

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

April 9, 2020

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

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Bryan Phelps expressed concerns about the impact of the Potter County Solid Waste Authority's (SWA) temporary closure of its transfer station to the public. Garbage continues to be accepted from licensed haulers. Phelps said police departments have investigated a larger number of illegal dumping complaints since the closure. He was reminded that policies for the transfer station are determined by the SWA, an agency that is independent of the County Commissioners. Phelps also commended Potter County Emergency Management Coordinator for his service to emergency responders and the public during the ongoing Coronavirus pandemic.

MINUTES – April 9, 2020 ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

NEW BUSINESS

Adoption of the Citizen Participation Plan for Community Development Block Grant administration. DBG ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

Contract renewal with MPS Consulting Firm for 911 Fund management and consulting services. Cost is \$30,255.96, term of Jan. 1, 2020 through Dec. 31, 2020. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ Aging 04/01/20 to 6/30/20

Christine M. Hyde

Substitute Center Operator

N/A

New Contract
\$7.25/hr.

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

■ Mental Health 07/01/19 to 6/30/20

Merakey – Re, Emergency Housing/Care

Therapeutic Foster Care

N/A

New Contract
\$29.29

Respite

N/A

\$96.80

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

■ Coordinated Services 07/01/19 to 6/30/20

William Trimbur

Contract addendum to est. hourly rate

N/A

\$9.11/hr.

Carlos Barroqueiro

Contract addendum to est. hourly rate

N/A

\$9.11/hr.

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

TRAINING REQUESTS

--Ellen Russell – Community Development – Pa. Route 6 Education Summit & Annual Meeting

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

PERSONNEL

CHIEF CLERK REPORT

COMMISSIONERS' REPORTS

See attached report on the county's response to the Coronavirus pandemic and related topics.

BILLS

Potter County Human Services Fiscal Summary

| | |
|---|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$50,563.79 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$15,442.13 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$2,221.89 |
| ACCOUNTS PAYABLE CHECKS – Check #(67339-67426) 04/08/2020 | \$81,040.45 |
| Total Checks Written | \$149,268.26 |

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

Potter County Fiscal Summary – 04/10/2020

| <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 | 85259-85260 | | | \$1,225.33 |
| 10 | Payroll-Direct Deposit | 9030628-9030721 | | | \$83,513.55 |
| 10 | General Fund – Accounts Payable | 132598-132667 | 132454 | \$98.79 | \$96,000.80 |
| 10 | General Funds – A/P Manual Checks | 904102046-904102050 | | | \$119,166.22 |
| 11 | LEPC – Local Emergency Planning | 2737-2738 | | | \$73.56 |
| 16 | 911 Fund | 3003-3005 | | | \$664.42 |
| 18 | Automation Fund (Civil) | 132668 | | | \$1,085.14 |
| 34 | V.O.J.O. | 132669 | | | \$265.22 |
| 35 | Victim Services/RASA | 132670 | | | \$1,591.12 |


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

NEXT MEETING: April 23, 2020

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

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date

Potter County Response to COVID-19/Coronavirus Pandemic
April 9, 2020

Potter County Commissioners, in collaboration with the County Emergency Management Department, are continuing to respond to the COVID-19 virus outbreak and its potential impacts on Potter County. Elected officials and department heads continue to implement measures to continue operations of the county government, while protecting the safety of both the public and our employees. Here's a summary of the county's response:

--The Commissioners are receiving daily updates from the Pa. Dept. of Health, U.S. Centers for Disease Control and Prevention (CDC), the Pa. Emergency Management Agency and Governor Tom Wolf's Office. We have also been communicating regularly with representatives of the President, Governor, and other Federal and State elected officials. Our office is also conferring daily with the National Association of Counties and the County Commissioners Assn. of Pa.

--County offices continue to provide essential services with limited staff, even though the offices are closed to the public. The safety of the public and our employees is a primary concern. Elected officials and department heads -- including the 55th Judicial District -- have arranged for essential services to be provided through the county website, pottercountypa.net; by telephone, or by alternative arrangements.

--Two or more updates appear each day on the county website, pottercountypa.net. A separate tab on the website provides details for businesses affected by the Coronavirus, and for local residents who are seeking information on local businesses providing essential services and sources of reliable health information.

--The Commissioners and Emergency Management Agency are participating in weekly conference calls with senior leadership at UPMC Cole. Since Potter County does not have a county health department, the Pa. Dept. of Health is responsible for and has the authority to issue quarantine orders, conduct contact tracing, and report confirmed cases. Beyond notification of a case within the county, no further information is released to county officials by the Pa. Dept. of Health. Potter County is covered by the regional DOH office in Wellsboro.

--The Commissioners and the Potter County Emergency Management Agency have taken the following emergency protective actions: declared a disaster emergency in Potter County (many townships and boroughs have also issued declarations); activated the County Emergency Operations Center; contacted the Governor's Office to request a public statement discouraging travel to seasonal/secondary residences.

