

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

January 28, 2021

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:28 am

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

MINUTES – January 14, 2021 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

NEW BUSINESS

Guest speakers Isaac Musser and Heather Morey of the Potter County Area Agency on Aging provided a detailed summary of services provided to seniors, ranging from care management that makes it easier for them to remain in their homes, to protective services, home-delivered meals and senior activity centers in Ulysses, Shinglehouse, Coudersport and Galeton. Those with questions are encouraged to call 814-544-7315, extension 3.

Transfer of \$18.00 in funds from the Pa. Dept. of Community and Economic Development to a Community Development Block Grant program in Ulysses Borough. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Memorandum of understanding between the Board of Commissioners and volunteer fire departments in Roulette, Shinglehouse and Genesee to facilitate 911 emergency communications. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Creation of a part-time secretary/clerk position for the Public Defender. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Creation of a full-time cook position for the county jail ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Updated Workers' Compensation service provider list. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with SEDA-COG to administer federal pandemic relief funds. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS 19/20 20/21

■ **Children & Youth** (07/01/2020 to 06/30/2021)

Galeton Area School District

School-Based Intensive Case Mgmt. \$6,000.00 No Change

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

TRAINING REQUESTS

--Colleen Wilber – PCHS Drug & Alcohol Director -- online problem-solving courts symposium. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PERSONNEL

New Hire - Mary Freeman as a Children & Youth Services caseworker 2, effective Jan. 26, 2021.
~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

New Hire – Jamie Wood as a Children & Youth Services caseworker 2, effective Jan. 26, 2021.
~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Hayman reported on a recent meeting of Dr. Mary Ann Rigas’s Food Insecurity Work Group, of which he is a member. The group learned about the Pa. Agricultural Surplus System (PASS) program, which will provide funding to farmers to cover costs associated with harvesting, processing, transporting, and/or packaging their surplus or second-grade products. While it is not a market for sales, it is a way to participate in charitable giving. PASS works directly with food pantries, including the Central Pennsylvania Food Bank that serves Potter County’s local food banks. Commissioner Hayman also noted that, while some elements of the coronavirus pandemic are beyond our control, we can help slow the spread by wearing a mask, socially distancing and washing hands frequently.

Commissioner Grupp reported on COVID-19 coronavirus trends in Potter County and the local availability of the vaccine for those who are included in the Pa. Dept. of Health high-priority Phase 1A. She also noted that low-interest loans to ease the impact of the pandemic are available to qualifying businesses through a federal program administered by Northcentral Pa. Regional Planning and Development Commission. A separate federal program offers funds for rental and utility assistance. Lastly, low-interest loans are available through the U.S. Small Business Administration for farmers and other businesses adversely affected by frost conditions between April 15 and June 1, 2020.

Commissioner Heimel presented an update on the Revitalize Potter County project and the organizational meeting of the Tourism & Recreation Work Group.

BILLS

Potter County Human Services Fiscal Summary (01/28/2021)

| | |
|--|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$46,720.45 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$13,931.60 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$2,047.46 |
| ACCOUNTS PAYABLE CHECKS – Check #69195-69196 (1/15/2021) | \$54,329.28 |
| ACCOUNTS PAYABLE CHECKS – Check #69197 (1/18/2021) | \$375.00 |
| ACCOUNTS PAYABLE CHECKS – Check #69198-69299 (1/28/2021) | \$125,416.76 |
| Total Checks Written | \$242,820.55 |

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

Potter County Fiscal Summary – Special Run – 01/25/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|---------------------------------|---------------|------------------|------------------|------------|
| 10 | General Fund – Accounts Payable | 135109-135110 | | | \$1,862.45 |

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

Potter County Fiscal Summary – 01/29/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|-----------------------------------|---------------------|--------------------------------|------------------|--------------|
| 10 | Payroll Checks | 85326 | | | \$541.57 |
| 10 | Payroll-Direct Deposit | 9032831-9032928 | | | \$96,516.45 |
| 10 | General Fund – Accounts Payable | 135111-135195 | 134904; 135022; 135053; 135066 | \$6,955.59 | \$113,249.08 |
| 10 | General Funds – A/P Manual Checks | 901292107-901292112 | | | \$137,762.76 |
| 11 | LEPC-Local Emergency Planning | 2795 | | | \$10,000.00 |
| 14 | Liquid Fuels | 1580 | | | \$1,835.18 |
| 15 | North Fork Dam | 135196 | | | \$25.00 |
| 16 | 911 Fund | 3142-3146 | 3125 | \$600.00 | \$15,422.70 |
| 17 | Saulter Preserve | 135197 | | | \$29.56 |
| 34 | V.O.J.O | 135198 | | | \$183.14 |
| 35 | Victim Services/RASA | 135199 | | | \$1,098.86 |

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

Potter County Fiscal Summary – First of the Month – 02/01/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|----------------------------------|---------------|------------------|------------------|-------------|
| 10 | General Fund – Accounts Payable | 135200-135209 | | | \$25,828.61 |
| 10 | General Fund – A/P Manual Checks | 999151 | | | \$35.00 |
| 16 | 911 Fund | 3147-3148 | | | \$421.15 |

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

NEXT MEETING: February 11, 2021

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

Prepared by Danielle Gietler



 Potter County Executive Secretary

February 11, 2021
 Approval Date