

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

October 22, 2020

**CALL TO ORDER** Vice Chairman Heimel called the meeting to order at 11:42 am

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Comm. Nancy Grupp (by phone); Comm. Barry Hayman, Chief Clerk Jessica Giebel; Recording Secretary Danielle Gietler; Comm. Paul Heimel, all present.

**PUBLIC COMMENT**

**MINUTES** – October 8, 2020 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**NEW BUSINESS**

Proclamation recognizing October 2020 as National Disability Employment Awareness Month. Marsha Dippold, employment support services program director for Dickinson Center Inc., described steps to help those with disabilities to be active in the work force. ~ **Action**~ Comm. Hayman moved to adopt. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Reappointment to the Potter County Hospital Authority: Thomas Noe, term running from 01/01/2021 to 12/31/2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Resolution #11 of 2020 – Area Transportation Authority Local Match FY 2020-21~ **Action**~ Comm. Hayman moved to adopt. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Professional/Administrative Agreement between Potter Co. and SEDA-COG ~ **Action**~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

*Onsolve LLC Contract* - annual contract for CodeRED Program through EMA, January 1, 2021 to December 31, 2021, at a cost of \$4,095. ~ **Action**~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

19/20

20/21

■ **Mental Health** (10/01/20 to 06/30/2021)

*Northern Tier Children's Home Inc.*

Transitional Housing (Men's Program)

New Contract

\$75.00/day/resident

\*Resident pays \$10.00/day. PCHS will reimburse the remaining \$65.00. \*Resident will be responsible for \$10.00/day per child

*Clarion Psychiatric Center* (07/01/20 – 06/30/21)

Short-Term Inpatient Hospital Stay Authorized/Approved Medical Assistance Rate

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

*Alcohol & Drug Abuse Services, Inc.*

Strengthening Families Program

New Contract

\$35,071.04/

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

*Transportation – UPMC Cole Skilled Nursing & Rehab Addendum*

Transport Rate

\$2.15/l.d. mi.

\$2.25/l.d. mi.

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

**TRAINING REQUESTS**

Jake Rothemel – County Detective – Legal & Tech. Aspects/Wiretapping & Electronic Serv. Class A Certification, Pa. State Police Academy, Hershey Pa.; Registration & Mileage.

Jake Ostrom – Tax Assessment – Act 28 for Assessors, Virtual; Registration only  
~ **Action**~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**PERSONNEL**

DA Andy Watson requested promotion of Emily Robinson to position of office manager; Local Union 88612 approved this promotion at its Oct. 11, 2020 meeting. ~ **Action**~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Proposal to hire Daniel Baker to fill new full-time position as IT Support Technician, effective 11/09/2020. ~ **Action**~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**CHIEF CLERK REPORT**

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

**COMMISSIONERS' REPORTS**

Commissioner Hayman congratulated Commissioner Heimel on his appointment as vice chair of the Pennsylvania Behavioral Health/Criminal Justice Task Force. The panel assists county governments in providing proven, effective mental health/addiction services for those who are involved in the criminal justice system.

Commissioner Hayman also reported that the county is awaiting a “toolkit” from the Pa. Dept. of Environmental Protection (DEP) for development of a county-specific Chesapeake Bay Watershed Implementation Plan. Potter is expected to partner with Tioga County to hire a coordinator with funds being made available through DEP. Conservation District Manager Jason Childs and Planning/GIS Director Will Hunt are spearheading Potter County’s involvement.

Commissioner Heimel reported that the Board of Commissioners is researching the option of establishing a Prison Board for administration of the Potter County Jail. Under state law, membership would be comprised of the President Judge, County Sheriff, District Attorney, Board of Commissioners and Chief Clerk/Controller. Only two of Pennsylvania’s 67 counties – Potter and McKean -- still operate under the “elected sheriff also becomes jail warden” system that dates back to the 19<sup>th</sup> century.

