

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**November 5, 2020**

**CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:00 am

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT**

**MINUTES** – October 22, 2020 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Proclamation for Potter County Conservation District 75<sup>th</sup> Anniversary. Commissioner Hayman, a member of the Board of Directors, commended staffers for their service and expressed appreciation to Earl Brown for more than 50 years of service as a director. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewals for Davis-Ulmer, Inc. for the inspection of the fire alarms, effective December 1, 2020, to November 30, 2021 in the following facilities: 911 Building, \$370; Education Center, \$400; Courthouse, \$725; Gunzburger Building, \$1,665. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Cafardi Ferguson Wyrick Weis & Gabriel LLC, Labor/Employment Attorneys, for specialty legal consultation; November 2020 through December 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PERSONNEL**

Hiring of Kayla Berge as Mental Health Program Specialist 1, effective Nov. 11, 2020. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Vicki Flewellyn, Potter County Public Defender Administrative Assistant, has given her retirement notice, effective Feb. 16, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

District Attorney Andy Watson requests temporary hiring of Cameron Kockler as a paid internship, per county policy, effective Jan. 4, 2021, for a period of about 10 weeks concluding on or around March 12, 2021 at a rate of \$8.00/hr. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

President Judge Stephen Minor has hired Brittany Simms as Probation Department Secretary, effective Nov. 9, 2020. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CHIEF CLERK REPORT**

Application for 2020 Liquid Fuel Tax funds from Clara Township, \$949.16. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heibel commended county employees Sandy Lewis and Donna Sallade, along with poll workers across the county, for exemplary service in administering the 2020 General Election. He noted that the election posed significant challenges due to a high volume of mail-in votes, health and safety provisions due to the COVID-19 coronavirus pandemic, and other factors. Comm. Heibel also reported that the board has been engaged in extensive research into the proposal to establish a Prison Board for oversight of the Potter County Jail.

Commissioner Grupp announced that she and her husband had tested positive for the coronavirus and followed all CDC, Pa. Dept. of Health and Potter County guidelines, including a quarantine. All county employees were notified following the positive test results. Comm. Grupp discussed the severity of the pandemic and emphasized the importance of preventative measures, such as face coverings and social distancing. Commissioners Hayman and Heibel also quarantined and underwent COVID-19 tests, which came back as negative.

**BILLS**

**Potter County Human Services Fiscal Summary (11/06/2020)**

PAYROLL AUTOMATIC DEPOSITS	\$45,770.08
PAYROLL TAX TRANSFERS (EFTPS)	\$14,144.31
STATE TAX WITHHOLDINGS (ETIDES)	\$2,023.08
ACCOUNTS PAYABLE CHECKS – Check # 68670 (10/23/2020)	\$100.00
ACCOUNTS PAYABLE CHECKS – Check # 68671-68756 (11/05/2020)	\$114,670.49
<b>Total Checks Written</b>	<b>\$176,707.96</b>

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

**Potter County Fiscal Summary – UPDATED - 10/23/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85298-85302; 85303			\$2,232.58
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
37	Triple Divide Water Monitoring	134300			\$121.71
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. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**Potter County Fiscal Summary – Special Run - 11/02/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	134301			\$10.00

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

**Potter County Fiscal Summary – 11/06/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85304-85305			\$1,210.41
10	Payroll-Direct Deposit	9032200-9032295			\$87,989.52
10	General Fund – Accounts Payable	134302-134385; 134402	133048	\$225.00	\$173,931.40
10	General Funds – A/P Manual Checks	911062036- 911062040			\$124,647.78
11	LEPC-Local Emergency Planning	2779-2783			\$835.76
16	911 Fund	3100-3106			\$8,173.93
18	Automation Fund (Civil)	134386			\$1,085.14
20	Supervision Fee (County) (CO)	134387-134388			\$3,174.90
32	Specialty Courts	134389			\$263.78
34	V.O.J.O	134390			\$252.79
35	Victim Services/RASA	134391			\$1,516.55
38	Divorce Fund	134392-134393			\$23,091.46
53	COVID-19 County Relief Grant	134394-134401			\$285,101.26

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

NEXT MEETING: November 19, 2020

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

Prepared by Danielle Gietler

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

November 19, 2020  
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

### PROCLAMATION

#### Potter County Conservation District 75<sup>th</sup> Anniversary

November 2020

**WHEREAS**, the Potter County Conservation District was organized November 28, 1945;

**WHEREAS**, the Potter County Conservation District is the Commonwealth's first such entity;

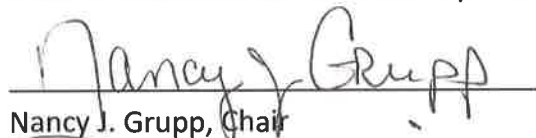
**WHEREAS**, the District's effectiveness is due in large part to the professional leadership and staff;

**WHEREAS**, the staff is dedicated to establishing innovative conservation practices through leadership and education;

**WHEREAS**, it is the vision of the District and staff to foster stewardship of our natural resources by inspiring current and future generations to preserve the legacy of conservation,

**NOW THEREFORE**, the Potter County Commissioners do hereby proclaim, November 2020 as Potter County Conservation District Month commemorating the 75 years of good work and efforts on the part of the Commonwealth's first and oldest conservation district and the dedication of the staff thereof.


Given under our hands this 5<sup>th</sup> day of **November, 2020**.

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Barry Hayman, Commissioner

ATTEST:

  
Jessica M. Giebel, Chief Clerk