

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

June 30, 2022

(Meetings recorded and destroyed after mtg. mins. 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. Heimel, Comm. Barry Hayman, Comm. Nancy Grupp, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT ON AGENDA ITEMS

None

MINUTES -- Meeting Minutes – June 16, 2022, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

MOU between IUE/CWA Local 88612, Teamsters Local Union No. 110, Association of Probation Officers, SEIU 668 PA Social Services Union and the Potter County Commissioners. Commissioner Grupp explained that the documents are necessary for the implementation of \$1,500 retention bonuses for county employees, in response to an increasing number of employees leaving county service for higher-paying jobs. Funds are being drawn from the federal COVID-19 pandemic relief grant, under rules established by the U.S. Treasury Department. ~ **Action** ~ Comm. Hayman moved to approve memorandums. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Bryonna Swede has resigned from the Potter County Alcohol, Tobacco and Other Drugs Advisory Board as she has served her maximum term. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Contract with Debra Lehman for cleaning services in the Shinglehouse District Judge Office, effective June 27, 2022 to June 26, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Courthouse. Term of July 1, 2022 to June 30, 2023 at a fee of \$350. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ Aging (07/01/2022 – 06/30/2023)

*Health Ride Plus*

Transportation

1<sup>st</sup> 10 mi. \$22.50 one way  
Flat Rate

No Change

*Pittsburgh Companies North/Nutrition Group*

Provides Home-Delivered Meals (HDM)

\$6.89/meal

\$7.16/meal

Congregate Meals (CGM)/Blizzard Boxes

\$6.89/meal

\$7.16/meal

*Pauline Goochee, RN Community Health Nurse*

Complete Functional Eligibility Determinations,  
Med Management, Health & Wellness Programs  
Addendum includes Care Management duties;  
Needs assessment tools; needs assessment tool  
Express; Care Plan and service Orders & Deliveries as-needed.

Comm. Nurse \$27/hr.  
Care Mngt. \$15/hr

No Change  
\$27/hr.

*Debra Traub*

Substitute Sr. Center Operator

\$7.25/hr.

No Change

**PCHS CONTRACTS AND AGREEMENTS**

**21/22**

**22/23**

*Active Aging (07/01/22 – 10/31/2022)*

Protective Services Supervisor of cases, data entry in SAMS & available for consultations by PS staff as needed. Fill in on the on-call back up supervisor rotation as mutually agreeable.

\$60/hr.	No Change
\$.056/mi. reimb.	No Change
\$350/wk. on-call	No Change
Mutually agreeable	

*County Homemakers, Inc. d.b.a. Arcadia Home Care & Staff (07/01/22 – 06/30/2023)*

Personal Care & Home Support for Older Adults requiring in home aids & care to avoid a higher level of care in a facility.

\$18.52/hr.	\$19.26/hr.
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**■ Aging (Continued)**

*Barb Kiel (07/01/22 – 06/30/2023)*

Senior Center Substitute

\$12.00/hr.	No Change
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*Charlotte Schweigart (07/01/22 – 06/30/2023)*

Senior Center Substitute

\$7.25/hr.	No Change
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*Betty Tomak (07/01/22 – 06/30/2023)*

Senior Center Substitutes

\$10.37/hr.	No Change
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*Automated Security Alert, Inc. (07/01/22 – 06/30/2023)*

Personal Emergency Response System (PERS) & Medication Dispensers; enables individuals who are homebound & live alone to call for help during a fall & assists them with managing medications.

PERS monthly	\$29.50/rental	No Change
Cellular PERS	\$41.50/mo.	
Medication dispenser	\$50.00/mo.	
Cellular medication dispenser	\$50.00/mo.	
Mobile PERS	\$34.95	
Mobile PERS replacement	\$199.00 replacement fee	

*Guardian Medical Monitoring 07/01/22 – 06/30/2023)*

PERS Units & Medminders

PERS landline	\$18.00/rental	No Change
PERS cellular	\$28.00/mo.	
mPERS	\$35.00/mo.	
Caregiver w/2way speaker	\$25.00/mo.	
MedReady medication dispenser	\$25.00 installation	
	\$40.00/mo.	
M08660	\$60.00 installation	
	\$60.00/mo.	
Auto fall add-on	\$7.00/mo.	

**■ Intellectual Disability (07/01/2022 – 06/30/2023)**

*The Arc of Crawford County*

Provides in-home & community & companion services for individuals.

Administrative Fee	\$231.20/mo.	\$311.38/mo.
Base Services not otherwise specified	\$40 - \$100/unit	No Change
In-Home Community Support W7060	\$5.74/unit	\$7.55/unit
In-Home Community Support W7060-U4	\$5.11/unit	\$6.79/unit
Companion Services W1726	\$4.54/unit	\$6.07/unit
Companion Services W1726-U4	\$3.92/unit	\$5.30/unit

**■ Intellectual Disability (07/01/2022 – 06/30/2023)**

*Patrick Harris – Forensic Re-entry Specialist*

Works with all individuals re-entering society from local jails or state correctional institutions.

