

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**February 25, 2021**

**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, Chief Clerk Jessica Giebel, all present.

**MINUTES** – February 11, 2021 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**NEW BUSINESS**

**GUEST SPEAKERS**

Potter County Conservation District representatives Jason Childs and Glenn Dunn II and Planning/GIS Director Will Hunt reviewed their recent round of meetings with township and borough officials from across the county. Purpose of the sessions was to strengthen county/municipal partnerships. They provided the commissioners with an updated Potter County Municipal Resource Booklet they have provided to township and borough leaders, containing summaries of responsibilities and regulations as well as contact information

**PUBLIC COMMENT ON DRAFT PA. ACT 152 ORDINANCE**

Ivan Lehman, representing the Northeastern Potter Economic Development Assn., posed a series of questions about the commissioners' draft ordinance to establish a blight removal fund under Pa. Act 152 of 2016. A \$15 deed and mortgage filing fee would generate revenue to support municipal blight eradication. Following the discussion, Lehman said NEPEDA supports and appreciates the county's efforts to support townships and boroughs in their efforts to reduce blight and make their communities more vibrant and attractive.

Planning/GIS Director Will Hunt said many municipal officials he has spoken with support the county's proposed blight reduction fund. Commissioner Heimel added that Galeton Borough has been seeking county support for blight removal.

Commissioner Hayman noted that the North Central Penn Board of Realtors expressed opposition to the ordinance because its fee would increase the cost of real estate transactions

Ordinance No. 1 of 2021 Establishing a Demolition Fund, Pursuant to Pa. Act 15 of 2016. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

MOU between Bradford, Potter and Tioga County and the Bradford County Conservation District for Chesapeake Bay watershed action plan. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Renewal of Cooperative Communication Agreement between Potter County and Tioga County for E-911/centralized emergency service dispatching. effective 2021 through 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Purchase of service agreement between Potter County and Northern Tier Children's Home Residential Services Inc. for Recovery Center alternative incarceration services for women at a rate of \$75/day. Effective 01/01/2021 to 12/31/2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Administrative service agreement with Northcentral Pa. Regional Planning & Development Commission to administer county COVID-19 Hospitality Industry Recovery Program (CHIRP). Commissioner Grupp said Northcentral is offering the services at no fee. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance services of the copier in the Potter County Public Defender's Office, Feb. 18, 2021 to Feb. 18, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with PEMA for 9-1-1 statewide interconnectivity funding for the NorthCom Microwave Project, Jan. 1, 2021 to Dec. 31, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**19/20**

**20/21**

■ **Aging (02/05/2021 – 06/30/2021)**

*Debra Traub – Sr. Center Substitute*

N/A

\$7.25/hr.

■ **Children & Youth (01/13/2021 – 06/30/2021)**

*Drug Scan – Drug Testing/Urine & Saliva*

Direct Urine Panel

N/A

\$75.00

1A Screening Panel

N/A

\$25.00

Oral Fluid

N/A

\$60.00

Chain of Custody Service

Expert Witness Testimony

N/A

\$1,500.00

Litigation Packet

N/A

\$150.00

MRO Review

N/A

\$25.00

■ **Intellectual Disabilities (07/01/2020 – 06/30/2021)**

*ADDENDUM – The Arc of Crawford County*

Medication Minder for MH/ID Indv.

\$88-\$120.00

\$40-\$100.00

■ **Mental Health (02/01/2021 – 06/30/2022)**

*Richie Contartesi International*

School Assemblies/Suicide Prevention  
(Pre-Assembly Prep & Assembly)

New Contract

\$2,950.00

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

**TRAINING REQUESTS**

Katie Taylor with PCHS D&A virtual training for Pa. SAP Conference. **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**CHIEF CLERK REPORT**

Applications received for 2021 Liquid Fuel Tax Funds from the following municipality: Austin Borough, \$1,133.61; Galeton Borough, \$2,108.05; Genesee Township, \$2,116.61; Sharon Township, \$2,900.81; Eulalia Township, \$2,275.42. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported on the February meeting of the Revitalize Potter County Tourism and Recreation Work Group. Much of the session focused on a survey to measure tourists' expectations and the marketing activities of Visit Potter-Tioga. The work group is forming subcommittees. One will work on issues related to the growing popularity of all-terrain vehicle riding and a second will focus on developing and supporting arts and cultural attractions that are potential tourist draws.

Commissioner Grupp announced that low-interest loans are still available for qualifying Potter County businesses adversely affected by the pandemic through the Economic Development Administration federal loan program administered by Northcentral Pa. Regional Planning & Development Commission. She also advised that UPMC Cole has expanded its COVID-19 coronavirus vaccination opportunities and offers a toll-free telephone helpline (1-844-876-2822) and a website (vaccine.upmc.com) for registration.

