

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 10, 2022

(Meeting recordings are destroyed after meeting minutes are approved.)

CALL TO ORDER Commissioner Paul Heimel, Vice Chair, called the meeting to order at 11:00 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT ON AGENDA ITEMS

- None -

MINUTES -- Meeting Minutes - February 10, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes. Comm. Heimel abstained.

Meeting Minutes – February 24, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes. Comm. Grupp abstained.

GUESTS

Planning/GIS Director Will Hunt and Community Development Director Ellen Russell discussed details in the 2022 Annual Report for their respective departments and discuss trends, goals and strategies. A top priority is to achieve the goals of “Project 2025,” to stop the steady population loss and increasing median age in Potter County. Copies of the Annual Report are available at the County Planning Office. Their presentation focused on land development trends; administration of federal COVID-19 relief grants; the county’s strategic plan to support extension of high-speed internet service; protection of dark skies; the Market Village/Farmers’ Market project; and many other topics. Commissioner Hayman commended the directors and others who are engaged in proactive efforts to preserve and improve the quality of life in Potter County.

NEW BUSINESS

CONTRACTS AND AGREEMENTS

Agreement renewal with AMP Global Strategies for 911 Emergency Communication Network Maintenance, January 1, 2022 to December 31, 2022, at a cost of \$226,820. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement renewal with MPS Consulting for 911 fund management and emergency communications/emergency services consulting services, Jan. 1, 2022, through Dec. 31, 2022, at a cost of \$30,255.96. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes. Commissioner Heimel noted that the AMP and MPS contracts are covered through state funding allotted to Potter County.

Agreement with Butler County Prison for house male/female inmates at a rate of \$60 per day, per inmate, January 1, 2022, to December 31, 2022, as recommended by the Potter County Jail Board of Inspectors. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement renewal with Davis-Ulmer Inc. for the monitoring of the sprinkler system for modular offices on Water Street in Coudersport, May 1, 2022, through April 30, 2023, \$550. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance on the copier at the District Judge office in Coudersport at a rate of \$300 for the year and overages for copies at a rate of \$.009 per copy, March 10, 2022, to March 10, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement renewal with KOS Inc. for maintenance on the copier in the Register and Recorder's office at a rate of \$300 per year and overages for copies at a rate of \$.009 per copy, March 25, 2022, to March 25, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Dennis Puko, Planning Consultant LLC, for assistance in revising and updating the Potter County Subdivision and Land Development Ordinance at a fee not to exceed \$23,845.00, March 10, 2022, to December 31, 2022. A Pa. Dept. of Community and Economic Development grant will cover most of the cost. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■CHILDREN & YOUTH

Brianna Blankenship, Entertainment for Teen Conference - (04/01/2022 – 04/01/2022)

Parent as Teachers Program	New Contract	\$300.00
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The Guidance Center-Project Rapport & PAT – (07/01/2021 – 06/30/2022)

Project Rapport & Parents as Teachers	N/A	\$15.62/15 mins
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Harold & Meredith Page – (07/01/2021 – 06/30/2022)

Kinship Home	New Contract	\$19.00/day/child
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■MENTAL HEALTH (07/01/2022 – 06/30/2023)

Crossroads Counseling, Inc.

Mental Health Psychiatric Outpatient Services	No Change
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*Subject to availability of local, state, federal and other funds, and the other terms and conditions of this contract, the MH Department will reimburse contractor in accordance with the budget for the costs incurred in providing the services described in this contract up to the maximum contract cost of \$20,000.

Cenclear

Maintaining Strengths Program	\$21.53/15 mins.	\$23.68/15 mins
	Maximum of \$20,000	

Family-Based	\$26.93/15 mins.	\$29.00/15 mins
	Maximum of \$20,000	

Mobile Psych Rehab	\$18.00/15 mins.	No Change
	Maximum of \$20,000	

Certified Peer Support/Yaya	New Contract	\$17.50/15 mins
	Maximum of \$20,000	

The Guidance Center

Family Based Mental Health Services And Project RAPPORT Programs	\$26.93/15 mins.	\$31.90/15 mins
	Maximum of \$20,000	

