

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**August 13, 2020**

**CALL TO ORDER** Commissioner Heibel called the meeting to order at 11:11 am following conclusion of a public hearing on the county's Community Development Block Grant distribution plan.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT** Coudersport Borough Tax Collector Teresa Kisiel informed the board that collection of municipal, county and school district taxes for 2020 has met or exceeded previous years' trends, despite projections that payments might lag as a result of the COVID-19 coronavirus pandemic.

**MINUTES** – Motion by Commissioner Hayman to table consideration of the drafted July 30, 2020, meeting minutes due to lack of a quorum. Commissioner Heibel seconded. Hayman yes; Heibel yes.

**OLD BUSINESS**

Consideration of bids for the blacktopping at the EMA Building. Maintenance Director Joe Kurtz recommends accepting low bid from Wayne Paving & Contracting. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

**NEW BUSINESS**

Resolution 6 of 2020 - Authorization of submission. 2020 Community Development Block Grant Entitlement Program. Following public hearings and analysis by the Board of Commissioners and consultant SEDA-COG, the resolution calls for allotment of \$197,332 to Ulysses Borough for water system improvements. SEDA-COG determined that the Ulysses project was the only application that met all of the federal CDBG funding criteria. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Resolution 7 of 2020 – Authorization of submission, 2020 Community Development Block Grant COVID-19 Coronavirus Relief allocation plan. Applications were assessed by the Board of Commissioners and SEDA-COG, resulting in a proposed allotment as follows: Project Safety Net/Christmas House, \$10,000; A Way Out, \$12,000; Potter County Senior Centers, \$22,525; Area Agency on Aging Home-Delivered Meals, \$23,276; Potter County Artisan Center, \$31,076; Coudersport Volunteer Fire Dept. Personal Protective Equipment, \$6,705; Roulette Food Bank, \$20,275; County COVID-19 Decontamination and Prevention, \$12,995; Presbyterian Church Community Non-Perishables Mission Project, \$2,400. All allotments are subject to approval by the Pa. Dept. of Community and Economic Development. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Resolution 8 of 2020 – Appointment of Ellen Russell as CDBG Section 504 Compliance Officer ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Resolution 9 of 2020 – Appointment of Ellen Russell as CDBG Language Access Coordinator ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Appointment of Jim Kockler to the Northern Tier Community Action Corp. Board of Directors, filling the unexpired term of the late R. Gale Monroe. Other board members from Potter County are Thomas Tyler, Terry Simkins and George Hults. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

**CONTRACTS AND AGREEMENTS**

Contract renewals with Casella Waste Systems for trash/recycling removal at a rate of \$636.69 per month, and Potter County Human Services building at a rate of \$345.00 per month; term of three years. Comm. Heibel pointed out that one benefit of the Casella contract is the facilitation of an active recycling program in county buildings. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

Agreement with Christopher L. Young for the lease of the District Judge building in Shinglehouse at a monthly rent of \$725, effective August 1, 2020 to July 31, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

UGI Energy proposal for electrical service lock-in pricing for 12 months at \$0.05330 per kwh. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

**PCHS CONTRACTS AND AGREEMENTS**

**19/20**

**20/21**

■ **Aging** (07/01/20 to 06/30/2021)

Andrea Skaggs

\$25.00/hr.+ expenses    No Change

Ombudsman

(Required by the Older Americans' Act) Advocate for older adults in nursing & personal care facilities

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

Bradford Recovery Center (Adults)

Inpatient Non-Hospital Treatment (Short Term)	\$228.00/day	\$243.00/day
Inpatient Non-Hospital Treatment (Long Term) (New Service)		\$264.00/day
Non-Hospital Detox	\$330.00/day	\$350.00/day

Harbor Counseling

Facility #597013

Partial Hospitalization -2.5 Adults/Adolescent	\$160.00/day	No Change
Outpatient Treatment -1 Individual	\$100.00/hr.	No Change
Outpatient Treatment - 1 Group	\$ 45.00/hr.	No Change
Intensive Outpatient - 2.1	\$140.00/day	No Change
Intervention - .5	\$110.00/hr.	No Change

Pyramid Health Care, Inc. #077019

Non-Hospital Detox Adult	\$301.00	\$304.00
Short Term Adult	\$236.00	\$243.00
Short Term Adult Co-occurring	\$255.00	\$270.00
Long Term Adult	\$236.00	\$243.00
Long Term Adult Co-occurring	\$255.00	\$270.00

Pyramid Health Care, Inc. #077014

Halfway House Male Only	\$129.00	No Change
-------------------------	----------	-----------

Pyramid Health Care, Inc. #077018

Halfway House Adult Male Only	\$115.00	No Change
-------------------------------	----------	-----------

Gaudenzia Kinderd House Facility #157039 Harrisburg

Long Term Women with Children	\$253.00/day	\$279.00/day
-------------------------------	--------------	--------------

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

Health Ride Plus

Transportation	\$2.15/ld. mi.	No Change
----------------	----------------	-----------

Heart Response Inc. (Christmas House)

Supportive Services	\$47.00 per Family unit	No Change
---------------------	-------------------------	-----------

**PCHS CONTRACTS AND AGREEMENTS (Cont)**

**19/20**

**20/21**

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

Pentz Run Youth Services, Inc.

