

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**May 18, 2023**  
 (Meeting recordings are 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. Nancy Grupp, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present. Comm. Paul Heimel absent.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**MINUTES** – May 4, 2023, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**NEW BUSINESS**

Reappointment of Jeffery Wilcox to the Potter County Redevelopment Authority, July 13, 2023 to July 12, 2028. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

**CONTRACTS AND AGREEMENTS**

Membership/service connection agreement with Tri-County Rural Electric Cooperative, Inc. and Potter County 911 Program. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Work Experience/Community Service agreement update between Pa. CareerLink and Potter County Commissioners. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Monitoring agreement with Davis-Ulmer Sprinkler Co. for fire alarm monitoring service of the Potter County Courthouse, service fee of \$365.00. Effective July 1, 2023, to June 30, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

**PCHS CONTRACTS AND AGREEMENTS**

	<u>22/23</u>	<u>23/24</u>
<b>■ Mental Health (06/01/2023 – 06/30/2024)</b>		
<i>CenClear</i>		
Maintaining Strengths Programs	\$23.68/15 mins. Max. of \$20,000	\$28.42/15 mins Max. of \$20,000
Family Based Mental Health	\$29.00/15 mins. Max. of \$20,000	\$29.50/15 mins. Max. of \$20,000
Mobile Psych Rehab	\$18.00/15 mins. Max. \$20,000	\$21.60/15 mins. Max. \$20,000
<b>■ Coordinated Services</b>		
<i>Transportation</i>		
UPMC Cole Skilled Nursing & Rehab	\$2.15/loaded mi.	No Changes
Health Ride Plus	\$2.25/loaded mi.	\$2.25/loaded mi.

**■ Coordinated Services (07/01/2022 – 06/30/2023)**

	<u>21/22</u>	<u>22/23</u>
<i>Pathways Adolescent Center</i>		
Dependent/Delinquent – ER Shelter; Residential Placement Program & Transitional Living Program/New Shelter Facility Shelter	N/A	\$358.00

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

**TRAINING REQUESTS**

Sharon Prentice, Area Agency on Aging, Healthy Steps in Motion training, May 23-24, Doylestown, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**PERSONNEL**

Resignation of Sarah Chappell, part-time secretary/clerk in District Attorney’s Office, effective May 12, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Promotion by District Attorney Andy Watson of Sarah Chappell to administrative assistant, effective May 15, 2023. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes.

Hiring by Sheriff Glenn Drake of Raymond Inman as a full-time deputy sheriff pending Act 57 requirements. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Warden Angela Milford is requesting the hiring of Vera Kio as a full-time cook at the Potter County Jail effective May 22, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Kathy Barrett, full-time GIS/Planning/MSAG Secretary/Clerk has resigned her position with the GIS/Planning/Community Development Dept. effective May 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2023 Liquid Fuels Tax funds from Ulysses Borough, \$1,255.95; Bingham Township, \$2,505.10; Harrison Township, \$4,156.30 and Oswayo Borough \$376.39. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

**COMMISSIONERS’ REPORTS**

Commissioner Hayman commended the poll workers, board of elections, county staff members and others for their efforts to ensure a smooth Municipal Primary Election on May 16, including those who organized poll worker training and the local election officials who participated it. He also cited the service of the county Maintenance Department in transporting voting equipment to local precincts across the county.

Commissioner Grupp reported that plans are being made for a meeting in July with the Pa. Dept. of Environmental Protection and citizens who have expressed concerns about the potential environmental impact of an oil/gas wastewater injection well proposed for a site in Clara Township.

**BILLS**

**Potter County Fiscal Summary –05/05/2023**

<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	7471-7565			\$95,577.94
10	General Funds – Accounts Payable	141864-141957			\$235,214.72
10	General Funds – A/P Manual Checks	98			\$136,268.25
11	LEPC – Local Emergency Planning	3005-3009			\$3,749.45
14	Liquid Fuels	1771			\$780.45
16	911 Fund	3538-3541			\$6,660.07
34	V.O.J.O	141890			\$185.51
35	Victim Services/RASA	141890			\$1,113.02

38	Divorce Fund	141908			\$58.41
55	Phare Grant	141916			\$18,750.00
62	CDBG Entitlement	141919-141931			\$17,096.83

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

**Potter County Tax Claim Bureau Fiscal Summary (05/18/2023)**

ACCOUNTS PAYABLE CHECKS – Check #17149-17181	\$121,318.60
<b>Total Checks Written</b>	\$121,318.60

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

**Potter County Human Services Fiscal Summary (05/18/2023)**

PAYROLL AUTOMATIC DEPOSITS	\$42,576.79
PAYROLL TAX TRANSFERS (EFTPS)	\$12,474.49
STATE TAX WITHHOLDINGS (ETIDES)	\$1,845.59
PAUC	\$42.24
Local W/H	\$601.20
Paytime P/R Charge	\$187.53
ACCOUNTS PAYABLE CHECKS – Check #75627-75729	\$244,489.21
ACCOUNTS PAYABLE CHECKS – Check #75625	\$1,950.00
ACCOUNTS PAYABLE CHECKS – Check #75626	\$480.82
<b>Total Checks Written</b>	\$304,647.87

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

**PUBLIC COMMENT:** None

**NEXT MEETING:** Thursday, June 1, 2023 @ 11 a.m.

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

  
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 Potter County Executive Secretary

  
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 Approval Date