

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

November 3, 2022

(Meetings recorded and destroyed after meeting minutes 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. Paul Heimel, Comm. Nancy Grupp, Comm. Barry Hayman, Recording Secretary Danielle Gietler, and Chief Clerk Jessica Giebel, all present.

PUBLIC COMMENTS ON AGENDA - None

MINUTES – October 20, 2022 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Comm. Hayman abstained.

GUEST

Colleen Osgood, representing the Galeton Food Pantry, thanked the commissioners for their \$5,000 donation to the food bank, pointing out that volunteers have experienced increased demand for food and higher prices.

NEW BUSINESS

Approval of the Salary Board & Retirement Board meeting schedule for 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel yes.

CONTRACTS AND AGREEMENTS

Amendment to contract with Dawn Dovensky, mental health counselor at the Potter County Jail, increased compensation to \$75/hour as recommended by Cost Management Plus Inc., effective 01/01/2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes.

Contract with Sarah Seeley for cleaning service of the District Justice office in Coudersport for \$20.00 per hour, Jan. 1, 2022, to Dec. 31, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Comm. Heimel yes.

Consulting service contract with Mark Spencer for Domestic Relations Office training at a rate of \$30.00 per hour, Nov. 2, 2022, to Dec. 31, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Comm. Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging**

KOS, Inc. (10/09/2022 – 10/09/2023)

Copier maintenance agreement for

Galeton Senior Center and services as needed

\$285.00/yr.

No Change

Purfoods LLC aba Mom's Meals (07/01/22 to 06/30/23)

Home-delivered meals, alternative provider with

the capability to deliver meals to

individuals who live outside of town in the most rural

parts of the county

\$6.25/HDM

\$6.37/HDM

\$7.14/Pureed HDM

\$7.28/Pureed

HDM

Active Aging Inc. (11/01/22 to 12/31/22) Provides protective services supervision of cases, data entry in SAMS, and available for consultations by PS staff as needed. Fill in on the on-call back up supervisor rotation as mutually agreeable

\$60/hr. No Change
 \$0.56/mi. reimb. No Change
 \$350/wk. on-call as mutually agreeable

■ Drug & Alcohol (10/01/22 to 09/30/24)

Sage Consulting

Evaluation Services \$12,900/yr. No Change
 Prevention Services – social media \$2,400.00/yr. No Change
 Other Prevention Services;
 Mindfulness Series \$6,500.00/yr. No Change

Children & Youth (07/01/21 to 06/30/22)

Adelphoi Village, Inc. - Shelter/Residential Placement with treatment services

Male Female	Description	Prior Cost	Current Cost
Female	Intensive Supervision MH Focus – Colony, Marker, Susan’s, and Alliance	\$325.40	\$361.89
Male	Intensive Supervision –Greystone, Sweeney, Raphael	\$280.40	\$293.31
Male	Enhanced Supervision – Manor	\$351.22	\$380.01
Male	Substance Abuse – Margaret	\$301.32	\$345.41
Male	Sexual Offenses – Benet and Williams	\$270.78	\$298.80
Male	Sexual Offenses MH Focus – Vincent & Loyalhanna	\$325.40	\$361.89
Male	Sexual Offenses LaSa Quik (Eastern Region)	\$316.90	\$336.73
Female/ Male	Shelter – (F) Alliance, Colony, Marker, Susan’s / (M) Anchor, Benet, Greystone, Loyalhanna, Mon Run, Raphael, Sweeney, Vincent, Williams	\$296.66	N/A
Male	Secure – Sexual Offenses – Middle Creek I	\$408.31	\$397.11
Fe/Male	Secure – (F) Middle Creek II / (M) Middle Creek III and Manor	\$373.78	\$397.11
Male	Specialized Independent Living – Hilltop and Saxman	\$246.96	\$288.97

Alcohol and Drug Abuse Services

Strengthening Families Program and Triple-P (4) both evidence-based programs

Strengthening Families Program \$35,071.04/suc. \$35,071.00/suc.
 Series of classes series of classes
 Triple-p (4) No prior use \$69,224.00 yr. max.

Merakey (07/01/22 to 06/30/23)

Recruitment New Contract \$10,000.00
 Foster Home Recruitment

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

TRAINING REQUESTS

Peter DiBiase, GIS/Planning, Community Development Dept., ESRI Rural Edge, Coraopolis, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel yes.

PERSONNEL

Andrea Lehman, resignation of trainer position with Domestic Relations Office, effective Oct. 17, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel yes.

Joshua Jackson, part-time courthouse security guard, resignation effective October 23, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Comm. Hayman yes.

COMMISSIONERS' REPORTS

Commissioner Heimel announced that the Potter County Planning Commission and its consultant continue to work on revisions to the Potter County Subdivision and Land Development Ordinance, including changes to provisions dealing with campground developments, energy facilities and outdoor lighting. A public comment period will be announced. The new ordinance will be submitted to the Board of Commissioners for adoption.

Commissioner Grupp noted that \$20,000 grants have been made to Austin Borough and Bingham Township from the county's Pa. Act 13 Shale Gas Impact Fee Restricted Use (Bridges) Account. The two projects were tied for first place in the county's competitive scoring system.

Commissioner Hayman reported that a blight removal fund that the county established under Pa. Act 152 continues to grow. A committee formed to operate the program will meet on Nov. 9. Fees attached to deed recordings are deposited into the Act 152 account for allotment to townships or boroughs that acquire blighted properties with the intention of removing unsafe or unsightly structures.

BILLS

Potter County Human Services Fiscal Summary (11/03/2022)

PAYROLL CHECKS	\$287.60
PAYROLL AUTOMATIC DEPOSITS	\$47,405.73
PAYROLL TAX TRANSFERS (EFTPS)	\$14,680.01
STATE TAX WITHHOLDINGS (ETIDES)	\$2,070.21
PAUC	\$40.62
Local W/H	\$674.34
Paytime P/R Charge	\$496.75
ACCOUNTS PAYABLE CHECKS – Check #74109-74217	\$187,897.95
ACCOUNTS PAYABLE CHECKS – Check #74107	\$3,773.45
ACCOUNTS PAYABLE CHECKS – Check #74108	\$1290.25
Total Checks Written	\$258,616.91

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

Potter County Fiscal Summary –10/07/2022

<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	5844-5939			\$96,321.27
10	General Funds – Accounts Payable	140281 - 140375	140311	\$229.66	\$249,714.76
10	General Funds – A/P Manual Checks	56			\$134,974.39
11	LEPC-Local Emergency Planning	2947-2948			\$749.74
15	North Fork Dam	140363			\$25.00
16	911 Fund	3430-3434			\$12,167.90
17	Saulter Preserve	140363; 140316			\$80.13
34	V.O.J.O.	140311; 140324; 140375	140311	\$1,127.46	\$1,364.21
35	Victim Services/RASA	140311; 140324; 140375	140311	\$466.45	\$1,888.56

38	Divorce Fund	10324			\$159.94
56	COVID-19 County Relief Fund	140368			\$2,156.00

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

Potter County Fiscal Summary – Special Run – 10/31/2022

<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	5814-5843			\$7,820.46
10	General Funds – Accounts Payable	57			\$10,016.23

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

Potter County Fiscal Summary – First of the Month 11/01/2022

<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	General Funds – Accounts Payable	140376 – 140388			\$71,459.41
10	General Funds – A/P Manual Checks	60			\$35.00
16	911 Fund	3435-3436			\$421.15

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

NEXT MEETING: Thursday, November 17, 2022 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date