

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

April 23, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:23 am.

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.

PUBLIC COMMENT

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

NEW BUSINESS

Proclamation for National Crime Victims' Rights Week – April 19 – 25, 2020 ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes. Commissioner Heimel observed that services for crime victims have improved in recent years, but the criminal justice system and government agencies can do better.

Bid for 2005 F250 Maintenance Truck – highest bid received from Michael Curtis for \$1,451.00 via Municibid. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Anita Mead Resigned from the PCHS Board of Advisory effective July 1, 2020. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement Renewal with KOS, Inc. for maintenance services on the copier in the Treasurer's office at an annual rate of \$342.00. Term is April 17, 2020 to April 17, 2021. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Agreement Renewal with Davis-Ulmer Inc. for the monitoring of the sprinkler system for the modular trailers, from May 1, 2020 through April 30, 2021. Annual cost of \$550.00. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ **Drug & Alcohol**

Davis Archway (02/02/20 to 6/30/20)

Contract Amendment

See attached Recommendation Form for Contract Addition

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

Alcohol & Drug Abuse Services (03/30/20 to 06/30/20)

Contract Amendment

See attached Recommendation Form for Contract Addition

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

■ **Mental Health** 10/01/19 to 6/30/20

Pentz Run Youth Services, Inc.

Respite Care

\$147.90/day

No Change

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

TRAINING REQUESTS

PERSONNEL

Sheriff Glenn Drake received resignation notice from Gaven DeWert, full-time Sheriff Deputy at the Potter County Sheriff Department effective April 13, 2020. ~Action~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

CHIEF CLERK REPORT

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

- Allegany Township \$2,388.68
- Harrison Township \$4,693.40

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

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Hayman shared his views on issues related to the Coronavirus pandemic (see attached).

Commissioner Heimel read the board's most recent report on county's response to the pandemic and its impact on Potter County. (see attached)

Commissioner Grupp pointed out that implications of the pandemic are rapidly changing. She also noted that recent changes in Pa. Dept. of Health regulations will result in emergency responders being made aware of addresses at which a Coronavirus patient resides. Also, Commissioner Grupp said the board is considering a suggestion that, in consideration of the pandemic's financial impact, the 10-percent penalty on real estate taxes now scheduled to begin on July 1 be waived for a period of time to be determined.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$52,065.52
PAYROLL TAX TRANSFERS (EFTPS)	\$16,371.13
STATE TAX WITHHOLDINGS (ETIDES)	\$2,307.05
ACCOUNTS PAYABLE CHECKS – Check # 67427-67527	\$342,231.71
Total Checks Written	\$412,975.41

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

Potter County Fiscal Summary – Special Run 04/17/2020

<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	General Fund – Accounts Payable	132672			\$2,200.00
62	CDBG Entitlement	132671			\$6,000.00

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

Potter County Fiscal Summary – 04/24/2020

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks	85261-85264			\$1,648.86
10	Payroll-Direct Deposit	9030722-9030835			\$91,954.30

10	General Fund – Accounts Payable	132673-132741	132348 & 132627	\$8,073.26	\$204,584.85
10	General Funds – A/P Manual Checks	904242051- 904242056			\$140,766.74
11	LEPC – Local Emergency Planning	2739-2740			\$2,439.98
15	North Fork Dam	132742			\$25.00
16	911 Fund	3006-3009			\$39,602.32
17	Saulter Preserve	132743			\$25.00
22	Farmland Preserv. & Rollback	132744			\$103.68
34	V.O.J.O.	132745			\$178.00
35	Victim Services/RASA	132746			\$1,068.00
59	P.C. Victim Impact Panel (CO)	132747			\$132.50

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

NEXT MEETING: May 7, 2020

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date

Commissioner Hayman reported: I lost count of how many times I have heard that we are all in this together. Some have even said we are all in the same boat. Someone more accurately described it this way, we are all in the same storm, but we are each in our own boats. Some of our boats are still sturdy and seaworthy. Some of our boats are still afloat but taking on water. And some of our boats have sunk with folks just struggling to tread water. Around the country governments have been trying to provide some relief. Like the scene in Jaws where Chief Brody exclaims, we're going to need a bigger boat, those in Washington are realizing we are going to need a bigger assistance program. Governors are determining how their states will re-open once we flatten the COVID curve. And just like the town manager in Jaws, some folks are encouraging us to get back into the water before we are sure the waters are safe. Much of the last two weeks here have been spent trying to find ways to help those who are treading water or in danger of losing their livelihoods. Please know, that while we want to get back to some semblance of normal, we do not have the authority to open up the County. Absent professional public health advice specific to Potter County, we are not equipped to make those decisions. Commissioner Heimel has been tirelessly updating the County website with the latest COVID news and Commissioner Grupp has been dogged in her efforts to work with any and all resources for aid. I commend them for their efforts, and I want to thank the Administrative Staff, really everyone still at work in county government, for their work, every day, to keep County government running to provide essential services to the residents of Potter County. And I want to thank you, the residents of Potter County for remaining calm, remaining patient, and staying safe. We are all in the same storm so let's do all we can to help those who are in need. Support our local businesses, advocate for and support our local farmers, and help our first responders either through volunteering or donating what you can to your local fire department and ambulance association.