**BILLS**

**Potter County Human Services Fiscal Summary (10/22/2020)**

PAYROLL AUTOMATIC DEPOSITS	\$48,352.10
PAYROLL TAX TRANSFERS (EFTPS)	\$14,990.00
STATE TAX WITHHOLDINGS (ETIDES)	\$2,120.24
ACCOUNTS PAYABLE CHECKS – Check # 68588-68669	\$287,023.23
<b>Total Checks Written</b>	<b>\$352,485.57</b>

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

**Potter County Fiscal Summary UPDATED – 10/09/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85295-85296, 85297			\$86,333.64
10	Payroll-Direct Deposit	9031986-9032079			\$1,225.32

10	General Fund – Accounts Payable	134068-134172; 134181-134182; 134184	134132	\$677.99	\$299,603.95
10	General Funds – A/P Manual Checks	910092020- 910092028			\$122,129.59
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
62	CDBG Entitlement	134183			\$13,000.00

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

**Potter County Fiscal Summary – 10/22/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85298-85302			\$1,928.16
10	Payroll-Direct Deposit	9032080-9032199			\$94,713.53
10	General Fund – Accounts Payable	134185-134270			\$104,418.20
10	General Funds – A/P Manual Checks	910232029- 910232035			\$143,883.49
14	Liquid Fuels	1571-1573			\$7,463.98
15	North Fork Dam	134271-134272			\$2,525.00
16	911 Fund	3095-3097			\$7,410.56
17	Saulter Preserve	134273			\$31.78
18	Automation Fund (Civil)	134274			\$1,085.14
22	Farmland Preserv. & Rollback	134275			\$41.70
28	Domestic Relations IV-D	1029			\$26,734.00

34	V.O.J.O	134276-134278			\$3,109.37
35	Victim Services/RASA	134279-134280			\$1,199.99
38	Divorce Fund	134281			\$503.50
53	COVID-19 County Relief Grant	134282-134285			\$6,820.67
64	Gas Well Impact-Capital Reserve	134286-134287			\$6,296.66

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

**Potter County Fiscal Summary, First of the month -- 11/01/2020**

10	General Fund-AP	134288-134299			\$60,530.68
10	General Fund-AP Manual	999148			\$35.00
16	911 Fund	3098-3099			\$421.15

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

**NEXT MEETING:** November 5, 2020

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

Prepared by Danielle Gietler

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

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



Established  
1804

## 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](http://www.pottercountypa.net)

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

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

### National Disability Employment Awareness Month Proclamation

**Whereas**, Workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy;

**Whereas**, In this spirit, the County of Potter, Pennsylvania is recognizing National Disability Employment Awareness Month this October to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities;

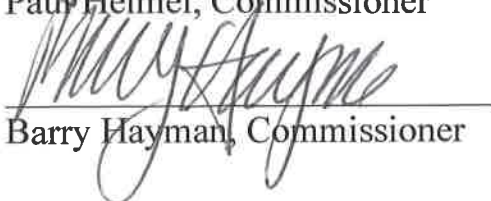
**Whereas**, this month reinforces the value and talent people with disabilities add to our workplaces and communities and affirm Potter County's commitment to an inclusive community;

**NOW, THEREFORE**, the Commissioners of Potter County, Pennsylvania do hereby proclaim October 2020 as "**National Disability Employment Awareness Month**". In doing so, we call upon employers, schools and other community organization in Potter County, Pennsylvania to observe this month, and to advance its important message that people with disabilities are equal to the task throughout the year.

Given under our hands this 22<sup>nd</sup> day of October 2020.

  
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Nancy J. Grupp, Chair

  
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Paul Heimel, Commissioner

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

ATTEST:

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



Established  
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### **RESOLUTION #11 of 2020** *Potter County, Pennsylvania*

#### **RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2020-2021**

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$36,495.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2021-2022.

Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT	
	DUE	PAYMENT DUE BY
July 1, 2021 – September 30, 2021	\$9,123.75	August 15, 2020
October 1, 2021 - December 31, 2021	\$9,123.75	November 15, 2020
January 1, 2022 – March 31, 2022	\$9,123.75	February 15, 2021
April 1, 2022 – June 30, 2022	\$9,123.75	May 15, 2021

We, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 22<sup>nd</sup> day of October, 2020.

**POTTER COUNTY COMMISSIONERS**

ATTEST:

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

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

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

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