

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

November 19, 2020

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:01 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 – November 5, 2020 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Approved the Local Emergency Planning Committee winning municipal bid for the 2005 Ford Expedition ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resignation of Patricia Bowman from the Potter County Hospital Authority, effective 11/06/2020. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Appointment of Georgianna Leete to Potter County Hospital Authority Board to fill Patricia Bowman's unexpired term, effective 11/19/2020 through 12/31/2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Adoption of the Citizen Participation Plan for federal Community Development Block Grant program. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Approved the 2021 Employee Holiday Schedule ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Approved the 2021 Commissioner Meeting Schedule ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Thomas R. Shaffer, Esq., county solicitor; and Daniel F. Glassmire, Esq., assistant county solicitor, Jan. 1, 2021 to Dec. 31, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with Canon Financial Services Inc. for the lease of a copier for the Victim/Witness Services Office, \$55.83 per month. Term of 60 months. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement renewal with David-Ulmer Inc. for the inspection of the sprinkler system in the Gunzburger Building, effective January 1, 2021 through December 31, 2021. Annual cost of \$2,520.00 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with KOS Inc. for maintenance services on copier in Potter County Jail administrative office; rate of \$342.00 per year, Nov. 6, 2020 to Nov. 6, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with KOS Inc. for maintenance services on copier in Potter County Voter Registration office; \$.0085 per copy; Nov. 14, 2020 to Nov. 14, 2021. ~ Action ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract renewal with Thomas A. Walrath Jr., Esq., to maintain and improve Title IV-D Child Support Enforcement Program, 10/01/2020 to 10/31/2025. ~ Action ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

Potter County Area of the Aging Four-Year Area Plan, 10/01/20 – 09/30/24. ~ Action ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

■ **Children & Youth** (07/01/20 to 06/30/2021) 19/20 20/21

Adelphoi Village, Inc
Shelter/Residential Placement with Treatment Services

Male/ Female	Residential Services	Prior Cost	Current Cost
Female	Intensive Supervision - Alliance	\$271.20	\$284.76
Female	Intensive Supervision MH Focus – Colony, Maker & Susans	\$310.34	\$320.49
Male	Intensive Supervision – Anchor, Greystone, Sweeney	\$260.96	\$271.21
Male	Enhanced Supervision – Manor	\$312.80	\$323.44
Male	Substance Abuse – Margaret	\$267.63	\$281.01
Male	Sexual Offenses – Benet, Rapheal & Williams	\$248.98	\$256.95
Male	Sexual Offenses MH Focus – Vincent & Loyalhanna	\$310.84	\$320.49
Male	Sexual Offenses LaSa Quik (Eastern Region)	\$304.30	\$315.17
Female/ Male	Shelter – (F)Alliance, Colony, Marker, Susans/(M) Anchor, Benet, Greystone, Loyalhanna, Mon Run, Raphael, Sweeney, Vincent, Williams	\$248.42	\$260.84
Male	Secure-Sexual Offenses – Middle Creek I	\$395.43	\$407.29
Female/ Male	Secure-(F) Middle Creek II/(M) Middle Creek III & Manor	\$346.85	\$359.42
Male	Specialized Independent Living – Hilltop & Saxman	\$227.23	\$238.59
Male	Transitional Living – Williams	\$208.49	N/A

Central Counties Youth Center
Secure Detention Services for Probation Youth \$280./diem \$290./diem

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

Kara Amidon – Independent Contractor NEW CONTRACT

Katie Taylor – Independent Contractor NEW CONTRACT
Act 143 Delegate Agreement \$70/day M-Thurs.
Crisis Field Response: \$100/day Fri – Sun. & Holidays
\$140/incident Sat, Sun & Holidays

Potter County Human Services (07/01/20 to 06/30/2021)

Dawn Bacon, Instructor
CPR/First Aid Training \$30/student No Change
(Includes training materials & Cert.)
\$.575/mile No Change

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

TRAINING REQUESTS

Austin Dickerson, full-time corrections officer, Basic Training for Corrections Officers, Elizabethtown, Pa. ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Grupp yes; Heimel yes; Hayman yes.

Kayla Berge – PCHS – SAP Training, Pittsburgh, Pa. ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PERSONNEL

Sheriff Glenn Drake has hired Steffanie Little as a part-time security guard at the Potter County Courthouse, effective Nov. 5, 2020. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Joseph Tacconelli, part-time corrections officer, effective Nov. 29, 2020. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CHIEF CLERK REPORT

Applications for 2020 Liquid Fuel tax funds from the following municipalities:

- Pleasant Valley Township \$728.00
- Hebron Township \$3,020.14

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

COMMISSIONERS' REPORTS

Commissioner Hayman noted the increase in COVID-19 coronavirus cases and emphasized the importance of following health and safety protocols. He also noted that there is a need for part-time corrections officers at the Potter County Jail. Positions are open to both women and men, even though the jail houses only male inmates.

Commissioner Grupp announced that, effective Nov. 23, the commissioners will be restricting access to the Gunzburger Building due to the increased coronavirus cases in Potter County. This complements an amended emergency order affecting the courthouse issued recently by President Judge Stephen Minor. Similar policies are in place at Potter County Human Services. She also announced that the draft 2021 county operating budget will be made available for public review starting on Monday, Nov. 30. Chief Clerk Jessica Giebel was commended for her work on preparing the draft.

Commissioner Heimel provided an update on the Revitalize Potter County Steering Committee activities, on behalf of co-chairs Ellen Russell and Will Hunt. It detailed progress in addressing the goals of reversing population loss and stopping the steady increase in the county population's median age. Volunteers will be solicited to participate in work groups. Outreach is being made to partners, including the Planning Commission, Housing/Redevelopment Authorities, businesses/employers, tourist promotion agencies, the agriculture/forest products sector and others.

BILLS

Potter County Human Services Fiscal Summary (11/19/2020)

PAYROLL AUTOMATIC DEPOSITS	\$48,555.95
PAYROLL TAX TRANSFERS (EFTPS)	\$15,577.49
STATE TAX WITHHOLDINGS (ETIDES)	\$2,147.23
ACCOUNTS PAYABLE CHECKS – Check #68757-68842 (11/19/2020)	\$216,631.59
Total Checks Written	\$282,912.26

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

Updated 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			\$87,898.52
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; 31017	3101	\$2,301.72	\$7,406.69
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; 134403			\$348,949.26

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

Potter County Fiscal Summary – Special Run - 11/10/2020

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG Entitlement	134404			\$92,620.35

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

Potter County Fiscal Summary – 11/20/2020

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85306-85309			\$1,353.39
10	Payroll-Direct Deposit	9032296-9032420; 9032421-9032422			\$99,270.89
10	General Fund – Accounts Payable	134405-134492	134345	\$1,088.89	\$106,203.57

10	General Funds – A/P Manual Checks	911202041- 911202045			\$138,800.67
11	LEPC-Local Emergency Planning	2784			\$2,035.11
14	Liquid Fuels	1574			\$949.16
16	911 Fund	3108-3111			\$3,189.57
34	V.O.J.O	134493-134494			\$255.91
35	Victim Services/RASA	134495-134496			\$1,535.29
37	Triple Divide Water Monitoring	\$134497			\$96.11
53	COVID-19 County Relief Grant	134498-134508			\$38,506.94
60	Hotel Excise Tax Fund	134509-134510			\$74,831.59

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

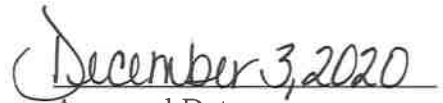
NEXT MEETING: December 3, 2020

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