

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

June 4, 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**

Joe Pennypacker from the Austin Pride Committee informed the board that the group plans to provide an Independence Day fireworks display launched from a hilltop overlooking the borough. He said the committee wanted to notify the commissioners because the county owns a communications tower in the area and the group wants to use the access road. He was referred to the Pa. Dept. of Conservation and Natural Resources, owner of the road.

**MINUTES** – May 21, 2020 ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Potter County Human Services administrators recommend acceptance of the lone bid received for congregate and home-delivered meals provided by the Area Agency on Aging. ~ **Action**~ Comm. Heimel moved to approve contract with Nutrition Inc. d/b/a/ Pittsburgh Companies North. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

2020-2023 Association of Probation Officers labor contracts. The association has ratified the documents. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**19/20**

**20/21**

■ **Mental Health** (07/01/20 to 06/30/2021)

Pentz Run Youth Services

Respite/Room & Board \$147.90/day \$159.00/day

Dawn Dovensky, Rick Kunselman and Erin Andrews – Independent Contractors

Act 143 Designee/Delegate Agreement \$70/day M-Thurs. No change  
\$100/day Fri-Sun. and holidays

Field Response: Addt'l \$70/incidence M-Thurs.  
Addt'l \$100/incidence Fri.  
Addt'l \$140/incidence Sat., Sun. and holiday.

Northern Tier Children's Home Residential Services – CHIPP

24/7 Supervision provided to qualified individual \$45/day, not to No Change  
exceed 30 days unless  
approved extension,  
\$5.00/meal, if requested  
by MH Dept.

Northern Tier Children's Home Residential Services – Homeless Assistance

Homeless assistance to individuals with Mental Health diagnosis  
\$45/day (\$5/meal if needed) N/C

Northern Tier Children's Home Residential Services – Transitional Living

Room, board, transportation as well as other necessary support services

\$70/day \$75.00/day  
\$10/day/child \$10/day/child

(The resident will be responsible for \$10.00 per day and Potter County Human Services will reimburse the remaining \$65.00 per day per resident for transition living services)

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

**TRAINING REQUESTS**

**PERSONNEL**

*Retirement* – Barb Kiel, Administrator Assistant with the Potter County Human Services Area Agency on Aging, effective August 7, 2020. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CHIEF CLERK REPORT**

Applications received for 2020 Liquid Fuel Tax Funds from Oswayo Borough, \$424.34; and Stewardson Township, \$607.72.

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

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported that rural advocacy activities were successful in the allotment of federal CARES Act funding to help cushion the impact of the COVID-19 coronavirus pandemic. Under a distribution formula announced this week, each county in Pennsylvania will receive a base allocation of \$1 million and additional funding based on population. Potter County's grant is estimated to be more than \$1.49 million. He added that the board is awaiting guidance from the Pa. Dept. of Community and Economic Development on how the funds can be distributed to businesses, local governments and/or non-profit organizations.

Commissioner Hayman pointed out that Potter County's coronavirus confirmed case count recently rose after holding steady for many weeks. He emphasized the importance of wearing protective facemasks and following other Centers for Disease Control and Prevention guidelines to prevent the spread of COVID-19.

Commissioner Grupp announced the board will host a public hearing and workshop on June 11 to provide information on how municipalities and non-profit organizations can apply for funds from a \$156,000 Community Development Block Grant awarded to the county through a federal COVID-19 relief program. This is separate from the \$1.49 million CARES Act grant announced earlier this week. Commissioner Grupp also announced that those who wish to participate in the June 18, 2020, meeting of the Board of Commissioners can do in person or by telephone. Health and safety measures are required for in-person attendance. To access the meeting by phone, call 814-274-0844 and, when prompted, enter 114477#.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL AUTOMATIC DEPOSITS	\$36,746.39
PAYROLL TAX TRANSFERS (EFTPS)	\$11,467.88
STATE TAX WITHHOLDINGS (ETIDES)	\$1,636.19
ACCOUNTS PAYABLE CHECKS – Check # 67691-67771 (06/04/2020)	\$91,668.68
<b>Total Checks Written</b>	<b>\$141,519.14</b>

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

**Potter County Fiscal Summary First of the Month – 06/01/2020**

<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	132935-132947			\$113,482.67
10	General Fund – A/P Manual Checks	999143			\$35.00
16	911 Fund	3018-3019			\$4,421.15

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

**Potter County Fiscal Summary – 06/05/2020**

<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	85271			\$619.25
10	Payroll-Direct Deposit	9031038-9031129			\$85,650.51
10	General Fund – Accounts Payable	132948-133020			\$255,069.74
10	General Funds – A/P Manual Checks	906052067-906052071			\$121,908.65
11	LEPC – Local Emergency Planning	2748-2751			\$516.38
14	Liquid Fuels	1559			\$3,314.46
16	911 Fund	3020-3024			\$23,015.75
34	V.O.J.O.	133021			\$249.50
35	Victim Services/RASA	133022			\$1,496.84
64	Gas Well Impact – Capital Reserve	133023			\$15,599.00

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

**NEXT MEETING:** June 18, 2020

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

Prepared by Danielle Gietler

  
Potter County Executive Secretary

  
Approval Date