Delinquent/Dependent Placement & Group Home, Emergency Shelter Care, Transitional Living Program

Group/Shelter	\$147.90/diem	\$159.00/diem
Transitional Living	\$113.35/diem	\$121.86/diem
Out-of-Area Transportation	\$ .55/mi.	No Change
Fee for Service	\$ 73.95/event	\$ 75.43/event

After Care/Mobile Case Management Program

At Pentz Run Youth Services	\$40.00/hr.	\$45.00/hr.
In Home	\$50.00/hr.	\$55.00/hr.

The Academy

Female Residential	\$226.72	\$260.00
D&A Female	\$286.76	\$333.00
Shelter Program – Female	\$289.63	\$330.00

George Junior Republic

Dependent/Delinquent – Emergency Shelter, Residential Placement Program & Transitional Living Program

Regular Residential	\$173.91	\$182.61
Special Needs	\$271.03	\$284.58
Drug & Alcohol	\$174.78	\$183.52
Diagnostic	\$237.06	\$248.91
Shelter Care	\$170.47	\$178.99
Crisis Intervention Unit	\$207.99	\$218.39
Intensive Supervision Unit	\$326.36	\$342.68
Special Needs M.A.	\$122.51	\$128.64
Drug & Alcohol M.A.	\$ 78.99	\$ 82.94

Diakon Child, Family & Community Ministries

Prior Cost	FOSTER CARE SERVICES	Current Cost
\$59.28	Traditional Foster Care Level I (foster care, kinship, foster/adoption)	\$59.28 per diem
\$77.93	Specialized Foster Care Level II (foster care, kinship, foster/adoption)	\$77.57 per diem
\$94.72	Treatment Foster Care Level III (foster care, kinship, foster/adoption)	\$93.25 per diem
\$77.16	Medically Fragile Foster Care Level I (foster care, kinship, foster/adoption)	\$76.64 per diem
\$69.86	Medically Fragile Foster Care Level II (foster care, kinship, foster/adoption)	\$71.60 per diem
\$60.14	Medically Fragile Foster Care Level III (foster care, kinship, foster/adoption)	\$54.95 per diem
\$46.26	Medically Fragile Foster Care Level IV (foster care, kinship, foster/adoption)	\$50.05 per diem
\$100.23	Steps to Independence – Teen Care	\$99.65 per diem
\$37.00 per hour	Supervised Visitation – as county-approved and specified	\$37.00 per hour
\$30.00 per hour	Transportation – as county-approved and specified	\$30.00 per hour
Prevailing Fed Rate	Mileage – as county-approved and specified	Prevailing Federal Rate
\$52.00 per hour	Casework Counseling – as county-approved and specified	\$52.00 per hour
\$1,000/ 2 months	Family Finding – as county-approved and specified	\$1,000/2 months
N/A	Berks Placement Prevention/Re-entry Program – as county-approved and specified	\$100/hr. + Transportation \$30/hr. plus current mileage rate
	<b>ADOPTION/SWAN SERVICES</b>	
\$1,900 per unit	Child Profile	\$2,100 per unit
\$1,850 per unit	Child Specific Recruitment	\$2,800 per unit
\$2,800 per unit	Family Profile	\$2,700 per unit
\$2,600 per unit	Child Preparation	\$2,900 per unit
\$2,700 per unit	Placement	\$1,950 per unit
\$3,200 per unit	Finalization	\$2,250 per unit

Leon Kaple, Independent Living

Dependent/Delinquent -	\$33,000.00	No Change
------------------------	-------------	-----------

Summit School, Inc.

Dependent/Delinquent; Residential Placement; D&A; Shelter Program, Male Only facility

Residential Program	\$162.48	\$208.20
Drug & Alcohol	\$228.38	\$309.48
Specialized Services	\$289.63	\$332.00

Taylor Diversion Programs, Inc.