--Potter County Emergency Management Coordinator Glenn Dunn and staff continue to collaborate with local and state officials as well as health care representatives to plan for potential medical surge, personal protective equipment shortages, and community impacts of state and federal mitigation strategies. Potter County Department of Emergency Services has distributed personal protective equipment to all emergency service agencies operating in the county. More than 1,400 n-95 masks, 300 gowns and 800 pairs of gloves have been provided to emergency medical services, quick response services and medics. More than 1,000 n-100 and regular masks and 900 pairs of gloves have been given out to firefighters and fire police. Hand sanitizer has also been provided to emergency responders. A shipment of additional protective equipment from the Federal Emergency Management Agency was received on Wednesday and will be held in inventory.

--Businesses affected by the Coronavirus have been taking advantage of new tools created by two county departments to support them during troubled times. First of these is an interactive map which shows Potter County businesses that remain open as "life-

sustaining” under Gov. Wolf’s mandatory closing and stay-at-home orders. The map also shows locations where public school districts are distributing free lunches. Local residents are encouraged to support their local businesses during this time of economic distress. Business owners are encouraged to provide information on special services they are offering, such as early shopping for seniors, curbside pickup, etc.

--Business owners can learn about available federal resources through the “Small Business Owner’s Guide to the Provisions of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.” Of particular interest is the Paycheck Protection Program which is now open to small businesses. This program authorizes forgivable loans to pay employees and other business expenses during the pandemic. Details can be found at pottercountypa.net. Pa. Dept of Economic and Community Development (DCED) also offers assistance at dced.pa.gov.

--Gov. Tom Wolf has placed all of Pennsylvania under a “stay at home order” to help slow the spread of COVID-19. Individuals may leave their residence only to perform certain activities. Details can be found at pottercountypa.net.

--State agencies have established helpful online resources as follows. These can be found on the county website:

- Pa. Dept. of Health updates and guidance.
- Enforcement of the state’s ban on the operation of “non-life sustaining” businesses by the Pa. Liquor Control Board, Pa. Dept. of Health, Pa. Dept. of Agriculture, Pa. State Police, and local officials. DCED is administering the ban and has provided resources for businesses. These include support services for affected businesses, and an updated life-sustaining business list.
- Guidance for essential businesses who are remaining open on how to control the spread of COVID-19.
- Unemployment Compensation information.

--Potter County Planning/GIS Department is updating a map tracking the confirmed cases statewide. It includes information related to the virus, provided by the Pa. Dept. of Health and Penn State University.

--Potter County Director of Elections Sandra Lewis is preparing for a series of changes related to the Primary Election, which has been rescheduled for June 2.

--Commissioners have conferred with Pennsylvania CareerLink office in Potter County. To reach a staff person, call 814-590-6837. For unemployment compensation issues, call 1-888-313-7284, or visit the website here. For general inquiries, go the Pa. CareerLink website.

--Commissioners are hosting conference calls with elected officials and department heads to review workforce needs, identify essential employees and ease the transition for furloughed employees.

--At Potter County Human Services, Protective Services, Child Welfare, Crisis, and On-Call staff remain available for emergencies. Caseworkers are regularly conferring with clients by phone to check on their welfare and offer assistance. The Medical Assistance Transportation Program continues to operate. Potter County Drug & Alcohol Services is conducting assessments by telephone. Inpatient referrals can still be made and outpatient providers are making therapy available by phone. PCHS has also promoted the availability of the Pa. Office of Mental Health and Substance Abuse Services toll-free “warmline” available 24/7 for those who may need to talk with a professional about challenges they may be experiencing during this time. The number is 1-855-284-2494. Senior centers are closed, but meals are still being provided by pickup or delivery. More information on PCHS is available online at pottercountyhumansvcs.org.

--Potter County Treasurer’s Office is closed. Dog licenses can be obtained by mail or online at pottercountypa.net (click on Treasurer’s Office). Fishing licenses can be purchased online at gonefishingpa.com.

--Potter County Director of Veterans Affairs Michael Pepper remains available to assist veterans at 814-274-8290, ext. 210. The VA has closed its Coudersport clinic. Those who need labs or face-to-face visits will need to go to the clinic in Wellsboro. VA is encouraging veterans to use virtual care services to get the care they need. More details are available on the Military Veterans of Potter County page on Facebook, or from Director Pepper.

--Potter County Assessment Office/Tax Claim Bureau is accepting tax payments through a drop-box accessible in the parking lot of the Gunzburger Building (corner of Water and West streets). Delinquent tax payments can be made online or by mail to: Potter County Tax Claim, 1 North Main St., Suite 111, Coudersport, PA 16915. Arrangements are being made to accept stay-of-sale agreements by mail. Many forms and applications can be found online at pottercountypa.net (see Tax Claim/Tax Assessment tabs). For assistance, send email to jostrom@pottercountypa.net, or call or text 814-203-0761.

--Potter County Planning/GIS office is closed. The online Tax Parcel Viewer has printing capabilities at no cost. Online mapping services can be found at pottercountypa.net. Also found on the website is a digital Subdivision and Land Development Ordinance application form. If an in-person appointment is needed, call Will Hunt at 814-274-8290, ext. 229.

--The Potter County Sheriff's Office, Register & Recorder Office and other departments offer services through their dedicated pages at pottercountypa.net.

--The Potter County Commissioners have announced that they will host a call-in "virtual town hall" on the Coronavirus pandemic at 6 pm Monday, April 20. More details will be provided in the coming days.