

~ Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**December 3, 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; Recording Secretary Danielle Gietler, all present; Chief Clerk Jessica Giebel absent.

**PUBLIC COMMENT**

**MINUTES** – November 19, 2020 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Authorization to advertise notice for adoption of a countywide Local Economic Revitalization Tax Assistance Act (LERTA) ordinance at 11 am Wednesday, Dec. 30. A public hearing to establish the boundaries for the temporary tax abatements will be held at 11 am Monday, Dec. 28. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Resolution #12 of 2020 Tax Levy for Budget Year 2021 and Per Capita Tax Rate. For a third consecutive year, there will be no increase in the real estate tax. Also, the county will once again waive its right to impose a \$5.00 countywide per-capita tax. ~ **Action** ~ Comm. Heimel moved to approve., Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Re-appointment of Jon Blass to the Potter County Solid Waste Authority for a five-year term January 1, 2021 to December 31, 2025. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Contract renewal with Anita J. Mead as Victim/Witness Coordinator at a rate of \$18.00 per hour, Jan. 1, 2021 to Dec. 31, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Professional services contract renewal with Doug Morley as 9-1-1 Coordinator, Technical Advisement and Financial Advisement, Jan. 1, 2021 to Dec. 31, 2021. ~ **Action** ~ Comm. Grupp moved to approve., Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

2021 CCAP Technology Consulting Service Agreement at a rate of \$1,500, effective Jan. 1, 2021 to Dec. 31, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Postage machine lease agreement with Pitney Bowes for Domestic Relations Office at a rate of \$59.00/month effective Nov. 1, 2020 – Dec. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Temporary agreement between KayTee's Restaurant and the Potter County Jail for for two meals per day at rates of \$5.95/lunch and \$7.95/dinner; term Dec. 7, 2020, to Dec. 31, 2020. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PERSONNEL**

Sheriff Glenn Drake received a resignation from Stephanie Little as a part-time Courthouse Security Guard, effective 11/20/2020. ~ **Action** ~ Comm. Hayman moved to acknowledge Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Kristen Terwilliger has resigned as a Potter County Human Services custodial worker, effective 11/25/20. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Amy Furman hiring as Aging Care Manager 2 for PCHS effective 12/28/20 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**CHIEF CLERK REPORT**

Applications for 2020 Liquid Fuels Tax funds from Roulette Twp., \$3,044.23~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Hayman reviewed the rate increase schedule adopted by the Potter County Solid Waste Authority, effective in January 2021. He also reported on the Chesapeake Bay Watershed Implementation Plan. DEP has partnered with Potter, Tioga, and Bradford counties. A grant of \$100,000 will support the hiring of a coordinator to develop and help implement the plan to reduce pollution entering the bay. Potter County's primary focus will be on the Cowanesque River. Lastly, Commissioner Hayman emphasized the importance of county residents following the advice of medical professionals to stop the spread of the virus – face coverings, social distancing, sanitizing and frequent hand washing.

Commissioner Heimel shared details on the county's proposal to adopt the LERTA ordinance. Businesses constructing new facilities or expanding current facilities to create jobs could qualify for temporary abatement of county real estate taxes starting at 100% for the first year, followed by 80%, 60%, 40% and 20% over the ensuing four years. He pointed out that school districts, townships and boroughs could also offer the LERTA job creation incentive.

Commissioner Grupp reported on the latest COVID-19 coronavirus statistics for Potter County, reflecting 148 "active" cases – those who have contracted the disease over the past 14 days. She also noted that county officials are making arrangements for free COVID-19 tests from Dec. 27-31 at a Coudersport location, with details to be announced.

