

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

July 2, 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, Recording Secretary Danielle Gietler, Chief Clerk Jessica Giebel, all present.

PUBLIC COMMENT

Teresa Kisiel, Coudersport Borough Tax Collector, reported that payments of municipal and county real estate taxes have been steady, with no significant impact by the COVID-19 coronavirus pandemic, as had been forecasted by some.

MINUTES – June 18, 2020 ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Resolution #4 of 2020 Authorizing Application to the Pa. Dept. of Community and Economic Development for the COVID-19 County Relief Block Grant Program. ~ **Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Reappointment of Kathleen Kinard to the Potter County Human Services Advisory Board, July 2020 – July 2023. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Z-A Proposal (Zelenkofske Axelrod LLC) proposal for assistance in administration of CARES Act Funding from 03/01/2020 – 12/30/2020. ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Software and maintenance agreement with Optical Storage Solutions, Inc. for Register and Recorder’s Office at an annual cost of \$13,520; July 1, 2020 – May 31, 2021. ~ **Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with Pest Management for services at a rate of \$79.00 per month. ~ **Action**~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Aging** (07/01/20 to 06/30/2021)

Jennifer Ann Davis, RDN, LDN

Dietician monitoring for home delivered	\$55.45/hr.	No Change
	+ expenses at State	
*meals and congregate meals required	approved rate by PA Dept. of Aging	

James Goochee, Certified Instructor

Mandatory Evidence-Based Chronic Disease Self-Management. Contractor will complete training for new evidence-based program and assist Community Health Nurse as required by Pa. Dept. of Aging.

\$15.00/hr. No Change

Pauline Goochee, RN Community Health Nurse

Assessment, Case Consultation, Medication Management,
Health and Wellness Activities.

\$27.00/hr. No Change

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

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ Coordinated Services (07/01/20 to 06/30/2021)

Children and Youth

Transportation \$2.15/loaded mi. No Change
~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

■ Drug & Alcohol (03/30/20 to 06/30/2021)

Alcohol and Drug Abuse Services

Certified Recovery Support Specialist	Cost reimb/\$40,000.00	No Change
Inpatient Non-Hospital Short Term	\$202.00/day	\$205.00/day
Inpatient Non-Hospital Long Term	\$199.00/day	\$205.00/day
Assessments	\$ 80.00/unit	No Change
Outpatient Counseling	\$ 95.00/hr.	No Change
Group Counseling	\$ 47.50/hr.	No Change
Intensive Outpatient Counseling	\$135.00/day	No Change
Case Coordination	\$ 20.00/15 mins.	No Change

Darlene Manning

Cleaning ADAS Coudersport Satellite Office \$145.00/mo. \$150.00/mo.
~ Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

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

Guidance Center

Mental Health Psychiatric Outpatient Services – Project RAPPORT	\$15.62/15 min. unit to a max. amt. of \$25,000.00	No Change
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~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

TRAINING REQUESTS

N/A

PERSONNEL

Resignation of Susan Erickson as a Clerk Typist II at Potter County Human Services, effective June 18, 2020. ~ Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

County Treasurer Krista Miller has temporarily hired Hannah Taylor for processing of antlerless deer applications effective July 13, 2020. ~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Hiring of Kristen Terwilliger as a part-time Custodial Worker I at Potter County Human Services effective June 29, 2020. ~ Action~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CHIEF CLERK REPORT

N/A

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Hayman reported that Veteran Affairs Director Michael Pepper continues to provide services during the COVID-19 coronavirus pandemic by appointment only at his office in the Gunzburger Building.

Commissioner Grupp discussed funding the county has received to help qualifying renters and mortgage payers who have been adversely affected by the pandemic. Potter County Human Services is administering the program.

