

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 26, 2020

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

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – March 12, 2020 ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

NEW BUSINESS

Adoption of the Declaration of Disaster Emergency ~Action~ Comm. Hayman moved to adopt. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ Coordinated Services 03/01/20 to 6/30/20

Kara Amidon

Independent Escort Contractor

New Contract

Round Trip, portal to portal less than 4 hours:

\$ 70.00

Round Trip, portal to portal 4 up to 8 hours:

\$120.00

Round Trip, portal to portal 8 hours and over:

\$240.00

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

United Christian Ministries 02/01/20 to 02/01/21

New Contract

Emergency Shelter Services

\$60.00/day
per resident

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

TRAINING REQUESTS

--Irene Douglas – Galetton MDJ – MDJS Troubleshooting and Working with Participants, Mechanicsburg, Pa. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

PERSONNEL

CHIEF CLERK REPORT

Applications received for 2020 Liquid Fuel Tax Funds from the following municipality:

- Sharon Township \$3,394.42
- West Branch Township \$1,958.54
- Austin Borough \$1,323.90
- Ulysses Borough \$1,398.91
- Genesee Township \$2,474.83

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

COMMISSIONERS' REPORTS

Comm. Heimel recommended that individuals go to the Potter County website, pottercountypa.net, for updated local information on the Coronavirus pandemic. He also commended the commissioners' office staff for maintaining smooth operations as the public health crisis continues.

Comm. Hayman pointed out that county leaders are focused on three primary objectives – ensure the continuity of essential government operations; minimize the exposure of employees to the COVID-19 threat; and provide a bit of financial certainty in a time of great uncertainty.

Commissioner Nancy Grupp echoed what her colleagues said, and that things are changing continually and the board is keeping pace with the changes.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$54,348.54
PAYROLL TAX TRANSFERS (EFTPS)	\$16,922.00
STATE TAX WITHHOLDINGS (ETIDES)	\$2,395.07
ACCOUNTS PAYABLE CHECKS – Check #67262-67338 (3/26)	\$38,270.07
Total Checks Written	\$111,935.68

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

Potter County Fiscal Summary – 03/13/2020

<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	85253-85254			\$1,225.32
10	Payroll-Direct Deposit	9030403-9030501			\$91,413.90
10	General Fund – Accounts Payable	132348-132466	132265; 132270; 132295; 132302	\$345.25	\$113,615.18
10	General Funds – A/P Manual Checks	903132036-903132040			\$130,074.16
11	LEPC – Local Emergency Planning	2732-2735			\$246.56
16	911 Fund	2986-2991			\$21,160.72
18	Automation Fund (Civil)	132467			\$1,085.14
34	V.O.J.O.	132468-132469			\$251.84
35	Victim Services/RASA	132470-132471	132329	\$66.42	\$1,560.92
64	Gas Well Impact-Capital Reserve	132472			\$25,000.00

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

Potter County Special Run: 03/24/2020

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
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64	Gas Well Impact-Capital Reserve	132473			\$13,000.00
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~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Potter County Fiscal Summary – 03/27/2020

<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	85255-85258			\$1,648.83
10	Payroll-Direct Deposit	9030502-9030627			\$99,609.95
10	General Fund – Accounts Payable	132474-132577	132416	\$550.00	\$217,360.90
10	General Funds – A/P Manual Checks	903272041-903272045			\$141,617.23
11	LEPC – Local Emergency Planning	2736			\$18.00
15	North Fork Dam	132578			\$25.00
16	911 Fund	2992-3000			\$9,364.49
17	Saulter Preserve	132579			\$25.00
20	Supervision Fees (County) (CO)	132580-132581			\$987.99
28	Domestic Relations IV-D	1023			\$832.50
34	V.O.J.O.	132582			\$178.00
35	Victim Services/RASA	132583			\$1,068.00
38	Divorce Fund	132584			\$744.31
64	Gas Well Impact-Capital Reserve		132472	\$25,000.00	

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

Potter County Fiscal Summary First of the Month: 04/01/2020

<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	132585-132597			\$103,962.42
10	General Fund – A/P Manual Checks	999141			\$35.00
16	911 Fund	3001-3002			\$421.15

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

NEXT MEETING: April 9, 2020

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



Potter County Executive Secretary

Prepared by Danielle Gietler
April 9, 2020 ✓
Approval Date



Established
1804

County of Potter Board of Commissioners

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

Jessica M. Giebel, Chief Clerk
Thomas R. Shaffer, Solicitor

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about March 11, 2020, the COVID-19 Virus was declared a Pandemic by the World Health Organization and on March 13, 2020 the Federal Government declared a national emergency which has caused or threatens to cause injury, damage, and suffering to the persons and property of Potter County, and the Governor of Pennsylvania declared a disaster emergency by proclamation of March 6, 2020, and

WHEREAS, the COVID-19 Pandemic has the potential to endanger the health, safety and welfare of the entire population of Potter County, and threatens to create problems greater in scope than Potter County, may be able to resolve; and

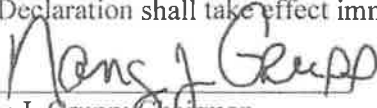
WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of effected residents in Potter County, including but not limited to opening of emergency shelters and providing logistical support and coordination;

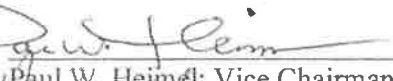
NOW THEREFORE, we, the undersigned Commissioners of Potter County, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA CS), as amended, do hereby declare the existence of Disaster Emergency in Potter County.

FURTHER, we direct the Potter County Emergency Management Coordinator to coordinate the activities of emergency response, mitigation and recover, to take all appropriate action needed to alleviate the effects of this disaster to aid in the restoration of essential public services, and take any other emergency response action deemed necessary to respond to this emergency.

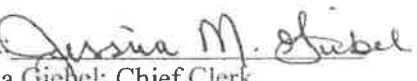
STILL FURTHER, we authorize officials of Potter County to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements expected.

This Declaration shall take effect immediately.


Nancy J. Grupp; Chairman


Paul W. Heimel; Vice Chairman


Barry Hayman; Secretary

Attest: 
Jessica Giebel; Chief Clerk

Date: 3-17-2020