

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 17, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:25 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel, and Executive Administrative Assistant Paige Barroqueiro, all present

PUBLIC COMMENT None.

MINUTES – October 3, 2024 ~ Action ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

NEW BUSINESS

Approve the 2025 Salary Board Meeting Schedule ~ Action ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Approve the 2025 Retirement Board Meeting Schedule ~ Action ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – John R. Thomas, Esq., as solicitor for Prothonotary/Clerk of Courts. Annual retainer fee of \$2,000. Effective Jan. 1, 2025, to Dec. 31, 2025. ~ Action ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

Children and Youth (07/01/2024 - 06/30/2025)

Adelphoi Village, Inc. - Shelter/Residential Placement with Treatment

Table with 4 columns: Description, Male/Female, Prior Cost, Current Cost. Rows include Intensive Supervision MH Focus, Sexual Offenses, Inpatient 4.0 Withdraw Management, etc.

The Academy

Dependent/Delinquent Female Residential Placement, D&A Female, Shelter Program Female

Table with 4 columns: Description, Prior Cost, Current Cost. Rows include General Residential - Female, In Patient Drug & Alcohol - Female, etc.

Bethesda Children's Home

Dependent/Delinquent Emergency Shelter, Group Home Placement Program, Foster Care and Transitional Living Program

<u>Description</u>	<u>Prior Cost-Per Diem</u>	<u>Current Cost-Per Diem</u>
Walnut Corners Group Home	NA	NA
Unit A ISU & Claney ISU	NA	NA
Unit A ISU – Shelter & Claney ISU – Shelter	NA	NA
Right Start Program – Baby Only (New Name)	\$127.50	\$160.00
Right Start Program – Mother/Expectant Mother (New Name)	\$337.04	\$370.00
Right Start Program – Mother and Baby (New Name)	\$464.54	\$530.00
Right Start Program – Shelter (New)	\$299.25	\$350.00
Right Start Transitional Living	\$169.75	\$260.00
Petersen Home (New)	\$225.47	\$230.00
Foster Care 0-12 Non-Case Management over 30 miles from main campus	\$61.62	\$68.11
Foster Care Age 13-21 Non-Case Management over 30 miles from main campus	\$66.56	\$68.47
Foster Care Age 0-12 Therapeutic over 30 miles from main campus	\$77.02	\$83.71
Foster Care Age 13-21 Therapeutic over 30 miles from main campus	\$82.02	\$88.71
Foster Care Age 0-12 Case Management over 30 miles from main campus	\$122.60	\$130.10
Foster Care age 13-21 Case Management over 30 miles from main campus	\$127.60	\$135.10
Mother/Baby over 30 miles from Bethesda main campus	\$126.28	\$133.78
<u>Clear Vision Residential Treatment Service, Inc.</u>		
Residential Placement for Male/Female	N/A	\$224.49 per diem
<u>Summit School, Inc.</u>		

Dependent/Delinquent, Residential Placement, D&A, Shelter Program, Male Only Facility

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Residential Program	\$264.50	\$281.03
Inpatient Drug & Alcohol	\$338.18	\$361.00
Specialized Services	\$391.51	\$415.00
Shelter Care	\$362.00	\$383.72
Intense Specialized	\$750.42	\$795.45
Enhanced Support Program	\$1,050.00	\$1,113.00

■ **Mental Health (07/01/2024 - 06/30/2025)**

MHS - Multi-Health Systems, Inc.

JIFF-Juvenile Inventory for Functioning - Screening tool used in schools by Student Assistance Program

FAS Maintenance	\$485.00	\$510.00
JIFF	\$697.00	\$735.00

■ **PCHS (08/01/2024 - 12/31/2025)**

William Hau, Contractor

Training new Fiscal Officer \$35.00/ hour No Change

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

PERSONNEL

New Hire: Sheriff Kevin Siska has hired Gabriel Greene to fill the part-time Courthouse Security position; effective October 14, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

New Hire: Maintenance Director Joe Kurtz has requested the hiring of Cassidy Kiselyk to fill the full-time Housekeeper position; effective October 14, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation – Niccola Wood, C&Y County Caseworker 2 with PCHS, is resigning her position effective October 18, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS None.

COMMISSIONERS' REPORTS

Commissioner Rossman reminded the public that Monday, October 21st is the last day to register to vote.

Commissioner Heimel highlighted several pressing issues that will be raised during the County Commissioners Assn. Fall Conference in Hershey. Among them are lobbying the state legislature for adequate funding of county-provided human services and for financial support necessary for maintaining effective 911 emergency services. He pointed out that these areas are particularly underfunded, which poses significant challenges, particularly in rural counties. He stressed that importance of effectively advocating for rural counties' interests.

Commissioner Grupp announced that the annual Potter County Township Officials Convention will take place on Nov. 2. With only about one-third of the county's townships being represented at recent conventions, she encouraged public officials to attend and directed them to Sweden Township Supervisor Jon Bloss for additional information, as it is not a public meeting. Additionally, she noted that while the FEMA disaster relief center at Penn-York Camp is now closed, a center remains open in Westfield for flood victims. Forms must be submitted by Nov. 12. Since Sept. 11, FEMA has processed 1,867 payments totaling more \$5 million in the four-county flood region, with 207 of those payments benefiting residents of Potter County.

BILLS

Potter County Fiscal Summary – 10/01/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	145940-145959			\$79,468.17
10	General Fund - A/P Manual Checks	201			\$35.00
11	LEPC - Local Emergency Planning	3123			\$579.03
16	911 Fund	3799-3800			\$4,383.98
34	V.O.J.O.	145941			\$7.95
35	Victim Services/RASA	145941; 145953			\$207.20

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

Potter County Fiscal Summary – 10/04/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks	85328			\$1,282.93
10	Payroll - Direct Deposit	11499-11589			\$104,525.59
10	General Fund - Accounts Payable	145960-146020			\$80,720.64
10	General Fund - A/P Manual Checks	202			\$146,381.83
11	LEPC - Local Emergency Planning	3124			\$2,780.00
14	Liquid Fuels	1812-1813			\$4,419.54
16	911 Fund	3801-3807			\$2,851.68
34	V.O.J.O.	145977; 146011			\$187.38
35	Victim Services/RASA	145977; 146011			\$1,158.41
38	Divorce Fund	145962; 146011			\$385.11
66	911 Statewide Interconnectivity Grant	145963			\$25,372.00

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

Potter County Tax Claim Bureau Fiscal Summary (10/09/2024)

ACCOUNTS PAYABLE CHECKS – Check #17783-17817	\$104,881.50
Total Checks Written	\$104,881.50

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

Potter County Human Services Fiscal Summary (10/17/2024)

PAYROLL AUTOMATIC DEPOSITS	\$40,636.33
PAYROLL TAX TRANSFERS (EFTPS)	\$12,116.28
STATE TAX WITHHOLDINGS (ETIDES)	\$1,758.09
PAUC	\$40.72
Local W/H	\$572.70
Paytime P/R Charge	\$155.05
ACCOUNTS.PAYABLE CHECKS – Check #79260-79337	\$185,431.5
Total Checks Written	\$240,710.67

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

NEXT MEETING: October 31, 2024

ADJOURNMENT ~ **Action** ~ Comm. Heibel moved to adjourn. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.


Potter County Executive Administrative Assistant

October 31, 2024
Approval Date