

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

April 21, 2022

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

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:23 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT ON AGENDA ITEMS

- None -

MINUTES – Meeting Minutes – April 7, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

NEW BUSINESS

CDBG 2022 FFY Application Preparation Schedule. Community Development Director Ellen Russell is hoping to have information on the amount of money allocation by June. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Reappointment of Will Hunt II to the North Central Board for a three-year term, January 26, 2022, through December 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Sale of Properties from County Repository:

Shinglehouse, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Shinglehouse, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Galeton, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with KOS Inc. for maintenance services on copier in the Treasurer’s Office at an annual rate of \$342; April 17, 2022, to April 17, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■ **Children & Youth (01/27/22 – 06/30/2022)**

Concern Professional Service for Children, Youth & Families - Addendum

Dependent/Delinquent – Visitation, Visit Coaching, other services

Visiting Coaching	\$45.73
Supervised Visitation	\$39.37
Intensive Family Reunification Services	\$61.00
Parenting Education	\$50.51
Transportation (Portal to Portal)	\$30.60

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

■ **Mental Health**

Mental Health (04/01/22 – 05/30/2023)

Oswayo Valley School District

*Development of calming room within the school district to be utilized by students in need of refocusing prior to being re-engaged in class work.

*Development of a preschool classroom concept, allowing early screenings on children, as a prevention strategy. Purchase mental health supplies/equipment.

Calming room	New	up to \$5,000
Preschool	New	up to \$15,000

Teen Truth LLC (03/01/22 – 09/30/2022)

Assembly Experience Presentation (09/14/2022)	New	\$3,750
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Transitional Living House 04/01/22 – 06/30/23)

Lease with landlord to house men's Transitional Living program	\$950.00/mo.	No Change
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Act 143 Designee Agreement – Independent Contractor (07/01/22 to 06/30/23)

- **Kara Amidon**
- **Erin Andrews**
- **Dawn Dovensky**
- **Rick Kunselman**
- **Bryonna Mann**
- **Katie Taylor**

Monday through Thursday	\$ 70.00	No Changes
Friday	\$100.00	
Saturday & Sunday	\$140.00	
Holiday	\$140.00	

Beacon Light Behavioral Health Systems (07/01/22 to 06/30/23)

Mobile Medication Management & Peer Support		
Mobile Medication Management	\$30.00/15 mins. Up to \$30,000	No Change
Peer Support	\$17.50/15 mins Up to \$5,000	No Change

■ **Coordinated Service (07/01/22 – 06/30/2023)**

All transportation contracts Transportation	\$2.25/loaded mi.	No Changes
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- **Homeless Assistance**
- **MATP**
- **Emergency Food and Shelter**
- **Human Services Development Fund**
- **Intellectual Disabilities**
- **Drug and Alcohol Services**
- **Mental Health**

Mental Health Escorts	\$70.00 > than 4 hrs.	No Changes
• Helen D. Douglas	\$120.00 4-8 hrs.	
• Charmaine Royer	\$240.00 8 hrs. plus	

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

TRAINING REQUESTS

Michael Pepper – Veterans Affairs Director, PSACDVA Annual Training, June 20-24. Lodging, mileage, meals and parking. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

PERSONNEL

District Attorney Andy Watson has hired Derek J. Hartman for an eight-week internship effective May 21, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Kathy Schroeder, Prothonotary/Clerk of Courts, has hired Thomas Powell as part-time Records Preservation Clerk, effective April 18, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes.

COMMISSIONERS' REPORTS

Comm. Grupp reported that the Potter County Habitat for Humanity is offering repairs and rehabilitation to existing homes this summer. Applicants must meet income limits and provide materials. Labor will be provided at no cost to the homeowner. Comm. Grupp also advised that Penn State Extension in Potter County has information available to the public on the current wave of Avian Flu affecting some species.

BILLS

Potter County Human Services Fiscal Summary (04/21/2022)

PAYROLL CHECK (CHECK # 5)	\$502.72
PAYROLL AUTOMATIC DEPOSITS	\$46,596.22
PAYROLL TAX TRANSFERS (EFTPS)	\$17,836.89
STATE TAX WITHHOLDINGS (ETIDES)	\$2,076.00
PAUC	\$40.00
Local W/H	\$676.21
Paytime P/R Charge	\$160.75
ACCOUNTS PAYABLE CHECKS – #72527-72588, 72590-72620 (4/21)	\$266,783.50
Total Checks Written	\$334,672.91

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

Potter County Fiscal Summary – 04/08/2022

<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	3762-3860	138780; 138854; 138860	\$2,773.12	\$100,192.55
10	General Funds – Accounts Payable	138780-138869			\$212,044.12
10	General Funds – A/P Manual Checks	19			\$138,808.33
11	LEPC-Local Emergency Planning	2897-2899			\$298.17
14	Liquid Fuels	1606			\$1,559.25
15	North Fork Dam	138810			\$3,550.00
16	911 Fund	3333-3338	3336	\$2,000.00	\$5,101.59
18	Automation Fund (Civil)	138815			\$3,123.92
28	Domestic Relations IV-D	1041-1042	1041	\$199.95	\$359.91
32	Specialty Courts	138859			\$102.80
34	V.O.J.O.	138823; 138790			\$238.98
35	Victim Services/RASA	138823; 138790			\$1,435.58

56	COVID-19 County Relief Grant	138813; 138781			\$58,973.42
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~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Potter County Fiscal Summary – Special Run: 04/14/2022

<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	138877			\$1,009.71

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

PUBLIC COMMENT:

- None

NEXT MEETING: Thursday, May 5, 2022 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date