

~ Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 8, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:01 am

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

MINUTES – September 24, 2020 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

NEW BUSINESS

Resolution #10 of 2020 Tax and Revenue Anticipation Note ~ **Action**~ Comm Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Bid opening for the UPS that was damaged during storm at the Gunzburger Building. One bid was received for \$25,000. ~**Action**~ Comm. Hayman moved to accept. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – Gannett Fleming Inc. for annual North Fork Dam inspection. Annual cost of \$3,550. (Increase of \$50 from 2019) ~ **Action**~ Comm Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance service of the copier in the Potter County Sheriff's office, \$342 per year, Oct. 8, 2020, to Oct. 8, 2021. ~ **Action**~ Comm Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance service of copiers in Commissioners Administration office, \$0.0085 per copy, Oct. 17, 2020, to Oct. 17, 2021. ~ **Action**~ Comm Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreements with Albert Monitoring Service for monitoring services. Terms of 36 months with the first 24 months at no cost. ~ **Action**~ Comm Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Memorandum of Agreement for Services with the Pennsylvania Department of State for Internet Security for elections. ~ **Action**~ Comm Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with Nicholas Leightley as a Network Support Specialist in collaboration with the Potter County IT Dept., Oct. 1, 2020, to Oct. 9, 2020; rate of \$17/hour. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Aging** (07/01/20 to 06/30/2021)

Dorrie E. Taylor

Regional Ombudsman Coordinator

19/20

\$60,070.00

20/21

\$63,320.00

Pauline Goochee, RN Community Health Nurse

Completion of Needs Assessment Tools, Needs Assessment Tool Express, Care Plans, Service Orders and Deliveries on an as needed basis

N/A

\$15/hr.

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

Beacon Light Behavioral Health System

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

RTF – Bradford and Ulster, Pa.	\$350.00	No Change
YTC – Youngsville, Pa	\$350.00	No Change
First Street (SAY) – Bradford, Pa	\$350.00	No Change
Emergency Shelter – Bradford, PA	\$195.40	\$225.63
STAR – Bradford, Pa.	\$475.00	No Change
STAR – McClure, P.	\$526.56	No listed currently
STRIDE EAST – Ulster, P,	\$885.37	No Change
First Street (STRIDE WEST) Bradford, Pa.	\$772.82	No Change
Girls RTF – Bradford, Pa.	\$581.53	No Change
YSR Unit 2 RTF – Youngsville, Pa.	\$598.19	No Change
STRIDE SW RTF – Kittanning, Pa.	No listed previously	\$885.37
Clothing	\$450.00/child ann. Prorated/days in care	
Personal Allowance	\$195.00/child ann. Prorated/days in care	

Concern professional service for Children, Youth & Families

Intensive Foster Care age 0-11	New Service	\$86.84
Intensive Foster Care age 12	“	\$95.63
Intermediate Foster Care Ages 0-11	“	\$68.90
Intermediate Foster Care Ages 12+	“	\$ 77.73
Traditional Foster care Ages 0-18	“	\$ 40.48
Medical Level I Foster Care	“	\$ 86.83
Medical Level II Foster Care	“	\$ 75.72
Medical Level III Foster Care	“	\$ 54.56
Medical Level IV Foster Care	“	\$ 36.32
Mother/Baby Foster Care	“	\$129.39
Comm. Res. Rehab Board Rate	“	\$ 24.68
Treatment Unit for Boys	\$212.97/hr.	\$223.89/hr.
SAAY/Psych/Sexual Assmt.	\$145.00/hr.	\$150.00/hr.
SAAY/Clinical Services (Individual/Family)	\$ 90.00/hr.	No Change
SAAY/Clinical Services (grp)	\$ 42.00/hr.	No Change

Phillips Command Dogs (09/22/2020 – 06/30/2021) New Contract \$12,500.00

The provider will acquire and provide a therapy dog for CYS. This includes basic on leash, obedience training, advanced on leash obedience training, public manors training and professional therapy dog training and professional therapy dog training. Ongoing monthly sessions are also included.