Dependent/Delinquent Emergency Shelter, Residential Placement Program  
& Transitional Living Program \$199.00/day \$208.00/day  
~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

TRAINING REQUESTS

Renee McClain – Shinglehouse District Judge office– Basics for New Employees, Mechanicsburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

PERSONNEL

Warden Glenn Drake has hired Bryan Stahlman as part-time Corrections Officer effective August 3, 2020. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

Warden Glenn Drake has hired Joseph Tacconelli Jr. as part-time Corrections Officer effective August 17, 2020. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

End of temporary antlerless deer license processing employment of Hannah Taylor by County Treasurer Krista Miller, effective 08/05/2020. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

CHIEF CLERK REPORT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Community Development Director Ellen Russell presented a summary of plans for the distribution of funds provided to Potter County through the Coronavirus Aid, Relief and Economic Security (CARES) Act. After the deadline passes for applications from Potter County businesses and non-profit agencies, the requests will be evaluated, and a proposed allocation plan will be drafted.

COMMISSIONERS' REPORTS

Commissioner Hayman reported that he was pleased to receive appointment to a seat on the Veterans and Military Services Committee for the National Assn. of Counties and looks forward to sharing information and opportunities with local military veterans. He also reported on his attendance of outreach visits by Planning/GIS Director Will Hunt, Conservation District Manager Jason Childs, and Resource Conservationist Glenn Dunn II. The team met with representatives of 11 municipalities to apprise them of services available through the county or the Conservation District. Comm. Hayman commended the county representatives for their proactive approach to assisting local governments.

Commissioner Heibel presented an update on public comment opportunities pertaining to the proposed low-level A-10 Warhog military training flights proposed by the Maryland Air National Guard over Potter and other Northcentral Pennsylvania counties. Comm. Heibel also expressed appreciation to Community Development Director Ellen Russell, Planning/GIS Director Will Hunt and Chief Clerk Jessica Giebel for their assistance in ensuring that the commissioners administer the county's CARES Act grant conscientiously in support of county businesses, service organizations and ongoing county government operations.

**BILLS**

**Potter County Human Services Fiscal Summary (08/13/2020)**

PAYROLL AUTOMATIC DEPOSITS	\$44,943.53
PAYROLL TAX TRANSFERS (EFTPS)	\$13,772.41
STATE TAX WITHHOLDINGS (ETIDES)	\$1990.06
ACCOUNTS PAYABLE CHECKS – Check # 68129-68131	\$3,034.02
ACCOUNTS PAYABLE CHECKS – Check # 68132-68217	\$1778,091.98
<b>Total Checks Written</b>	<b>\$241,832.00</b>

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

**NEXT MEETING:** August 27, 2020

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

Prepared by Danielle Gietler

  
\_\_\_\_\_  
Potter County Executive Secretary

  
\_\_\_\_\_  
Approval Date



*Established  
1804*

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

## County of Potter Board of Commissioners

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.net*

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

### **RESOLUTION # 6 of 2020** *Potter County, Pennsylvania*

**A Resolution of the County of Potter**, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for Federal Fiscal Year 2020 under the Community Development Block Grant Program, and further certifying compliance with the requirements of said program.

**WHEREAS**, it is necessary and in the public interest that the County of Potter, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

**WHEREAS**, the Potter County Board of Commissioners has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds and represent the non-entitlement communities within the county; and

**WHEREAS**, the Potter County Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

**WHEREAS**, the Potter County Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

**WHEREAS**, the Potter County Board of Commissioners wishes to apply for said funds.


**NOW, THEREFORE, BE IT RESOLVED** by the Potter County Board of Commissioners that its Chairman is authorized to have prepared by the SEDA-Council of Governments Community Development Program staff the necessary forms and documents in order to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

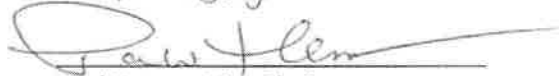
**BE IT FURTHER RESOLVED** that the Community Development Plan developed as a result of the citizen participation process and municipal information gathering is hereby adopted; and

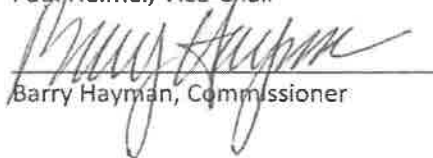
**BE IT FURTHER RESOLVED** that the Chairperson of the Potter County Board of Commissioners is empowered to place her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the County of Potter.

**Adopted** by the Potter County Board of Commissioners at the regular meeting of August 13, 2020.

  
(SEAL) Jessica Giebel, Chief Clerk

  
Nancy J. Grupp, Chair

  
Paul Heimel, Vice-Chair

  
Barry Hayman, Commissioner





Established  
1804

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

## County of Potter Board of Commissioners

One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.net

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

### **RESOLUTION #7 OF 2020** *Potter County, Pennsylvania*

#### **CDBG-CV (CARES ACT)**

**A Resolution of the County of Potter**, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development through the Community Development Block Grant-Coronavirus (CDBG-CV) Program, as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act [P.L. 116-136], and further certifying compliance with the requirements of said program.

