

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING**February 13, 2020****CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:05 am.**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE****ROLL CALL** Commissioner Paul Heimel, Commissioner Nancy Grupp, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler, all present. Commissioner Barry Hayman, absent.**PUBLIC COMMENT** –

Zigmund Reichenbach, representing Americans for Prosperity, posed questions about county expenditures related to criminal justice, as reported in the 2020-29 Potter County Comprehensive Plan. He noted that his organization is making a concerted effort to inform and engage the public on issues related to criminal justice and reform measures.

Hebron Township resident Otto Deutschlander discussed the need for expanded all-terrain vehicle and hiking opportunities on state forest land and aired his frustration with some trail sections being inaccessible due to fallen trees.

MINUTES – January 30, 2020 – tabled until February 27, 2020, meeting.**NEW BUSINESS**

Friends of Lyman Run have requested a donation of \$5,000 to help pay for the construction of a new playground at Lyman Run State Park. Commissioner Heimel recommended that the request be approved, drawing revenue from the Pa. Act 13 Shale Gas Impact Fee/Restricted Use Account for recreation, environmental stewardship and related activities. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Appointment of Commissioner Nancy Grupp as board member, Commissioner Paul Heimel as alternate, and Doug Morley as education representative for Northcentral Pa. Regional Planning & Development Commission, Jan. 1, 2020, to Jan. 1, 2021. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Re-appointment of Steve Green (member) and Commissioner Paul Heimel (alternate) to the Headwaters Resource Conservation & Development Council, 2020-22. ~Action~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Re-appointments of LeAnne Brodhun, Dr. Victor Brown, and C. Robert Wicker to the Potter County Human Services Advisory Board, July 1, 2019, through July 1, 2022. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Potter County Fair Housing Resolution; Resolution #2 of 2020, required for receipt of Community Development Block Grant funds. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Contract renewal with Potter County Human Services for use of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, monthly cost of \$3,035, Jan. 1, 2020, to Dec. 31, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Contract renewal with KOS Inc. for maintenance services of the copier in the Potter County Jail at an annual rate of \$265, Feb. 10, 2020 to Feb. 10, 2021. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Contract renewal with KOS Inc. for maintenance services of the copier in the Coudersport District Court office at an annual rate of \$265, Feb. 1, 2020 to Feb. 1, 2021. ~Action~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

Drug and Alcohol (02/01/2020 – 06/30/2020)

Esper Center and Gaudenzia Kindred House/Contract Amendment contract additions.

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

Contract Amendments (02/01/20 to 06/30/20)

ADAS, Eagleville Hospital, Gaudenzia, Harbor Counseling, Pathway to Recovery and Pyramid. Same language addition and same contract amendment period for all contracts.

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

TRAINING REQUESTS

--Jake Ostrom – Tax Assessment – USPAP update class for license renewal, Bloomsburg, Pa

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

--Glenn Dunn & Dean Predmore – DES – Homeland Security Symposium, Williamsport, Pa.

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

--Nicole Wilson & Jennifer Caber – PCHS – Risk Assessment; Permanency/Concurrent

Planning; Dependency Court Practice; Family Service Planning; Meadville, Pa ~Action~ Comm.

Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

CHIEF CLERK REPORT

Chief Clerk Jessica Giebel reported that liquid fuels tax fund allocation letters are being mailed to all townships and boroughs.

COMMISSIONERS' REPORTS

Commissioner Hayman provided a written summary detailing activities of the county's Planning/GIS Department and the Potter County Conservation District in addressing the next phase of the Chesapeake Bay Watershed Implementation Plan.

Commissioner Heimel reported that the board has been approached by multiple citizens who are disturbed that Denton Hill State Park has not reopened for skiing for six winters. He said the commissioners have reached out to Pa. Dept. of Conservation and Natural Resources officials to share citizens' concerns and seek updated information. Contacts will also be made with legislators and the Governor's Office.

Commissioner Grupp reported that Penn State Extension is offering a Safe Drinking Water Clinic on April 14. She also announced that she will be attending a series of borough council and township supervisor meetings and reported a recent meeting of the Local Emergency Planning Committee Meeting. Additionally, Commissioner Grupp reported on the recent meeting with Representative Clint Owlett and Representative Martin Causer.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$52,967.27
PAYROLL TAX TRANSFERS (EFTPS)	\$16,012.70
STATE TAX WITHHOLDINGS (ETIDES)	\$2,318.76
ACCOUNTS PAYABLE CHECKS – Check #66932-67033 (2/13/2020)	\$109,830.46
ACCOUNTS PAYABLE CHECKS – Check #67034-67036 (2/14/2020)	\$61,713.11
Total Checks Written	\$242,842.30

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

Potter County Fiscal Summary Addition: 01/31/2020

<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	85248			\$446.48
10	General Fund – A/P Manual Checks	901312022-901312025			\$591.61

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

Potter County First of the Month Fiscal Summary – 02/03/2020

<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	132127-132137			\$27,232.67
10	General Fund – A/P Manual Checks	999139			\$35.00
6	911 Fund	2974-2975			\$421.15

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

Potter County Fiscal Summary – 02/14/2020

<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	85249-85250			\$1,224.56
10	Payroll-Direct Deposit	9030205-9030303			\$92,358.93
10	General Fund – Accounts Payable	132138-132226	132086	\$11.16	\$187,915.56
10	General Funds – A/P Manual Checks	902142026-902142030			\$130,625.77
11	LEPC – Local Emergency Planning	2726-2729			\$481.99
16	911 Fund	2976-2978			\$1,346.72
18	Automation Fund (Civil)	132227			\$1,085.14
20	Supervision Fees	132228			\$109.98
28	Domestic Relations IV-D	1021			\$75.00
34	V.O.J.O.	132229			\$251.07
35	Victim Services/RASA	132230			\$1,506.27
38	Divorce Find	132231-132232			\$22,050.47
52	Operational Reserve Fund	132233			\$200,000.00

60	Hotel Excise Tax Fund	132234-12235			40,107.88
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~Action~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes.

NEXT MEETING: February 27, 2020

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



 Potter County Executive Secretary

Prepared by Danielle Gietler

February 27, 2020

Approval Date



Established
1804

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

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 #2 OF 2020 *Potter County, Pennsylvania*

POTTER COUNTY FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the County of Potter that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed. It is the policy of the County of Potter to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed.

Therefore, the County of Potter does hereby pass the following resolution.

BE IT RESOLVED, that within available resources, the County of Potter will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry, use of guide or support animal, status as handler or trainer of guide or support animal and creed to seek equity under federal and state laws by filing a complaint with the Fair Housing Officer, at the Potter County Commissioners Office, Courthouse, Coudersport, PA.

BE IT FURTHER RESOLVED that the Potter County Commissioners shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- 1) Publicizing the name and contact information of the Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- 2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- 3) Use the fair housing logo on all materials dealing with housing programs such as, but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

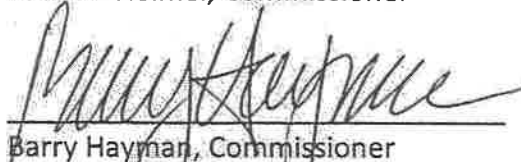
If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business office at (814) 274-8290.

APPROVED by the Potter County Board of Commissioners at their regular meeting held on the 13th day of February, 2020.

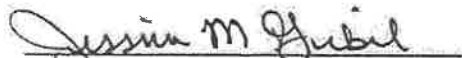
POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner

ATTEST:


Jessica Giebel, Chief Clerk

