

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**July 30, 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 Nancy Grupp, Chief Clerk Jessica Giebel, present. Commissioner Barry Hayman, Recording Secretary Danielle Gietler absent.

**PUBLIC COMMENT**

**MINUTES** – July 16, 2020 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

**NEW BUSINESS**

Guest Tyler Dombroski from SEDA-COG summarized that agency's work with the Board of Commissioners, Chief Clerk Jessica Giebel and Community Development Director Ellen Russell in administering federal grant programs for Potter County.

**CBDG-CV Allocation.** Applications were solicited by the commissioners from agencies that were potentially eligible for funding. One requirement was that the applicant could document an economic loss as a result of the COVID-19 Coronavirus pandemic. After an assessment of 17 applications, SEDA-COG recommended the following allotments: Heart Response Inc. (Christmas House) for \$10,000; A Way Out for \$12,000; Potter County Human Services (Senior Centers) for \$22,525; Potter County Area Agency On Aging (Home-Delivered Meals) for \$23,276; Potter County Artisan Center for \$31,076; Coudersport Volunteer Fire Department for \$6,705; Roulette Food Pantry for \$20,275; Roulette Volunteer Fire Department for \$12,995, and First Presbyterian Church of Coudersport Community Mission Team for \$2,400. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

**CDBG Entitlement Program Allocation.** Following multiple public hearings and solicitation of applications, SEDA-COG determined that only one of the applicants, Ulysses Borough, has met criteria under federal regulations and Pa. Dept. of Community and Economic Development guidelines. Commissioner Heimel noted that the board gives a priority to those applications that have the greatest benefit to the largest number of citizens, which in most cases is through infrastructure improvements. Motion to award this year's allotment of \$197,332.00 to Ulysses Borough for eligible water system improvements. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

**Potter County CARES Grant Program.** Community Development Director Ellen Russell shared details on the grant program that the county is administering to support small businesses and non-profit organizations that have been adversely affected by the COVID-19 Coronavirus pandemic. Applications will be accepted through the county website, pottercountypa.net, or through the Community Development Department at the Gunzburger Building.

**Resolution #5 of 2020** - Change in polling place for Coudersport Ward 2 voting from Coudersport Public Library to St. Eulalia Parish Center. The new location will afford improved handicapped accessibility. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

**Paving bids.** Received two bids for the paving of the Department of Emergency Services parking lot -- Wayne Paving for \$13,500 and Glenn O. Hawbaker Inc. for \$60,140. ~ **Action** ~ Comm. Heimel moved to table the bids for review. Comm. Grupp seconded. Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Contract agreement with Nicholas Leightley as a Network Support Specialist with the Potter County IT Department, July 23, 2020 to August 31, 2020, at a rate of \$17 per hour. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes.

Agreement with Canon Financial Services Inc. for the lease of a copier for the District Attorney Office, \$155.83 per month. Term of 60 months. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes.

Agreement with ESRI for Enterprise Software under a Small Enterprise License Agreement (ELA) for a three-year term, serving the Potter County Planning/GIS Department, \$27,500 per year for a total of \$82,500. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes.

**PCHS CONTRACTS AND AGREEMENTS**

19/20

20/21

■ **Children & Youth** (07/01/20 to 06/30/2021)

Central Counties Youth Center

Dependent/Delinquent Youth: ER Shelter/Residential Placement Program & Transitional Living		
Space Available Agreement	\$280.00/diem	\$290.00/diem
Transportation		\$1.00/mi. for most direct rte. \$20.00/hr. after

Avanco International, Inc. (07/01/2020)

CAPS Version 15 Upgrade		
Research Analyst		\$ 54.50/hr.
Junior Programmer		\$ 65.40/hr.
Junior Programmer Analyst		\$ 73.00/hr.
Programmer Analyst		\$ 76.20/hr.
Senior Programmer Analyst		\$ 78.70/hr.
Developer		\$ 92.50/hr.
Senior Developer		\$111.20/hr.
Project Director		\$125.00/hr.