**WHEREAS**, it is necessary and in the public interest that the County of Potter, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Coronavirus Program; and

**WHEREAS**, the Potter County Board of Commissioners has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant Coronavirus funds and represent the non-entitlement communities within the county; and

**WHEREAS**, the Potter County Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Needs Assessment Development Plan; and

**WHEREAS**, the Potter County Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

**WHEREAS**, the Potter County Board of Commissioners wishes to apply for said funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Potter County Board of Commissioners that its Chairman is authorized to have prepared by SEDA-Council of Governments Community Development Program staff the necessary forms and documents in order to submit an application to the Department of Community and Economic Development for Community Development Block Grant Coronavirus funds for the purposes aforesaid; and

1 of 2



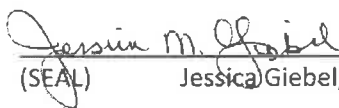
**BE IT FURTHER RESOLVED**, if CDBG-CV funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the Potter County Board of Commissioners agrees to repay the proportion deemed ineligible from non-federal sources;

**BE IT FURTHER RESOLVED** that the Community Needs Assessment developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

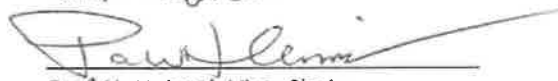
**BE IT FURTHER RESOLVED** that the Chairperson of the Potter County Board of Commissioners is empowered to place her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the County of Potter.

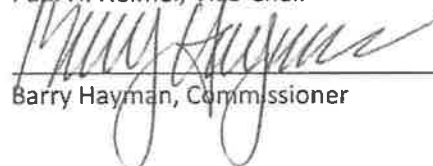
**Adopted** by the Potter County Board of Commissioners at the regular meeting of August 13, 2020.

ATTEST:

  
(SEAL) Jessica Giebel, Chief Clerk

  
Nancy J. Grupp, Chair

  
Paul H. Heimel, Vice-Chair

  
Barry Hayman, Commissioner





*Established  
1804*

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

## County of Potter Board of Commissioners

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.net*

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

### **RESOLUTION #8 of 2020** *Potter County, Pennsylvania*

#### **APPOINTING A SECTION 504 COMPLIANCE OFFICER AND ESTABLISHING A GRIEVANCE PROCEDURE**

**WHEREAS**, the County of Potter, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

**WHEREAS**, the County of Potter is statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations, as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973.

**WHEREAS**, the County of Potter must designate a Section 504 Compliance Officer who will serve as the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures.

**WHEREAS**, the County of Potter has begun public outreach and consultation with interested parties to solicit input and feedback regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Potter as follows:

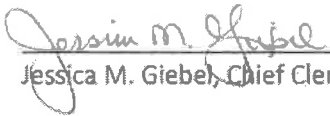
1. Ellen Russell is hereby designated as the County's Section 504 Compliance Officer.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all County owned facilities and programs.

I **HEREBY CERTIFY** that the above is a true and correct copy of a Resolution adopted at a regular meeting of the Board of Commissioners of the County of Potter, held on August 13, 2020.



**POTTER COUNTY COMMISSIONERS**

ATTEST:

  
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk

  
\_\_\_\_\_  
Nancy J. Grupp, Chair

  
\_\_\_\_\_  
Paul Heimel, Vice-Chair

  
\_\_\_\_\_  
Barry Hayman, Commissioner



Established  
1804

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

## County of Potter Board of Commissioners

One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.net

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

### RESOLUTION #9 of 2020

Potter County, Pennsylvania

#### APPOINTING A LANGUAGE ACCESS COORDINATOR

**WHEREAS**, the County of Potter, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

**WHEREAS**, the County of Potter is statutorily required to comply with Section 601 if Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

**WHEREAS**, the County of Potter must designate a Language Access Coordinator who will serve as the County's designated representative for any and all complaints regarding language access for persons with Limited English Proficiency in accordance with Section 601 if Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

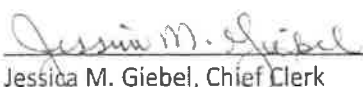
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Potter as follows:

Ellen Russell is hereby designated as the County's Language Access Coordinator.

**I HEREBY CERTIFY** that the above is a true and correct copy of a Resolution adopted at a regular meeting of the Board of Commissioners of the County of Potter, held on August 13, 2020.

POTTER COUNTY COMMISSIONERS

ATTEST:

  
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk

  
\_\_\_\_\_  
Nancy J. Grupp, Chair

  
\_\_\_\_\_  
Paul Heimel, Vice-Chair

  
\_\_\_\_\_  
Barry Hayman, Commissioner