Commissioner Heimel presented an update on Revitalize Potter County. Surveys are being developed to solicit input from small business owners and other employers as the work group investigates options for supporting emergence of the county's economy from the pandemic. Further details will be available soon.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL AUTOMATIC DEPOSITS	\$43,863.40
PAYROLL TAX TRANSFERS (EFTPS)	\$13,784.15
STATE TAX WITHHOLDINGS (ETIDES)	\$1,992.88
ACCOUNTS PAYABLE CHECKS – Check # 67856-67942 (07/01/2020)	\$103,619.93
Total Checks Written	\$164,260.36

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

Potter County Fiscal Summary Additional Run – 06/19/2020

<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	85275			\$142.55
10	General Fund – Accounts Payable	133284			\$9.36
10	General Funds – A/P Manual Checks	906192077-906192080			\$190.09

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

Potter County Fiscal Summary – First of the Month – 07/01/2020

<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	133285-133296			\$102,232.67
10	General Fund – A/P Manual Checks	999144			\$35.00
16	911 Fund	3029-3030			\$421.15

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

Potter County Fiscal Summary – 07/03/2020

<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	85276			\$619.26
10	Payroll-Direct Deposit	9031252-9031344			\$88,023.47
10	General Fund – Accounts Payable	133297-133377			\$125,150.17
10	General Funds – A/P Manual Checks	907032081-907032086			\$132,780.05

11	LEPC – Local Emergency Planning	2757-2758			\$1,050.00
14	Liquid Fuels	1558			\$1,958.54
15	North Fork Dam	133378			\$25.00
16	911 Fund	3031-3040			\$127,880.81
17	Saulter Preserve	133379			\$30.30
34	V.O.J.O.	133380			\$178.00
35	Victim Services/RASA	133381			\$1,068.00
38	Divorce Fund	133382			\$503.50
64	Gas Well Impact- Capt. Reserve	133383			\$1,050.00

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

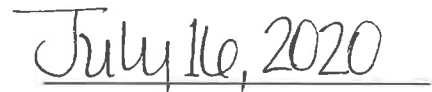
NEXT MEETING: July 16, 2020 Regular Meeting and Retirement Meeting will be held prior to the regular meeting.

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



 Potter County Executive Secretary

Prepared by Danielle Gietler



 Approval Date



Established
1804

County of Potter Board of Commissioners

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

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

RESOLUTION # 4 OF 2020 Potter County, Pennsylvania

A RESOLUTION OF THE POTTER COUNTY COMMISSIONERS AUTHORIZING APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE COVID-19 COUNTY RELIEF BLOCK GRANT PROGRAM.

WHEREAS, the Governor of Pennsylvania announced the disbursement of six-hundred and twenty-five million dollars to sixty counties within the Commonwealth of Pennsylvania, through Act 24 of 2020 and the Federal Cares Act;

WHEREAS, Potter County was given the opportunity to apply for Covid-19 County Relief Block Grant Program through the Pennsylvania Department of Community and Economic Development grant program for the Counties prorated portion, \$1,492,444, to support any or all Covid-19 related expenses within the following seven categories;

1. Offsetting the cost of direct county response, planning & outreach efforts related to Covid-19
2. Assist qualifying municipalities located within the county to offset response and planning efforts related to Covid-19
3. Small Business Grant Programs to support businesses with fewer than 100 employees & to support businesses and other entities that are primarily engaged in the tourism industry
4. Grant programs to support the following entities for costs related to assisting businesses during the Covid-19 Disaster Emergency: CEDOs, LDDs, IRCs, SBDCs, EDCs.
5. Behavioral Health & Substance use disorder treatment services
6. Broadband internet deployment with priority given to unserved or underserved areas
7. Qualifying non-profits

THEREFORE, BE IT RESOLVED that the Potter County Commissioners approve the application that was submitted to the Pennsylvania Department of Community and Economic Development for the Covid-19 County Relief Block Grant program funding in the amount of \$1,492,444

Approved this 2nd day of July 2020.

COUNTY COMMISSIONERS:



Nancy J. Grupp, Chair

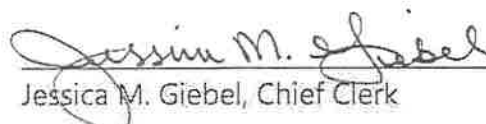


Paul W. Heimel, Vice-Chairman



Barry Hayman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk