

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

May 21, 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, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT

GUEST SPEAKER

Potter County Planning/GIS Director Will Hunt provided an update on Revitalize Potter County. He and Community Development Director Ellen Russell are spearheading this initiative of the Potter County Commissioners. Its mission is to support businesses emerging from the COVID-19 coronavirus pandemic and to strengthen the economy of Potter County. The commissioners are seeking funding to support local businesses affected by the pandemic. Helpful resources for local businesses can be found on the website, pottercountypa.net. Details will be announced.

MINUTES – May 7, 2020 ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

NEW BUSINESS

Received one bid for congregate and delivered meals following solicitation by Potter County Human Services Area Agency on Aging. ~**Action**~ Comm. Heimel moved to table pending input from Potter County Area Agency on Aging. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Thomas A. Walrath Jr., Esq., as juvenile defender/indigent parents' counsel for Potter County, Jan. 1, 2020 to Dec. 31, 2020 at an annual salary of \$41,400. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Agreement renewal with KOS, Inc. for maintenance services on the copier in the Potter County Commissioners office, \$.078 per color copy and \$.008 per black/white copy. Term of May 25, 2020 to May 25, 2021. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Agreement renewal with KOS, Inc. for maintenance services for the copier in the County Auditors office at a rate of \$.08 per color copy. \$.009 per black/white copy. Term of May 12, 2020 to May 12, 2021. ~**Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Agreement renewal with KOS, Inc. for copier maintenance services in the Probation Dept. at a rate of \$342.00 per year. Term of May 16, 2020 to May 16, 2021. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

18/19

19/20

■ **Mental Health**

Norther Tier Children's Home (01/01/20 to 06/30/2020)

Home Residential Services (New Contract)

\$45.00/day

Homeless Assistance

\$5.00/meal

Susquehanna Software, Inc. (07/01/2020 – 06/30/2021)

Software, Technical Support & Programming Services

\$1,466.67/mo.

\$1,500.00/mo.

Total:

\$17,600.00/yr.

\$18,000.00/yr.

■ **Aging** (07/01/20 to 06/30/2021)

Betty Tomak

Senior Center Operator – Substitute \$10.37/hr. No Change
(rate based on experience prior Senior Center Operator and Long-Term Substitute)

Cora Roth

Senior Center Operator – Substitute \$7.25/hr. No Change

Christine M. Hyde

Senior Center Operator – Substitute \$7.25/hr. No Change
~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

TRAINING REQUESTS

--Kord Kinney – DA Office, Trial Advocacy Training, State College, Pa. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

PERSONNEL

PCHS Employees Furloughed as of 04/27/2020:

Keegan Abbott; Steve Achre; Gail Allen; Monica Bowman; Robert Bowman; Corey Drabert; Susan Erickson; Larae Fracklin; McKayla Freeborn; Richard Kunselman; Janice Major; Catherine Marshall; Bonnie Miller; Heather Morey; Sharon Prentiss; Darcy Shutt; Tiffany Widmeier; Monica Williams; and Nicole Wilson.

Potter County Employees Fully Furloughed:

David Apple (3/30); Sarah Chappell (3/23); Larry Goodwin (3/30); Judith Lacher (3/30); Gabrielle Milford (4/06); Debra Ostrom (3/30); Gayle Potocek (3/30); Robin Rogers (3/30); Jeffery Russell (4/06); Donna Sallade (3/23); Kelsey Valenti (4/20); and Michael Walden (4/06).

Potter County Employees Partially Furloughed:

Amanda Andreano (4/01); Marian Butler (3/30); Desiree Earle (04/20); Vicki Flewellyn (3/31); Karin Karr (3/30); Sherri Lamer (3/31); Sarah Lieberman (4/06); Jackie McCaslin (3/31); Derick Morey (4/22); Shanon Sallade (4/20); Sarah Seeley (4/29) and Paula Weber (4/6).

Potter County Employees Returned from Furlough:

David Apple (5/12); Sarah Chappell (5/11); Larry Goodwin (5/18); Gabrielle Milford (5/18); Donna Sallade (4/29); Michael Walden (5/06); Sarah Lieberman (5/11) and Jackie McCaslin (5/11).

~**Action**~ Comm. Heimel moved to acknowledge for the recording purposes. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Resignation – Jeanette Stuckey, Potter County Auditor, effective May 18, 2020.

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

CHIEF CLERK REPORT

Applications received for 2020 Liquid Fuel Tax Funds from the following municipalities: Bingham Township, \$2,929.64; Eulalia Township, \$2,660.17; Oswayo Township, \$1,835.18; Pike Township, \$1,193.41

~ **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 Heimel pointed out that, contrary to rumors, county governments do not have the authority to override an executive order of the governor following a statewide emergency declaration due to a public health pandemic.

Commissioner Grupp announced that the commissioners do not plan to waive the start of the penalty period for unpaid 2020 county taxes. She also said a phased reopening of the Gunzburger Building will start on June 1, in accordance with the green phase of governor's order.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$37,301.39
PAYROLL TAX TRANSFERS (EFTPS)	\$11,445.12
STATE TAX WITHHOLDINGS (ETIDES)	\$1,654.92
ACCOUNTS PAYABLE CHECKS – Check # 67611-67690 (05/21/2020)	\$160,907.86
Total Checks Written	\$211,309.29

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

Potter County Fiscal Summary – 05/22/2020

<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	85267-85270			\$1,280.58
10	Payroll-Direct Deposit	9030922-9031037			\$89,589.89
10	General Fund – Accounts Payable	132847-132927	132791	-\$151.13	\$189,645.12
10	General Funds – A/P Manual Checks	905222052 - 905222066			\$127,290.48
11	LEPC – Local Emergency Planning	2745-2747			\$71.50
15	North Fork Dam	132928			\$25.00
16	911 Fund	3015-3017			\$1,380.70
17	Saulter Preserve	132929			\$25.62
28	Domestic Relations IV-D	1024			\$202.50
34	V.O.J.O.	132930			\$178.00
35	Victim Services/RASA	132931			\$1,068.00
38	Divorce Fund	132932-132934			\$22,878.04

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

NEXT MEETING: June 4, 2020, 11 a.m.

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