

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

December 1, 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. Barry Hayman, Comm. Paul Heimel, Comm. Nancy Grupp, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENTS ON AGENDA ITEMS – None

MINUTES – November 17, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Highest bid for Cub Cadet Tank Zero-Turn posted with Municibid auction service was \$3,000 from Eric Pinkerton. ~**Action**~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Highest bid for Smith Spreader posted with Municibid auction service was \$260 from Tyrell Ayers. ~**Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Professional services contract renewal with Doug Morley as 9-1-1 coordinator, technical advisor and financial advisor, at the same fee of \$24,000, effective Jan. 1, 2023, to Dec. 31, 2023. ~**Action**~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Lease agreement with Pitney Bowes for Voter Registrations/Elections Office at a rate of \$60.58/month, effective November 2022 to October 2027. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with contractor Nancy Dill d/b/a Cameron Reporting as court reporter at a rate of \$250/half-day and \$450/full-day, Nov. 1, 2022, to Oct. 31, 2023. ~**Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract renewal with Anita J. Mead as Victim/Witness Coordinator at a rate of \$18.00 per hour, Jan. 1, 2023, to Dec. 31, 2023. ~**Action**~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ PCHS (11/17/2022 – 11/17/2023)

KOS – Maint. Agreement Admin. Office \$297/yr. No Change

■ Mental Health (07/01/2022 – 06/30/2023)

Dickinson Center Inc.

Outpatient	\$28,000.00	No Change
Psychiatric Rehabilitation Program	\$30,000.00	No Change
School Mental Health Specialists	\$77,170.00	\$73,582.00
Intensive Outpatient Program	\$ 5,000.00	No Change
Family-Based Program	\$ 7,500.00	No Change
Drop-In Center	\$66,720.00	No Change
Peer Specialist Services	\$ 7,500.00	No Change

■ Children & Youth (07/01/2022 – 06/30/2023)

Center for Community Resources Inc.

Family Group Decision Making

Successful Referral \$ 1,000.00 ea. No Change

Unsuccessful Referral \$ 250.00 ea. No Change

Family Group Meeting \$ 3,000.00/suc. mtg. No Change

Family Group Meeting \$ 2,000.00 suc. mtg. No Change

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

TRAINING REQUESTS

Ricky Hurler, Potter County Jail, Pa Dept. of Corrections Training Academy, Elizabethtown, Pa.

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

Isaac Musser, Area Agency on Aging, Quarterly Directors Meeting, State College, Pa. ~**Action**~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Kiara Perkins, PCHS Mental Health, Homes within Reach Conference, Hershey, Pa. ~**Action**~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Jamie Wood and Kristen Gordon, Children & Youth Services, Forensic Interviewing of Children (online). ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

PERSONNEL

William Hunt, GIS/Planning/Community Development Director, recommends hiring Kal Logue as the Community Development/Block Grant Coordinator, effective Dec. 12, 2022. ~**Action**~ Comm.

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

COMMISSIONERS' REPORTS

Commissioner Grupp announced that members of the Oswayo Valley Senior Center and students from Oswayo Valley School District are in Harrisburg to see the Christmas tree, for which they made and donated ornaments.

Commissioner Heimel reported that bids from potential operating partner/concessionaires at Denton Hill State Park will be opened by the Pa. Dept. of Conservation and Natural Resources in January. The commissioners are contacting DCNR leadership and members of the state legislature to emphasize the importance of the park to the local economy, and to request sufficient state investments to ensure that the park's four-season recreation plan can be implemented.

Commissioner Hayman noted that, based on DCNR's inability to secure a concessionaire for several years, the department might need to increase incentives in the bid solicitation.

The Commissioners expressed their appreciation to Chief Clerk Jessica Giebel for her work on the county's 2023 operating budget. As drafted, the budget would not require an increase in real estate taxes or the imposition of a per-capita tax, marking the fifth consecutive year that taxes have not increased.

BILLS

Potter County Human Services Fiscal Summary (12/01/2022)

PAYROLL AUTOMATIC DEPOSITS	\$46,458.10
PAYROLL TAX TRANSFERS (EFTPS)	\$14,289.15
STATE TAX WITHHOLDINGS (ETIDES)	\$2,016.94
PAUC	\$39.55
Local W/H	\$656.97
Paytime P/R Charge	\$488.00
ACCOUNTS PAYABLE CHECKS – Check #74317-74417	\$366,283.85
ACCOUNTS PAYABLE CHECKS – Check #74313	\$3,375.00
ACCOUNTS PAYABLE CHECKS – Check #74314	\$756.08

ACCOUNTS PAYABLE CHECKS – Check #74315	\$3,763.14
ACCOUNTS PAYABLE CHECKS – Check #74316	\$385.00
Total Checks Written	\$473,372.14

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

AMMENDED Potter County Fiscal Summary –11/18/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks	5003			\$210.40
10	Payroll – Direct Deposit	6038-6134			\$100,869.87
10	General Funds – Accounts Payable	140485-140594, 140597			\$238,677.74
10	General Funds – A/P Manual Checks	63			\$143,666.84
11	LEPC-Local Emergency Planning	2949-2951			\$212.71
14	Liquid Fuels	1760-1761			\$4,238.43
15	North Fork Dam	140579			\$25.00
16	911 Fund	3445-3454			\$33,900.31
17	Saulter Preserve	140579			\$26.36
18	Automation Fund (Civil)	140534			\$737.85
34	V.O.J.O.	140521; 140540			\$242.34
35	Victim Services/RASA	140521; 140540			\$1,488.21
38	Divorce Fund	140540			\$726.05
56	COVID-19 County Relief Grant	140532; 140560; 140485			\$68,159.88
62	CDBG Entitlement	140596; 140598			\$30,821.73
64	Gas Well Impact-Capital Reserve	140492; 140496; 140505			\$15,000.00

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

Potter County Fiscal Summary – Special Run – 11/23/2022

<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	140612-140614			\$16,301.20

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

Potter County Fiscal Summary Retirement-11/30/2022

<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	6136-6165			\$7,820.54
10	General Funds – A/P Manual Checks	64			\$10,016.15

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

Potter County Fiscal Summary First of the Month –12/01/2022

<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 Fund – Accounts Payable	140599-140611			\$72,593.70
10	General Funds – A/P Manual Checks	66			\$35.00
16	911 Fund	3455-3456			\$421.15

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

Potter County Fiscal Summary – Special Run – 11/29/2022

<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	140768-140769			\$2,223.23

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

PUBLIC COMMENT:

Citizen Mark Buffington posed questions about the role of the county solicitor and inquired about steps the commissioners are taking to improve training of township and borough election workers. Comm. Grupp responded that the board has discussed training procedures with the Director of Elections and a committee may be assembled to pinpoint changes in training.

NEXT MEETING: Thursday, December 15, 2022 @ 11 a.m.

ADJOURNMENT: ~ Action ~ Comm. Grupp moved to adjourn. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.


Potter County Executive Secretary


Approval Date