Karpinski's Office Systems (08/18/2020 – 08/18/2021)

Service Plan Agreement for C&Y Copier (Includes parts, toner & labor)	\$360.00/yr.	No Change
	Allowance of 36,000 copies per year	Over charge of \$.01 per copy

■ **Drug & Alcohol** (07/01/20 to 06/30/2021)

Cove Forge

Residential Long Term, Detox, Residential Short-Term Co-Occurring Facility #077009		
3.5 Highest	\$297.00	\$304.00
3.7 WM	\$282.00	\$295.00
3.5 High	\$255.00	\$278.00

Turning Point

Inpatient Non-Hospital Treatment		
Short term (men)	\$206.00/day	\$212.00/day
Long term (men)	\$160.00/day	\$174.00/day
Detox (men and women)	\$257.00/day	\$277.00/day
Short term (women)	\$177.00/day	\$187.00/day
Long term (women)	\$160.00/day	\$171.00/day

White Deer Run

Facility #601031 Inpatient Non-Hospital Treatment		
Co-occurring adult	\$248.00/day	\$267.00/day
Detox (adult)	\$261.00/day	\$280.00/day
Inpatient Non-Hospital treatment (adults)	\$221.00/day	\$233.00/day

**PCHS CONTRACTS AND AGREEMENTS (Cont)**

**19/20**

**20/21**

Gaudenzia

Gaudenzia, Erie, Inc. Facility #257046 Halfway House women/children	\$156.00/day	No Change
Gaudenzia, Erie, Inc. Facility #257048 Halfway House/Adult Male	\$112.00/day	No Change
Gaudenzia Erie, Inc. Facility #251086 Non-Hospital Detox	\$350.00/day	No Change
Short Term (-42 days) Adult	\$202.00/day	No Change
Short term (-42 days) Adult Co-occurring	\$319.00/day	No Change
Long Term (90+ days) Adult	\$147.00/day	No Change
Long Term (90+ days) Co-occurring	\$202.00/day	No Change
Gaudenzia Erie, Inc. Facility #257087 Long Term (Erie house of Healing)	\$269.00/day	No Change

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

**TRAINING REQUESTS**

Nicole Larsen, Register & Recorder, Register of Wills Annual Conference, State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Colleen Wilber, PCHS Drug & Alcohol, PACDAA, Roulette, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

**PERSONNEL**

Resignation from Michael Walden, part-time Courthouse Security Guard, effective July 24, 2020. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes.

PCHS requests hiring of Larry Royer as a van driver effective August 03, 2020. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported that the board has received expressions of concern about a proposal by the Maryland National Guard to stage low-level military training flights over Potter and other Pennsylvania Wilds counties for as many as 170 days per year, four hours per day. Pa. Dept. of Conservation and Natural Resources has taken a stand against the proposal, citing its impact on tourism, wildlife and the natural ambiance of the targeted area. Comm. Heimel recommended that the Board of Commissioners not take a position on the issue, pending further information.

Commissioner Grupp announced that Commissioner Heimel has been appointed to leadership roles with the National Association of Counties, which provides the county opportunities to advocate for rural America in terms of federal funding and policy development. Comm. Heimel has been reappointed as chairman of the Courts & Corrections Committee and has been named to the Rural Action Caucus Steering Committee. He has also been appointed to NACo's Arts and Culture Commission.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL AUTOMATIC DEPOSITS	\$44,999.04
PAYROLL TAX TRANSFERS (EFTPS)	\$13,953.81
STATE TAX WITHHOLDINGS (ETIDES)	\$2,001.77
ACCOUNTS PAYABLE CHECKS – Check # 68029-68128 (07/30/2020)	\$101,299.54
<b>Total Checks Written</b>	<b>\$162,254.16</b>