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

Beacon Light Behavioral Health Systems

Emergency Shelter Services	\$195.40/day of service not to exceed 24 days/mo. unless ext. is appr.	\$225.63 of to not exceed 24 days/mo. unless ext. is appr.
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Beacon Light Behavioral Health Systems

Peer Specialist Support Services	\$17.50/15 mins. to a Max. of \$5,000.00	No Change
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Beacon Light Behavioral Health

MH Med. Mgmt. Servs.- Face to Face	\$30.00/¼ hr. Up to a max. \$30,000.	No Change
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Dawn Dovensky

Delegate Training	New Contract	\$90.00/day
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session

Concern

MH Crisis/ER Service New Contract Up to Max. of
24/7 Tel. & Mobi. Crisis in Potter Cnty. \$60,000.00

Isaac Musser – Independent Contractor - Act 143 Designee Agreement

Monday - Thursday	\$ 70.00	No Change
Friday	\$100.00	No Change
Saturday & Sunday	\$140.00	No Change
Holiday	\$140.00	No Change

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

Sweden Valley Manor Transportation – Addendum

\$2.15/ld. mi. \$2.25/ld. mi.

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

TRAINING REQUESTS

Jake Ostrom – Tax Assessment – AAP Annual Conference, Virtual; Registration only
Thomas Patterson – PCHS MSED, BSL – Medical Evaluation Training – Virtual
Thomas Patterson – PCHS MSED, BSL – Act 101 Training – Virtual; Registration only
Lacey Crawford & Thomas Patterson PCHS – Enhanced Trauma Awareness - Online
Thomas Patterson – PCHS MSED – PCYA October Meeting – Virtual; no cost
Colleen Wilber – Drug & Alcohol – 2020 PACDAA Membership Meeting – Virtual;
 Registration only. ~ **Action**~ Comm Hayman moved to approve. Comm. Heimel seconded.
 Hayman yes; Heimel yes; Grupp yes.

PERSONNEL

Permanent layoff of Richard Kunselman as MH Program Specialist due to elimination of position, effective October 5, 2020. ~ **Action**~ Comm Hayman moved to accept. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CHIEF CLERK REPORT

Application for 2020 Liquid Fuel tax funds from the following municipality from Keating Township, \$1,826.37. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Hayman discussed steps that are being taken to meet the goals of the Potter County Comprehensive Plan 2020-29. In that regard, he suggested that the commissioners consider adoption of an ordinance under Pa. Act 152 that would impose a small fee on property transaction filings to build a Blight Removal Fund. Townships and boroughs could apply for money in the fund to address blight in their communities.

Commissioner Heimel suggested another ordinance that would meet objectives in the Comprehensive Plan. It would provide tax incentives for new construction or building expansion to create jobs. A portion of county real estate taxes would be exonerated annually over a defined period of time. Schools districts and municipalities would have the option of offering similar temporary abatements. The incentives are permitted under the Pa. Local Economic Revitalization Tax Assistance Act of 1977.

BILLS

Potter County Human Services Fiscal Summary (10/08/2020)

PAYROLL AUTOMATIC DEPOSITS	\$45,943.59
PAYROLL TAX TRANSFERS (EFTPS)	\$14,206.53
STATE TAX WITHHOLDINGS (ETIDES)	\$2,023.74
ACCOUNTS PAYABLE CHECKS – Check # 68510 (9/25/2020)	\$1,875.00
ACCOUNTS PAYABLE CHECKS – Check # 68511-68587 (10/08/2020)	\$130,127.75
Total Checks Written	\$194,176.61

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

Potter County Fiscal Summary UPDATED – 9/25/2020

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85291-85294			\$1,623.76
10	Payroll-Direct Deposit	9031864-9031985			\$98,551.69
10	General Fund – Accounts Payable	133900-133999, 134063-134064- 134065	133823	\$490.00	\$307,443.05
10	General Funds – A/P Manual Checks	909252015- 909252019			\$140,074.97
11	LEPC – Local Emergency Planning	2776			\$966.32
14	Liquid Fuels	1568			\$2,360.52
15	North Fork Dam	134000			\$25.00
16	911 Fund	3078-3086			\$44,039.71
17	Saulter Preserve	134001			\$31,89
20	Supervision Fees (County) (CO)	134002-134003			\$7,756.18
28	Domestic Relations IV-D	1028			\$112.50
34	V.O.J.O.	134004			\$178.00
35	Victim Services/RASA	134005			\$1,068.00
38	Divorce Fund	134006			\$157.47
53	COVID-19 County Relief Grant	134007-134049			\$411,657.62

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

Potter County Fiscal Summary – Special Run – 9/25/2020

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
50	911 System Upgrade Fund	134066			\$43,543.02