\$45,000	No Change
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**PCHS CONTRACTS AND AGREEMENTS**

**21/22**

**22/23**

*Jonny on the Spot Porta Jons*  
Portable toilet amd handwashing station

New Contract  
Port Jon \$80/day  
Handwashing stat. \$60/day

**■PCHS (07/01/2022 – 06/30/2023)**

*Karpinski's Office Systems (KOS)*  
Maintenance Agreement for labor only  
For fax machine, printers & typewriters

\$62/machine plus parts & supplies \$84/machine plus parts & supp.

*Karpinski's Office Systems (KOS)*  
Maintenance Agreement for copiers

\$0.07-0.11 B&W copies  
\$.07 - .065 No Change  
Color copies

**■Drug & Alcohol (07/01/2022 – 06/30/2023)**

*Katie Taylor; Cert. Prevention Specialist*  
Prevention Services

\$39,000.00 \$41,150/year

*ADAS – Alcohol & Drug Abuse Services*

PCHS has been unable to hire a case manager. Purpose of this contract is for ADAS to provide case management & assessment services for Potter County residents.

New Contract \$1,000.00/day  
1 day a week

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

*Annette Kemp – cleaning services*

New Contract \$50/cleaning

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

*Potter County Education Council – The Education council provides career mentoring programs for children in Potter County school districts in an effort to help them establish a career path & other options prior to graduation.*

\$54,000.00 No Change

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

**TRAINING REQUESTS**

Lisa Mann – Galeton District Judge Office - to attend MDJS Basic for New Employees, Mechanicsburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PERSONNEL**

Ashley Gledhill, Deputy II with the Prothonotary/Clerk of Courts, has resigned her position effective June 16, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Kathy Schroeder has hired Ashley Gledhill for the First Deputy position with the Prothonotary/Clerk of Courts, effective June 16, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Judge Christopher Kalacinski has hired Lisa Mann for the secretary/clerk position with the Galeton District Judges Office, effective June 21, 2022. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Sheriff Glenn Drake has hired Billie Jean Guinther as secretary/clerk position with the Sheriff's Office, effective June 27, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge, Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Krista Miller, Treasurer, has hired Maddison Gietler (effective July 5, 2022) and Tonya Andrus (effective July 11, 2022) for processing of antlerless deer applications for the Potter County

Treasurer Department. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Angel Buck has been hired with PCHS as Mental Health Clerk Typist 2, effective retro July 7, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Sharon Prentice, Area Agency of Aging, has been promoted from a Clerk Typist II to Administrative Assistant II, effective July 18, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2022 Liquid Fuel Tax funds from Coudersport Borough in the amount of \$4,514.23. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

**COMMISSIONERS' REPORTS**

Commissioner Grupp issued a reminder of a Senior Expo at the Coudersport Arboretum on Monday, July 18, from 10 am. to 2 pm; rain date July 19. Potter County Human Services will provide transportation. UPMC Cole will offer COVID-19 coronavirus vaccines.

**BILLS**

**Potter County Human Services Fiscal Summary (06/30/2022)**

PAYROLL AUTOMATIC DEPOSITS	\$45,590.69
PAYROLL TAX TRANSFERS (EFTPS)	\$14,269.42
STATE TAX WITHHOLDINGS (ETIDES)	\$1,992.68
PAUC	\$38.99
Local W/H	\$649.06
Paytime P/R Charge	\$479.25
ACCOUNTS PAYABLE CHECKS – #72974-73085	\$151,947.92
ACCOUNTS PAYABLE CHECKS – #72868	\$1,000.00
<b>Total Checks Written</b>	<b>\$215,968.01</b>

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

**Potter County Fiscal Summary –06/17/2022**

<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	4627-4728			\$107,843.90
10	General Funds – Accounts Payable	139446-139545			\$100,795.35
10	General Funds – A/P Manual Checks	31			\$153,519.03
11	LEPC-Local Emergency Planning	2912-2915			\$164.90
16	911 Fund	3362 - 3369			\$7,853.33
18	Automation Fund (Civil)	139488			\$1,123.92
21	Juvenile Restitution	139478			\$50.00
28	Domestic Relations IV-D	1045			\$137.50

34	V.O.J.O.	139494; 139502			\$183.27
35	Victim Services/RASA	139494; 139502			\$1,099.59
37	Triple Divide Water Monitoring	139452; 139533; 139482; 139534; 139508			\$838.84
56	COVID-19 County Relief Grant	139512; 139470			\$19,716.63

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

**Potter County Fiscal Summary – Special Run: 06/23/2022**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
11	LEPC – Local Emergency Planning	2916			\$5,000.00

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

**Potter County Fiscal Summary – Tax Collectors: 06/30/2022**

<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	4729-4758			\$7,820.52
10	General Fund – A/P Manual Checks	33			\$10,016.17

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

**Potter County Fiscal Summary – Special Run: 06/23/2022**


<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	139546-139547			\$3,964.15

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

**NEXT MEETING:** Thursday, July 14, 2022 @ 11 a.m.

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

  
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 Potter County Executive Secretary

  
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 Approval Date