

~ *Minutes* ~
POTTER COUNTY COMMISSIONERS MEETING
December 29, 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. Nancy Grupp, Comm. Paul Heimel, Comm. Barry Hayman; Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel, all present.

MINUTES – December 15, 2022, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman abstained.

NEW BUSINESS

Reappointment of Phil Lehman to Potter County Conservation District Board of Directors as Farmer/Director. Effective Jan. 1, 2023 – Dec. 31, 2026. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Reappointment of Barry Hayman to Potter County Conservation District Board of Directors as Commissioner/Director. Effective Jan. 1, 2023 – Dec. 31, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman abstained.

Public Comments on the Potter County 2023 Operating Budget. Chief Clerk Jessica Giebel and Executive Secretary Danielle Gietler reported that there were no comments or questions from the public during the time that the drafted budget was placed on display for public inspection and input.

Adoption of the 2023 Potter County Operating Budget ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with KOS Inc. for maintenance services on the copier in the Galetton District Judge office at a rate of \$300 per year. Term of Dec. 11, 2022, to Dec. 11, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement with KOS Inc. for maintenance services on the copier in the Register & Records office at a rate of \$342 per year. Term of Dec. 12, 2022, to Dec. 12, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with KOS Inc. for maintenance services on the copier in the Potter County Veterans Affairs office at a rate of \$285 per year. Term of Dec. 1, 2022, to Dec. 1, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Contract with Davis-Ulmer Fire Protection for replacement of fire extinguishers throughout Potter County buildings at a cost of \$6,807. Commissioner Grupp noted that the scope of work includes 59 extinguishers and related work. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract renewal with Potter County Human Services for use of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, monthly cost of \$3,095. Term of January 1, 2023, to December 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Contract with YSM for preparation of construction documents and specifications for the Potter County Market Village/Farmers Market at a cost of \$9,500, which is covered by a state grant. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Renewal of contract with Onsolve LLC for CodeRED local emergency notification program. Term January 1, 2023 to December 31, 2023 at a cost of \$4,736.24. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

MENTAL HEALTH (07/01/2022 – 06/30/2023)

Children’s Cntr. for Treatment & Education aba Beacon Light Behavioral Health System

Multisystemic Therapy \$46./15 min. \$60.72/15 min.
max. of \$20,000. max. of \$20,000.

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

AGING (01/01/2023 – 06/30/2023)

Active Aging, Inc.

Protective Services supervision of cases \$60./hr. \$70./hr.
data entry in SAMS & available for consultation \$0.56 mi. reimbursement No Change
by PS staff as needed. Fill in on the on-call back \$350/week on-call No Change
up supervisor rotation as mutually agreeable. as mutually agreeable

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

EARLY INTERVENTION (12/31/2022 – 06/30/2023)

Service Access Management, Inc. (SAM Inc.)

Service Coord. for Early Intervention Prg. New Contract \$21.12/15 min.

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

PERSONNEL

Jim Kockler requests the hiring of Jonathan Gallup as a full-time Aging Case Manager I, effective January 3, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

COMMISSIONERS’ REPORTS

Commissioner Heimel requested and received the board’s consent to apply for participation in the Rural Partners Network, a federal initiative that supports rural county leaders in developing strategic plans to access funding and other assistance to improve a county’s economy and quality of life. If the county’s application is approved, subject matter experts would work with local stakeholders. There is no cost to the county.

BILLS

Potter County Human Services Fiscal Summary (12/29/2022)

PAYROLL AUTOMATIC DEPOSITS	\$46,714.98
PAYROLL TAX TRANSFERS (EFTPS)	\$14,364.47
STATE TAX WITHHOLDINGS (ETIDES)	\$2,027.96
PAUC	\$39.76
Local W/H	\$660.56
Paytime P/R Charge	\$152.00
ACCOUNTS PAYABLE CHECKS – Check #74530-74627	\$83,506.95
Total Checks Written	\$147,466.68

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

Potter County Fiscal Summary –12/16/2022

<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 Check	5004			\$589.34
10	Payroll – Direct Deposit	6339-6435			\$96,991.61
10	General Funds – Accounts Payable	140843-140973			\$329,589.40

10	General Funds – A/P Manual Checks	69			\$136,842.49
11	LEPC – Local Emergency Planning	2952-2957			\$10,607.78
16	911 Fund	3461-3475			\$51,555.57
18	Automation Fund (Civil)	140928; 140898			\$3,435.57
34	V.O.I.O	140881; 140904; 140934			\$286.99
35	Victim Services/RASA	140881; 140904; 140934			\$1,780.95
38	Divorce Fund	140928			\$48,376.29
56	COVID-19 County Relief Grant	140928; 140931			\$97,350.09
62	CDBG Entitlement	140941			\$1,952.98

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

Potter County Fiscal Summary Special Run –12/22/2022

<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	140974-140976			\$2,898.59

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

Potter County Fiscal Summary Special Run –12/27/2022

<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 – A/P Manual Checks	72			\$1.73

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

PUBLIC COMMENT: - none

NEXT MEETING: Thursday, January 12, 2023 @ 11 a.m.

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


Potter County Executive Secretary


Approval Date