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

Potter County Fiscal Summary – Special Run – 10/07/2020

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	1340367			\$1,815.00

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

Potter County Fiscal Summary – 10/09/2020

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85295-85296			\$86,174.13
10	Payroll-Direct Deposit	9031986-9032079			\$1,225.32
10	General Fund – Accounts Payable	134068-134172			\$299,793.80
10	General Funds – A/P Manual Checks	910092020-910092024			\$121,929.91
11	LEPC – Local Emergency Planning	2777-2778			\$131.54
14	Liquid Fuels	1569-1570			\$8,292.00
16	911 Fund	3089-3094	3080	\$3,390.00	\$2,353.45
17	Saulter Preserve	134173			\$5,200.00
32	Specialty Courts	134174			\$375.00
34	V.O.J.O	134175			\$249.50
35	Victim Services/RASA	134176			\$1,496.84
53	COVID-19 County Relief Grant	134177-134180			\$150,387.68

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

NEXT MEETING: October 22, 2020

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date



Established
1804

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

County of Potter Board of Commissioners

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

RESOLUTION #10 OF 2020 *Potter County, Pennsylvania*

RESOLUTION AUTHORIZING TAX AND REVENUE ANTICIPATION NOTE

Whereas, the Board of Commissioners, of Potter County, Pennsylvania, hereinafter called the Local Government Unit, anticipates current revenues as yet uncollected; and

Whereas, the said Local Government Unit has inadequate funds for current expenditures; and

Whereas, the said Local Government Unit has determined that it is necessary to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated revenues; and

Whereas, The Juniata Valley Bank has submitted to the said Local Government Unit a proposal to purchase a tax anticipation note of the Local Government Unit and the Local Government Unit desires by the adoption of this resolution to accept such proposal and authorize the issuance and sale of its tax and revenue anticipation note;

Now therefore, Be It Resolved that:

(1) The Local Government Unit hereby authorizes the issuance of a tax and revenue anticipation note in the amount of \$1,000,000.00 in anticipation of the receipt of current taxes and revenues to be sold at private sale.

(2) There shall be twenty (20) notes each in the denomination of \$50,000.00, each shall be redeemable at any time at the option of the officers of the Local Government Unit without penalty or premium, shall be fully registered without coupons, as of the date issued and sold, bear interest at the rate of .95 percent, shall mature on December 31, 2021, and shall be payable at the 64 Main St., Port Allegany office of the Lender, shall be substantially in the form annexed to the resolution as Exhibit A and hereby made a part of the resolution as though fully set forth in this place.

(3) The proposal of The Juniata Valley Bank to purchase the note dated September 23, 2020, is hereby accepted and shall be incorporated into the minutes of this meeting. A true and correct copy of said Proposal is attached hereto as Exhibit B, and the appropriate executive officers are hereby authorized and directed to execute and deliver a duplicate original of the acceptance of said proposal to the Lender.

(4) The Local Government Unit hereby pledges to the Lender and grants to the Lender a first lien and charge on its taxes and revenues to be received during the period when the note is outstanding to secure the payment of the indebtedness evidenced hereby and the interest thereon.

(5) Payment of principal and interest shall be made in the following amounts and on the following dates: Each of the twenty (20) fifty thousand dollar (\$50,000.00) denomination notes shall, if sold, be repaid on or before December 31, 2021 with principle amount of \$50,000.00 to be repaid plus interest at a rate of .95% per annum with a maximum interest payment amount for the entire year of \$475.00 with the actual amount of interest to be paid calculated by multiplying said maximum interest amount of \$475.00 times a ratio which has as its numerator the number of days between the date the note was issued and sold and the date the note was repaid and has as its denominator 360 days.

(6) The appropriate executive officer be and hereby is authorized and directed to execute and deliver in the name of, on behalf of, and under the seal of, the Local Government Unit, the tax and revenue anticipation note in the form and containing terms described above, and the Secretary of the Local Government Unit be and hereby is authorized and directed to attest the same.

(7) The appropriate executive or fiscal officer be and hereby is authorized and directed to prepare or cause to be prepared and to file a Certificate as to Taxes and Revenues to be Collected as required by Section 8128 of the Local Government Unit Debt Act. A true and correct copy of said Certificate is attached hereto as Exhibit C.

(8) The executive officers of the Local Government Unit be and hereby are authorized and directed to perform all acts which are necessary and proper for the valid issuance and securing of the note.

IN WITNESS WHEREOF, the undersigned has hereunto set their hand and affixed the seal of the Local Government Unit this 8th day of October 2020.

POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner

Attest:


Jessica M. Giebel, Chief Clerk