aging Supervisor Isaac Musser to attend the PDA/P4A Quarterly Meeting, Sept. 6-8 in Harrisburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Potter County District Attorney's Office announces the end of summer internship for the summer of Derek Hartman, effective July 20,2022. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

End of temporary assignment in county administration office for the summer intern Parker Glover, Aug. 19,2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

End of temporary assignment for IT intern Hunter Giebel, Aug. 19, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Peter DiBiase, GIS Secretary/Clerk, resignation effective August 19, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Director of GIS/Planning; William Hunt requests the hiring of Peter DiBiase to fill GIS Technician vacancy in Planning Department, effective August 22, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Hiring of Florence Mainus as a part-time Senior Center Operator I for the Galeton, effective August 31, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Termination of employment of William Solomon, IT Director, effective August 24, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Rea Gible, Domestic Relations Assistant Director, has resigned her position effective August 12, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

COMMISSIONERS' REPORTS

Commissioner Hayman reported that a free roadside vegetable stand has been established at the Community Garden on Water Street. Members of the public may help themselves to items that garden volunteers place in the stand.

Commissioner Heimel reported on a brainstorming session held Aug, 18 to launch the Creative Counties Placemaking Challenge. A community development specialist, Bill Menner will be working with local leaders and volunteers to create and implement a strategic plan to use arts and culture as a tool for economic development and population retention/recruitment. The group has identified resurrection of the Potter County Arts Council as a priority.

BILLS

Potter County Human Services Fiscal Summary (08/11/2022)

PAYROLL CHECKS #73423	\$211.09
PAYROLL AUTOMATIC DEPOSITS	\$43,498.18
PAYROLL TAX TRANSFERS (EFTPS)	\$13,862.75
5/19 CORRECTIONS (EFTPS)	\$0.01
STATE TAX WITHHOLDINGS (ETIDES)	\$1,955.23
PAUC	\$38.29
Local W/H	\$636.87
Paytime P/R Charge	\$472.25
ACCOUNTS PAYABLE CHECKS – #73423-73549	\$200,019.33
ACCOUNTS PAYABLE CHECKS – #73421	\$5,137.65
ACCOUNTS PAYABLE CHECKS – #73422	\$864.86
Total Checks Written	\$266,696.51

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

Potter County Human Services Fiscal Summary (08/25/2022)

PAYROLL AUTOMATIC DEPOSITS	\$45,165.94
PAYROLL TAX TRANSFERS (EFTPS)	\$13,934.31
STATE TAX WITHHOLDINGS (ETIDES)	\$1,961.59
PAUC	\$38.41
Local W/H	\$638.97
Paytime P/R Charge	\$148.50
ACCOUNTS PAYABLE CHECKS – #73550-73689	\$228,128.75
Total Checks Written	\$290,016.47

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

Potter County Fiscal Summary -08/12/2022

<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	5167-5267			\$94,354.89
10	General Funds – Accounts Payable	139825-139924			\$203,960.52
10	General Funds – A/P Manual Checks	43			\$133,901.76
11	LEPC-Local Emergency Planning	2928-2931			\$618.23
15	North Fork Dam	139904			\$2,500.00
16	911 Fund	3390-3394			\$5,570.33
17	Saulter Preserve	139843			\$53.75
18	Automation Fund (Civil)	139867			\$1,123.92
20	Supervision Fees (County) (CO)	139861			\$107.90
28	Domestic Relations IV-D	1047			\$7,447.00
34	V.O.J.O.	139881			\$180.00
35	Victim Services/RASA	139881			\$1,115.00
38	Divorce Fund	139872			\$834.10
56	COVID-19 County Relief Grant	139852; 139831; 139894			\$105,898.02
60	Hotel Excise Tax Fund	139916; 139889			\$63,430.67

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

NEXT MEETING: Thursday, September 8, 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