**BILLS**

**Potter County Human Services Fiscal Summary (12/03/2020)**

PAYROLL AUTOMATIC DEPOSITS	\$45,507.38
PAYROLL TAX TRANSFERS (EFTPS)	\$14,251.63
STATE TAX WITHHOLDINGS (ETIDES)	\$2,008.87
ACCOUNTS PAYABLE CHECKS – Check # 68844-68920	\$101,664.17
<b>Total Checks Written</b>	<b>\$163,432.05</b>

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

**Potter County Additional Fiscal Summary – 11/20/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	134510-134667	134555; 134568; 134603	\$584.00	\$19,923.50
15	North Fork Dam	134674			\$25.00

17	Saulter Preserve	134675			\$30.30
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~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**Potter County Fiscal Summary – Special Run 11/24/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG Entitlement	134689			\$259,732.80

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

**Potter County Fiscal Summary – Special Run 11/25/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	134690			\$500.00

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

**Potter County Fiscal Summary – Special Run 11/30/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
53	COVID-19 County Relief Grant	134691-134696			\$309,761.08

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

**Potter County Fiscal Summary – Special Run 12/02/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	134697			\$9,000.00

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

**Potter County Fiscal Summary – First of the Month 12/01/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	134676-134688	134353	\$25.00	\$72,081.67
10	General Fund – A/P Manual Checks	999149			\$35.00
16	911 Fund	3112-3113			\$421.15

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

**Potter County Fiscal Summary – 12/04/2020**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	85310			\$619.25
10	Payroll-Direct Deposit	9032423-9032518			\$92,734.29
10	General Fund – Accounts Payable	134698-134767	134236	\$500.00	\$668,947.71
10	General Funds – A/P Manual Checks	912042046-912042050			\$131,182.21
16	911 Fund	3114-3119			\$185,167.42
22	Farmland Preserv. & Rollback	134768			\$16,862.00
32	Specialty Courts	134769			\$178.79
34	V.O.J.O	134770			\$249.50
35	Victim Services/RASA	134771			\$1,518.84
38	Divorce Fund	134772			\$508.85
53	COVID-19 County Relief Grant	134773			\$268.34

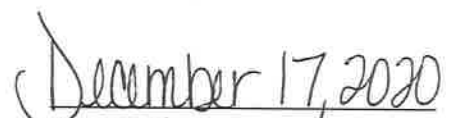
~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

**NEXT MEETING:** December 17, 2020 with a 10:30 a.m. Salary Board Meeting

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

  
Potter County Executive Secretary

Prepared by Danielle Gietler

  
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

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

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

### **RESOLUTION #12 OF 2020** County of Potter, Pennsylvania

#### **Tax Levy for Budget Year 2021 And Per Capita Tax Rate**

**WHEREAS**, the law of Pennsylvania (16 P.S. 1 et seq. – “The County Code”) authorizes the Board of Commissioners of the County of Potter to adopt a budget and to levy a rate of taxation on real estate subject to taxation located within Potter County;

**WHEREAS**, the Board of Commissioners of Potter County desires to adopt and approve a budget for calendar year 2021 for the County of Potter and to set a tax levy for county taxes and real estate subject to taxation located within Potter County;

**WHEREAS**, additional revenues are required to meet the essential services which the County provides, and the obligations imposed upon the County; and

**WHEREAS**, the Commissioners desire to keep taxes as low as possible for the residents of Potter County while still providing the necessary and useful services of County Government.

**NOW THEREFORE**, be it resolved, and it is hereby resolved as follows:

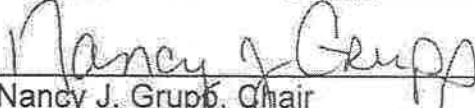
1. **RESOLVED**, that the rate of taxation for County tax purposes for the calendar year 2021 shall be 18.50 mill on every thousand dollars of 2021 valuation of real estate subject to taxation located in Potter County, Pennsylvania. The rate of taxation on each 100 dollars assessed valuation of taxable property amounts to \$1.85 (one dollar, eighty-five cents per one hundred dollars of assessed valuation).

2. **RESOLVED**, that the temporary suspension of per capita tax which, in calendar year 2013, was reduced from the prior rate of \$5.00 per person on all those subject to taxation to the new rate of \$0.00 per person, shall continue to be \$0.00 per person for calendar year 2021. In other words, the per capita tax will continue to be temporarily suspended and will not be collected in 2021.

This resolution shall become effective immediately.

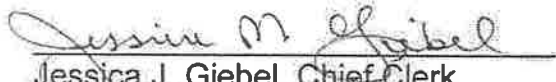
**DULY ADOPTED** at the regular meeting of Potter County this 3rd day of December, 2020.

POTTER COUNTY COMMISSIONERS

  
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Nancy J. Grupp, Chair

Attest:

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

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

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