

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**February 11, 2021**

**CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:36 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. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Authorization to advertise the Demolition Fund Ordinance. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Appointment of Debra Traub, Deborah Howard and Donna Foust to the Aging Advisory Council for a term of three years, February 2021 through February 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Re-appointment Andy Watson Esq. to the Aging Advisory Council for a term of three years, January 2021 through January 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Re-appoint Janet Long to the Aging Advisory Council for a term of three years, February 2021 through February 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Re-appoint Nancy Lent to the Aging Advisory Council for a term of three years, April 2021 through April 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CDBG FFY 2017 Budget Revision Request, \$18,094.74 from Roulette Township Wastewater Treatment Project to Shinglehouse Wastewater Treatment Plant Project. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Service support agreement between counties and the Pa. Dept. of Community & Economic Development. Effective January 1, 2021 – December 31, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Service support agreement with Vistacom Managed Services of Polycom for updates & support of services on the Polycoms in the Courthouse & District Judge offices at a rate of \$2,500.00 per year. Term of Jan. 1, 2021 to Dec. 31, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with County of Erie for part-time use of forensic pathologist Eric Lee Vey, M.D., Jan. 1, 2021 to Dec. 31, 2021 with yearly of \$2,600. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Professional services contract with Yvette Piaquadio for cleaning in the Galeton District Judge office effective February 8, 2021 – December 31, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Renewal with KOS, Inc. for maintenance services of copier in the Potter County Jail at an annual rate of \$265.00, effective February 10, 2021 to February 10, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with Canon Financial Services, Inc. for the lease of a copier for the Public Defender's Office, \$74.00 per month. Term of 60 months. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CDBG-CV Subrecipient Agreement between Potter County and the First Presbyterian Church of Coudersport Mission Committee; A Way Out; Heart Response Inc./Christmas House; Roulette Food Pantry; Roulette Volunteer Fire Dept.; and Coudersport Volunteer Fire Dept. Effective February 1, 2020 to September 7, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Subrecipient agreement with SEDA-COG to administer Shinglehouse FFY 2016; FFY 2016C and FFY 2017. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

### TRAINING REQUESTS

Ellen Russell, Community Development – CDBG Sub-Grantee Training, virtual. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Thomas Patterson, Potter County Children & Youth Services – Therapy Dog Training, Olean, NY. Requests mileage. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

### PERSONNEL

Warden Glenn Drake has hired Michael Crippen as part-time Corrections Officer for the Potter County Jail effective February 1, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Vicki Flewellyn, full-time administrative assistant in Public Defender office, requests extension of her retirement date from February 16, 2021 to March 31, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Public Defender Walter Stenhach requests hiring of Vicki Flewellyn as part-time Secretary/Clerk effective April 1, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

District Judge Chris Kalacinski has terminated employment of Irene Douglass as part-time Secretary at the Galeton MDJ Office, effective January 29, 2021. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Rea Gible has resigned as Domestic Relations Caseworker II effective Feb. 2, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Judge Stephen Minor has appointed Rea Gible to fill the vacant position of Assistant Director for Domestic Relations, effective February 2, 2021. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

### COMMISSIONERS' REPORTS

Commissioner Hayman discussed the Pa. Act 152 Blight Reduction Fund that the board has drafted for possible adoption. He invited those with questions about the proposal to contact him. He also noted that blight reduction was identified during public comment periods as a high priority in the Potter County Comprehensive Plan 2020-2029.

Commissioner Grupp reported that Potter County has applied for federal funding of \$187,180, providing COVID-19 coronavirus pandemic financial relief for the hospitality industry.

Commissioner Heimel reported that the board met with State Senator Cris Dush to seek his support for development of the four-season Denton Hill Adventure Center envisioned at Denton Hill State Park, expansion of high-speed internet service to unserved areas in the county, expediting vaccine deliveries for COVID-19 immunization and other local priorities. The commissioners also conferred with Colleen Hanson, executive director of Visit Potter-Tioga, for an overview of the agency's services and activities to support the tourism industry.

**BILLS**

**Potter County Human Services Fiscal Summary (02/11/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$47,332.93
PAYROLL TAX TRANSFERS (EFTPS)	\$14,179.38
STATE TAX WITHHOLDINGS (ETIDES)	\$2,074.98
ACCOUNTS PAYABLE CHECKS – Check # 69300 2/1/2021	\$1,768.20
ACCOUNTS PAYABLE CHECKS – Check # 69301-69380 2/11/2021	\$239,463.51
<b>Total Checks Written</b>	<b>\$304,819.00</b>

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

**UPDATED 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	901292107-901292113			\$137,952.98
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
62	CDBG Entitlement	135210-135211			\$31,497.28

~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp 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; 901292114- 901292115			\$79.64
16	911 Fund	3147-3148			\$421.15

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

**NEXT MEETING:** March 11, 2021

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

Prepared by Danielle Gietler

  
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 Potter County Executive Secretary

February 25, 2021  
 Approval Date