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

**Potter County Fiscal Summary – Updated 07/17/2020**

<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	Payroll Checks	85277			\$619.25
10	Payroll-Direct Deposit	9031345-90314535			\$87,773.96
10	General Fund – Accounts Payable	133384-133473			\$216,969.23
10	General Funds – A/P Manual Checks	907172087-907172093			\$164,868.27
11	LEPC – Local Emergency Planning	2759-2762			\$1,345.16
14	Liquid Fuels	1560			\$2,388.68
16	911 Fund	3041-3046	3041	\$805.01	\$9,204.50
18	Automation Fund (Civil)	133474-133475			\$25,497.63
28	Domestic Relations IV-D	1025-1026			\$596.02
34	V.O.J.O.	133476-133477			\$265.76
35	Victim Services/RASA	133478-133479			\$1,594.39
64	Gas Well Impact-Capt. Reserve	133480			\$40,000.00

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

**Potter County Fiscal Summary – 07/31/2020**

<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	85278-85281			\$1414.65
10	Payroll-Direct Deposit	9031436-9031553			\$95,617.79
10	General Fund – Accounts Payable	133481-133554,133579	133408	479.85	\$75,965.54
10	General Funds – A/P Manual Checks	907312094-907312098			\$135,117.66
11	LEPC – Local Emergency Planning	2763-2765			\$1,956.17
14	Liquid Fuels	1561			\$990.13
15	North Fork Dam	133555			\$25.00
16	911 Fund	3048-3054			\$7,053.13
17	Saulter Preserve	133556			\$30.05

28	Domestic Relations IV-D	1027			\$29,565.00
32	Specialty Courts	133557			\$173.82
34	VOJO	133558			\$178.00
35	Victim Services/RASA	133559			\$1,068.00
38	Divorce Fund	13356			\$22,324.00
53	COVID-19 County Relief	133561-133562			\$12,283.39
55	Phare Grant	133563			\$15,000.00
59	PC Victim Impact Panel	133564-133565			\$152.67
64	Gas Well Impact	133566			\$1000.00

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

**Potter County Fiscal Summary, First of the month – 08/01/2020**

10	General Fund-AP	133567-133578			<u>\$120,232.67</u>
10	General Fund-AP Manual	999145			\$35.00
16	911 Fund	3055-3056			\$421.15

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

**NEXT MEETING:** August 13, 2020

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

Prepared by Danielle Gietler

  
 Potter County Executive Secretary

  
 Approval Date

**COUNTY OF POTTER  
VOTER REGISTRATION/ELECTIONS**

1 N. Main St  
Suite 204  
Coudersport, Pennsylvania 16915

*Commissioners*

Nancy J Grupp, Chairman  
Paul W. Heimel  
Barry Hayman

*Solicitor*

Thomas R. Shaffer

*Director*

Sandra D. Lewis  
slewis@pottercountypa.net  
Telephone: (814) 274-8467  
Fax: (814) 274-7395

**RESOLUTION # 5 – 2020**

**CHANGE IN POLLING PLACE FOR  
COUDERSPORT BOROUGH SECOND WARD**

**WHEREAS**, the polling place for Coudersport Borough Second Ward Voting District was located at The Coudersport Public Library, 502 Park Ave, Coudersport, Pennsylvania; and

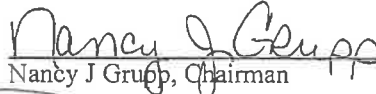
**WHEREAS**, the Coudersport Borough Second Ward Voting District has been re-established to the location of the St. Eulalia Parish Hall, 6 E Maple St, Coudersport, Pennsylvania; and


**WHEREAS**, the Potter County Board of Elections, has the authority to designate polling places per County Code 25 P.S.2726, Election Code.


**NOW THEREFORE, LET IT BE RESOLVED, THAT** the Board of Potter County Commissioners, does support the re-locating of the Coudersport Borough Second Ward Voting District, commencing with the General Election to be held on November 3, 2020.

**DULY ADOPTED** at the regular meeting of Potter County this 30<sup>th</sup>, August 2020

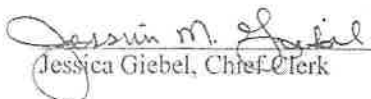
**POTTER COUNTY COMMISSIONERS**

  
Nancy J Grupp, Chairman

  
Paul W. Heimel, Vice-Chairman

  
Barry Hayman, Commissioner

ATTEST:

  
Jessica Giebel, Chief Clerk