

# POTTER COUNTY COMMISSIONERS MEETING

January 16, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:00 a.m.

## MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

MINUTES – December 31, 2019 ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes. January 6, 2020 ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

## NEW BUSINESS

Planning Director Will Hunt and Community Development Director Ellen Russell presented a summary of "Project 2025." They are spearheading the commissioners' initiative geared toward reversing two trends – population loss and an increase in the median age. Initial plans call for a task force to be assembled and concrete, achievable goal established. Success will ultimately be measured by the results of the U.S. Census Bureau mid-decade census report reflecting 2025 statistics. Elements of the new Potter County 2020-29 Comprehensive Plan will be incorporated into the mission. A website will be established to gather public input and track progress.

Resolution #1 of 2020 – Community Development Block Grant ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Approval of the 2020 duly enrolled members of the Potter County Emergency Management Program ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Appointment of Nancy Grupp as the Director of Emergency Services, at no additional compensation. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Appointment of Doug Morley to Northcentral Pa. Regional Planning & Development Commission Executive Board, Jan. 1-Dec. 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resignation of Doug Morley as Commissioner/Director on Potter County Conservation District Board of Directors, effective Dec. 31, 2019. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resignation of Kevin Smoker as Farmer/Director on the Potter County Conservation District Board of Directors, effective Dec. 31, 2019. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Appointment of Barry Hayman to Potter County Conservation District Board of Directors as Commissioner/Director, effective Jan. 1, 2020 – Dec. 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes

Appointment of Jeff Cady to Potter County Conservation District Board of Directors as Farmer/Director, effective Jan. 1, 2020 – Dec. 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

## CONTRACTS AND AGREEMENTS

Agreement renewal with Jack Keifer as a Network Support Specialist with IT Department, Jan. 1, 2020 to Dec. 31, 2020. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with Thomas R. Shaffer, Esq., as county solicitor and Daniel F. Glassmore, Esq., as assistant county solicitor for Jan. 1, 2020 to Dec. 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract with Douglas Morley to serve as 9-1-1 coordinator, succeeding Julie Sitkowski, and as DES technical and financial advisor, Jan. 1, 2020 to Dec. 31, 2020. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**18/19**

**19/20**

■ **Aging – 07/01/19 to 06/30/2020**

*Cole Care*

PERS	\$30.00/mo.	No Change
Med Dispenser	\$45.00/mo.	No Change
PERS 2 Necklace Unit	\$45.00/mo.	No Change

*Cole Manor Homemakers*

Personal Care	\$22.61/hr.	No Change
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■ **Early Intervention– 12/01/19 to 06/30/2020** *The Guidance Center – Addendum to Contract*

Physical Therapy	N/C	\$32.71/15 mins.
IFSP Teaming Phy. Therapy	N/C	\$32.71/15 mins.

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

**TRAINING REQUESTS**

- Glenn Dunn - PC DES – North Central Task Force Annual Retreat, Lycoming, Pa.*
  - Glenn Dunn/Dean Predmore - PC DES – IST Training, TBD, Pa.*
  - Sandy Lewis – Voter Registration/Elections – Meeting for Election Personnel, Clarion, Pa.*
  - Krista Miller – Treasurer – CTAPA 2020 Annual Convention, DuBois, Pa.*
  - Nicole Larsen – Register & Recorder – Pa. Recorder of Deeds New Recorder Training; and Register of Wills & Clerk of Orphan’s Court Association Spring Conference, State College, Pa.*
  - Colleen Wilber – PCHS Drug & Alcohol – PACDAA, Harrisburg, Pa.*
  - Isaac Musser – PCHS – Leadership Potter County, Coudersport, Pa.*
  - Nicole Wilson and Jennifer Caber – PCHS – Foundations; Introduction to Engagement, CPS and GPS, Safety Assessment, Meadville, Pa.*
  - Susan Widnikiewicz – PCHS – Healthy Steps in Motion, Clarion, Pa.*
  - Isaac Musser – PCHS – PDA/PYA Membership & Quarterly Meeting, State College, Pa.*
- ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**PERSONNEL**

Retirement from Barbara Busch, Case Manager 2 with Potter County Human Services, effective April 1, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resignation from Katrina Croke as Multi-Function Clerk in the Commissioners’ Office, effective Jan. 10, 2020. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

District Attorney Andy Watson has hired Katrina Croke as Administrative Assistant in the District Attorney’s Office, effective Jan. 13, 2020. ~Action~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Sheriff Glenn Drake received notification from Nina Baker that she has rescinded her security guard employment acceptance. ~Action~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Sheriff Glenn Drake has hired of Gaven DeWert as a full-time Deputy Sheriff, effective Jan. 1, 2020. ~Action~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Casto & Harris EPN111130

**COMMISSIONERS' REPORTS**

Commissioner Heibel stated that he is honored to be serving the county for a fourth term and is looking forward to working with Commissioners Grupp and Hayman.

Commissioner Grupp said that she and Commissioner Hayman have appreciated Commissioner Heibel's experience and orientation as they begin their service. She also said that the new board will emphasize communications.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL AUTOMATIC DEPOSITS	\$50,212.44
PAYROLL TAX TRANSFERS (EFTPS)	\$14,620.64
STATE TAX WITHHOLDINGS (ETIDES)	\$2,184.62
ACCOUNTS PAYABLE CHECKS – Check #66673-66674 (1/03/2020)	\$1,558.68
ACCOUNTS PAYABLE CHECKS – Check #66675-66807 (1/16/2020)	\$529,095.35
<b>Total Checks Written</b>	<b>\$597,671.73</b>

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

**Potter County Courthouse Special Run – 01/09/2020**

<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	131912			\$250.00

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

**Potter County Courthouse Fiscal Summary Payroll – 1/17/2020**

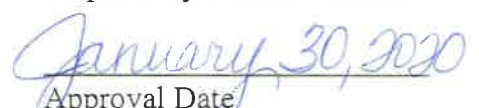
<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks	85244-85245			\$1,222.11
10	Payroll-Direct Deposit	9030004-9030103			\$95,138.59

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

**NEXT MEETING:** January 30, 2020

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

  
Potter County Executive Secretary

Prepared by Danielle Gietler  
  
Approval Date



*Established  
1804*

Nancy J. Grupp, Chairman  
Paul W. Heimel  
Barry Hayman  
Commissioners

## County of Potter Board of Commissioners

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Coudersport, Pennsylvania 16915  
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www.pottercountypa.net*

Jessica M. Giebel  
Chief Clerk

Thomas R. Shaffer  
Solicitor

### RESOLUTION # 1 OF 2020 Potter County Pennsylvania

**A Resolution of Potter County, Commonwealth of Pennsylvania, appointing the Environmental Review Certifying Officer for the County's Community Development Block Grant Program.**

**WHEREAS**, in accordance with the Federal Community Development Block Grant Program and the National Environmental Policy Act, it is necessary for the Potter County to designate a Certifying Officer to serve as the "responsible" official to oversee Potter County's environmental requirements; and

**WHEREAS**, the Certifying Officer will represent Potter County for environmental matters as they relate to the Community Development Block Grant and HOME Programs, and shall be subject to the jurisdiction of the Federal courts in the case of environmental litigation; and

**WHEREAS**, the Certifying Officer will assure that all environmental, procedural, and record requirements are fully and properly satisfied; and

**WHEREAS**, the Certifying Officer will oversee or perform all necessary functions required for environmental reviews, including consultations with all appropriate agencies directly concerned with environmental issues or having environmental responsibilities associated with Potter County's projects, and the public comment process.

**NOW, THEREFORE, BE IT RESOLVED** that the Potter County hereby appoints Nancy J. Grupp, Chairman, as the Certifying Officer.

Adopted by Potter County at their regular meeting of January 16, 2020.

Jessie M. Giebel  
Jessica M. Giebel, Chief Clerk

Nancy J. Grupp  
Nancy J. Grupp, Chairman

Paul W. Heimel  
Paul W. Heimel, Vice-Chairman

Barry Hayman  
Barry Hayman, Commissioner