

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

May 7, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:01 am.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Halie Kines, reporter with the *Potter Leader-Enterprise*, inquired into the board's compliance with state regulations requiring advance notice of public meetings and avenues for public attendance and participation. The board will review its notification policies enacted in response to the COVID-19 coronavirus, during which the meeting room is closed to the public and a telephone connection is being used for public access, to ensure compliance.

GUEST SPEAKER

Potter County Planning/GIS Director Will Hunt presented details on the county government's "Revitalize Potter County" initiative. He and Community Development Director Ellen Russell have been assigned by the commissioners to spearhead this comprehensive effort to help small businesses survive the coronavirus pandemic's economic impact and emerge even stronger. Revitalize Potter County could evolve to include funding for small businesses and a broader campaign to rebuild the county's economy with concerted efforts to support agriculture, tourism, and other sectors. The initiative is further detailed on the county website, pottercountypa.net (click on tab at upper right). It complements Project 2025, another recently launched mission to reverse the county's steady population loss and increasing median age by the end of 2025.

MINUTES – April 23, 2020 ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

NEW BUSINESS

Proclamation – 2020 Conservation District Week, May 3-9. The commissioners commended director Jason Childs and staff at the Potter County Conservation District for exemplary service. ~Action~ Comm. Heimel moved to adopt. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Resignation from Michael Salvadge, member of Potter County Solid Waste Authority, effective April 27, 2020. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Resignation from Jan TaraBori, member of the Potter County Solid Waste Authority, effective April 27, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Appointment of John Stilson to the Potter County Solid Waste Authority to fill vacancy. Term to expire 12/01/2024. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Reappointment of Gary Morley to Potter County Solid Waste Authority, term to expire on December 1, 2023, to the Potter County Solid Waste Authority. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

Services agreement with Alertus Technologies Inc. for yearly maintenance and updates of the countywide panic alert system. Cost of \$3,450. Term of May 31, 2020 – May 31, 2021. ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Courthouse, July 1, 2020 to June 30, 2021, at a fee of \$350. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Contract with Christopher Bickel for lawn maintenance at the former Shinglehouse Senior Center and District Judge Office in Shinglehouse, at a rate of \$70 per session (combined properties). ~Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Contract with John Parsell for lawn maintenance at the District Judge Office in Galetton for \$35 per session. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Hayman emphasized the importance of all residents participating in the 2020 U.S. Census, since a multitude of government funds and services are based on population and an accurate count is important for many other purposes. He also emphasized that citizens should remain vigilant in following health and safety guidelines to prevent the spread of the coronavirus.

Commissioner Heimel issued the latest summary of the board's response to the pandemic and its impact on Potter County. (see attached)

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$43,574.04
PAYROLL TAX TRANSFERS (EFTPS)	\$13,190.83
STATE TAX WITHHOLDINGS (ETIDES)	\$1,918.31
ACCOUNTS PAYABLE CHECKS – Check # 67528-67610 (05/07/2020)	\$209,914.45
Total Checks Written	\$268,597.63

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

Potter County Additional 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	General Fund – Accounts Payable	132748	132692	\$48.00	\$30.00
11	LEPC – Local Emergency Planning	24741			\$18.00

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

Potter County Fiscal Summary – First of the Month 05/01/2020

<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	132749-132762			\$102,412.67
10	General Funds – A/P Manual Checks	999142			\$35.00
16	911 Fund	3010-3011			\$421.15
62	CDBG Entitlement	132763			\$8,359.20

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

Potter County Fiscal Summary – 05/07/2020

<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	85265-85266			\$1,225.32
10	Payroll-Direct Deposit	9030836-9030921			\$76,336.32
10	General Fund – Accounts Payable	132764-132840			\$69,726.48
10	General Funds – A/P Manual Checks	905082057-905082061			\$109,454.15
11	LEPC – Local Emergency Planning	2742-2744			\$256.04
16	911 Fund	3012-3014			\$1,108.40
18	Automation Fund (Civil)	132841			\$2,985.14
34	V.O.J.O.	132842			\$249.50
35	Victim Services/RASA	132843			\$1,496.84
38	Divorce Fund	132844			\$503.50
60	Hotel Excise Tax Fund	132845-132846			\$14,885.07

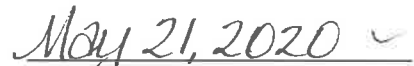
~**Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

NEXT MEETING: May 21, 2020 (If the county is still in the yellow phase then the meeting will be held again via conference call.)

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

Prepared by Danielle Gietler


 Potter County Executive Secretary


 Approval Date

COVID-19 Coronavirus Response Summary 5-7-20

Potter County Board of Commissioners

The Commissioners, in collaboration with the County Emergency Management Dept., continue to respond to the COVID-19 virus outbreak and its potential impacts. To protect public health and safety, county offices remain closed, but the county continues to provide essential services with limited staff. 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.

A conference call with county elected officials, managers and department heads was held this morning in response to Gov. Wolf's declaration that Potter is among counties that will be changed from Red to Yellow in the state's Pandemic Health and Safety Restrictions Strategy on Friday, May 8. In general, plans call for entry limitations for county buildings, mandatory use of protective masks, and social distancing. Further details will be announced. Currently, 21 county employees, as well as 19 employees of Potter County Human Services, remain on furlough. Also, President Judge Stephen Minor has extended the judicial emergency order to June 1 and advised that some restrictions will continue beyond that date to protect public health and safety.

Potter County Community Development and Planning Departments continue to support local businesses affected by the pandemic. A comprehensive business assistance initiative, *Revitalize Potter County*, will soon be unveiled. It's geared toward supporting 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 are communicating directly with the White House Office of Intergovernmental Services, U.S. Senators Bob Casey and Pat Toomey, Rep. Fred Keller and state officials as we continue to advocate for Potter County.

As previously reported:

- 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, while EMA officials are acquiring and managing an inventory of personal protective equipment for emergency responders.
- 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 conferring with clients by phone to check on their welfare and offer assistance. Senior centers will remain closed until at least June 1. Meals continue to be provided.



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