COVID-19 Coronavirus Response Summary

Potter County Board of Commissioners

April 23, 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. County offices continue to provide essential services with limited staff, even though the offices are closed to the public. We have implemented measures to continue operations of the county government while protecting the health and safety of the public and county employees. A list of online options and telephone numbers, as well as resources, links and daily updates, can be found on the county website, pottercountypa.net.

As soon as health authorities called for restrictions, and even before state directives were issued, Potter County began taking protective steps. This included an assessment of the workforce to clarify which functions were considered essential in terms of personnel, as well as what services could be maintained through online resources and other alternative measures.

Elected officials and department heads reviewed staffing requirements. As a result, 21 county employees, as well as 19 employees of Potter County Human Services were furloughed. Chief Clerk Jessica Giebel spearheaded a comprehensive assessment and reporting of unemployment compensation and other options for furloughed employees.

We are monitoring the county's fiscal condition and other factors, in anticipation of revenue reductions. It is our intention to develop the county's 2021 operating budget methodically, seeking cost savings through the remainder of 2020 and beyond.

About 60 people called into a "town hall" phone conference hosted by the Potter County Commissioners Nancy Grupp, Barry Hayman and Paul Heimel on Monday evening (April 20). Most of the 70-minute discussion focused on local implications of the coronavirus pandemic. Additional town halls will likely be scheduled.

Potter County Community Development and Planning Departments continue to support local businesses affected by the pandemic. Most recently, they have conferred with the

Commissioners as well as business support resources provided by the Potter County Education Council and other agencies to develop a Potter County Business Revitalization Plan that's geared toward support local communities, businesses and other employers emerging from the pandemic.

The Commissioners are receiving daily updates from the Pa. Dept. of Health, U.S. Centers for Disease Control and Prevention (CDC), Pa. Emergency Management Agency and Governor Tom Wolf's Office. We have communicated directly with both U.S. Senators (Casey and Toomey) from Pennsylvania as well as Congressman Fred Keller and state officials. Our office is also conferring daily with the National Association of Counties and the County Commissioners Assn. of Pa.

Steps are being taken to attend to the needs of military veterans in Potter County, through the VA, the Bath (N.Y.) VA Medical Center, Pa. Dept. of Military and Veterans Affairs and other resources, Potter County Director of Veterans Affairs Michael Pepper remains on duty to assist veterans at 814-274-8290, ext. 210.

The Commissioners and Emergency Management Agency are participating in weekly conference calls with senior leadership at UPMC Cole. Potter County Emergency Management Agency continues to collaborate with local and state officials as well as health care representatives to plan for any potential medical surge, personal protective equipment shortages, and community impacts of state and federal mitigation strategies.

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.

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.

Gov. Wolf has announced that businesses and other operations in regions of Pennsylvania that have seen a relatively low number of confirmed COVID-19 cases will be permitted re-open under loosened restrictions if certain conditions are met. The Commissioners are conferring with the Governor's Office, the Pa. Dept. of Health, and other agencies for clarification of how the new policies could affect Potter County.

Each day, the Commissioners closely monitor Pa. Dept. of Health advisories and statistical reports. DOH reported mid-day Wednesday that there had been 58 more confirmed or probable COVID-19 deaths statewide over the last 24 hours, and 1,156 more confirmed Coronavirus cases. Holding steady for confirmed cases over the 24 hours were the counties of Potter 4, Cameron 1, Elk 2. McKean 5, Tioga 15, Centre 76, and Allegany County, N.Y. 30. Caseload in Clinton County grew from 11 to 13; Lycoming 42 to 43; and Cattaraugus County, N.Y., 35 to 37. There have been two fatalities in Tioga, Lycoming and Centre counties, and 1 fatality in Allegany County, N.Y.



Established
1804

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

County of Potter Board of Commissioners

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

PROCLAMATION

National Crime Victims' Rights Week

April 19 – 25, 2020

WHEREAS, we remember and honor those who we have lost as well as those who continue to persevere;

WHEREAS, violence is felt by all economic, racial, and societal barriers, and are supported by Indifference;

WHEREAS, the impact of violence is wide-ranging, directly affecting individuals and society here in Potter County, throughout the United States, and the world.

NOW THEREFORE, in recognition of National Crime Victims' Rights Week, As we will endeavor to seek justice, ensure Victims' Rights and inspire hope, the Potter County Commissioners do hereby proclaim the week of April 19th through April 25th, 2020, as "**National Crime Victims' Rights Week**" and urge all Potter County citizens to actively work toward improving victim safety and holding perpetrators of violence accountable for their actions.

Given under our hands this 23rd day of April, 2020.

Nancy J. Grupp, Chair

Paul W. Heimel, Commissioner

Barry Hayman, Commissioner

ATTEST:

Jessica M. Giebel, Chief Clerk