Project RAPPORT	\$15.62/15 mins.	No Change
	Maximum of \$25,000	

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

TRAINING REQUESTS

Krista Miller and Sandra Hoffman from the Treasurer's Office to attend CTAPA Spring Seminar April 6, 2022, State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Nicole Larsen with Potter County Register and Recorder to attend Register of Wills and Clerk of Orphan's Court Spring Conference April 19-20, 2022, State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Angela Milford, Warden, Potter County Jail to attend PCCA Spring Conference April 3-6, Pocono Manor, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Potter County Chief Assessor Jake Ostrom to attend AAP Spring Conference May 4-5, 2022, Seven Springs, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

AnnMarie Rathbun & Nancy Dill, Court Reporters, to attend the Pa. Court Reporting Conference April 22-24, 2022, Skytop, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Crystal Thomas, Director of Drug and Alcohol Services, to participate in two virtual conferences: Ethics in Prevention and Brain Injury. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

PERSONNEL

Heather Morey has resigned her position as full-time caseworker with the Potter County Area Agency on Aging, effective 03/18/2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Jennifer Caber has resigned her position as full-time caseworker with Potter County Children & Youth Services, effective 04/01/2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Pam Glassmire has resigned her position as full-time accountant with Potter County Human Services, effective 06/17/2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

LIQUID FUELS TAX APPLICATIONS

Applications received for 2022 Liquid Fuel Tax funds from Summit Township, \$747.56; Austin Borough, \$1,049.48; Homer Township, \$1,500.34. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Heimel announced that the commissioners have taken to actions in response to Russians' attack on Ukraine, which is causing high anxiety around the world. First was to ensure that the administrator of the county's retirement fund, CS McKee, is not investing the assets in any Russia-connected securities and does not intend to. The commissioners also contacted the Erie office of the U.S. Committee for Refugees and Immigrants with an offer to assist with outreach to local churches, community organizations and individuals who might be interested in supporting Ukrainian refugees.

Commissioner Grupp expressed her appreciation to county colleagues and others who have supported her during her continuing recovery from ankle surgery.

BILLS

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

PAYROLL AUTOMATIC DEPOSITS	\$44,552.03
PAYROLL TAX TRANSFERS (EFTPS)	\$14,188.11
STATE TAX WITHHOLDINGS (ETIDES)	\$1,973.81
PAUC	\$38.65
Local W/H	\$642.90
Paytime P/R Charge	\$495.00
ACCOUNTS PAYABLE CHECKS – #72147 (3/3)	\$765.16
ACCOUNTS PAYABLE CHECKS – #72148-72225 (3/10)	\$134,111.75

Total Checks Written

\$196,767.41

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

Potter County Fiscal Summary – 02/25/2022

<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	3429-3528			\$101,745.15
10	General Funds – Accounts Payable	138450-138548			\$176,942.59
10	General Funds – A/P Manual Checks	11			\$145,405.61
11	LEPC – Local Emergency Planning	2893			\$129.30
15	North Fork Dam	138529			\$26.25
16	911 Fund	3312-3315			\$66,338.01
17	Saulter Preserve	138529			\$25.00
20	Supervision Fees (County) (CO)	138511			\$5,180.00
28	Domestic Relations IV-D	1040			\$7,410.00
34	V.O.J.O.	138493; 138489			\$231.00
35	Victim Services/RASA	138493; 138489			\$1,387.70
38	Divorce Fund	138489			\$187.11
52	Operational Reserve Fund	138505			\$100,000.00
56	COVID Local Fiscal Recovery	138485			\$58.00
62	CDBG Entitlement	138454; 138499; 138512			\$13,485.81

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

Commissioner Hayman made a motion to amend the agenda to approve the First of the Month Fiscal Summary. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Potter County Fiscal Summary – First of the Month – 03/01/2022

<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	138549-138565			\$171,743.29
10	General Fund – A/P Manual Checks	13			\$35.00

11	LEPC – Local Emergency Planning	2865			\$1,767.00
16	911 Fund	3318-3319			\$4,421.15

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

PUBLIC COMMENT:

NEXT MEETING: Thursday, March 24, 2022 @ 11 a.m.

ADJOURNMENT Commissioner Hayman moved to adjourn. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

Danielle Gietter

 Potter County Executive Secretary

March 24, 2022

 Approval Date