**BILLS**

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

PAYROLL AUTOMATIC DEPOSITS	\$46,929.15
PAYROLL TAX TRANSFERS (EFTPS)	\$15,805.91
STATE TAX WITHHOLDINGS (ETIDES)	\$2,114.92
ACCOUNTS PAYABLE CHECKS – Check # 69381-69469 (2/25/2021)	\$112,258.35
ACCOUNTS PAYABLE CHECKS – Check # 69470 (2/26/2021)	\$55,162.32
<b>Total Checks Written</b>	<b>\$232,270.65</b>

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

**Potter County Fiscal Summary – 02/12/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	-			0.00
10	Payroll-Direct Deposit	9032930-9033029			\$94,918.36
10	General Fund – Accounts Payable	135213-135321	\$135,142	\$99.74	\$241,643.52
10	General Funds – A/P Manual Checks	902122116-902122120	901292114-901292115	\$44.64	\$133,925.98
11	LEPC-Local Emergency Planning	2796-2798			\$130.67
14	Liquid Fuels	1581			\$1,706.18
16	911 Fund	3149-3154			\$141,331.39
18	Automation Fund (Civil)	135322			\$1,104.34
34	V.O.J.O	135323-135325			\$264.38
35	Victim Services/RASA	135326-135328			\$1,587.92
38	Divorce Fund	135329			\$22,378.07
60	Hotel Excise Tax Fund	135330-135331			\$47,056.79

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

**Potter County Fiscal Summary – 02/26/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
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10	Payroll Checks	-			0.00
10	Payroll-Direct Deposit	9033030-9033126			\$96,532.00
10	General Fund – Accounts Payable	135332-135404	135216	\$328.32	\$113,351.99
10	General Funds – A/P Manual Checks	902262121-902262125			\$136,633.88
11	LEPC-Local Emergency Planning	279			\$289.20
15	North Fork Dam	135405			\$25.00
16	911 Fund	3155-3158			\$108,624.66
17	Saulter Preserve	135406			\$29.43
32	Specialty Courts	135407-135408			\$270.25
34	V.O.J.O	135409			\$180.00
35	Victim Services/RASA	135410			\$1,080.00
37	Triple Divide Water Monitoring	135411			\$96.21
38	Divorce Fund	135412			\$503.50

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

**Potter County Fiscal Summary – First of the Month 03/01/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135413-135427			\$174,807.47
10	General Fund – A/P Manual Checks	999152			\$35.00
16	911 Fund	3159-3160			\$421.15

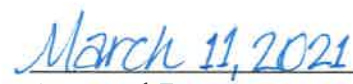
~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**NEXT MEETING:** March 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

  
 Approval Date

ORDINANCE No. 1 of 2021

**AN ORDINANCE ESTABLISHING A DEMOLITION FUND PURSUANT TO PENNSYLVANIA ACT 152 OF 2016 (42 P.S. § 21052.2), AUTHORIZING THE COLLECTION OF A \$15.00 FEE FOR EACH DEED AND MORTGAGE RECORDED WHICH SHALL BE DEPOSITED INTO THE POTTER COUNTY DEMOLITION FUND TO BE USED EXCLUSIVELY FOR THE DEMOLITION OF BLIGHTED PROPERTIES SITUATE IN POTTER COUNTY, REQUIRING THE FILING OF AN INITIAL REPORT WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) WITHIN 90 DAYS INCLUDING A PLAN FOR HOW THE FUNDS WILL BE SPENT AND HOW MANY PROPERTIES ARE LIKELY TO BE DEMOLISHED, AND REQUIRING AN ANNUAL REPORT TO DCED SHOWING HOW MANY PROPERTIES HAVE BEEN DEMOLISHED.**

WHEREAS the General Assembly of Pennsylvania passed Act 152 of 2016 (42 P.S. 21052.2) which was approved by Governor Wolf on November 4, 2016 and effective 60 days after enactment (hereinafter the "Demolition Fund Act") and said Act established fees for services of recorders of deeds in various counties including counties of the eighth class, authorized a special deed and mortgage recording fee and established county demolition funds.

WHEREAS the County of Potter desires to enact an ordinance to create a demolition fund, and to impose such a special deed and mortgage recording fee for use in the demolition of blighted properties in Potter County.

NOW THEREFORE, BE IT, AND IT IS HEREBY ORDAINED AND ENACTED by the Potter County Commissioners of the County of Potter as follows:

**SECTION 1 - DEFINITIONS**

"Blighted property." A property which meets at least three of the criteria listed under 68 P.S. § 1105(d)(5) of the Abandoned and Blighted Property Conservatorship Act (68 P.S. § 1101 et seq.), as determined by the governing body of a county. The criteria under section (5)(d)(5) of said Abandoned and Blighted Property Conservatorship Act include the following nine items:

- (i) The building or physical structure is a public nuisance.
- (ii) The building is in need of substantial rehabilitation and no rehabilitation has taken place during the previous 12 months.
- (iii) The building is unfit for human habitation, occupancy or use.
- (iv) The condition and vacancy of the building materially increase the risk of fire to the building and to adjacent properties.
- (v) The building is subject to unauthorized entry leading to potential health and safety hazards and one of the following applies: (A) The owner has failed to take reasonable and necessary measures to secure the building. (B) The municipality has secured the building in order to prevent such hazards after the owner has failed to do so.
- (vi) The property is an attractive nuisance to children, including, but not limited to, the presence of abandoned wells, shafts, basements, excavations and unsafe structures.
- (vii) The presence of vermin or the accumulation of debris, uncut vegetation or physical deterioration of the structure or grounds has created potential health and safety hazards and the owner has failed to take reasonable and necessary measures to remove the hazards.
- (viii) The dilapidated appearance or other condition of the building negatively affects the economic well-being of residents and businesses in close proximity to the building, including decreases in property value and loss of business, and the owner has failed to take reasonable and necessary measures to remedy appearance or the condition.
- (ix) The property is an attractive nuisance for illicit purposes, including prostitution, drug use and vagrancy.

## **SECTION 2 – CREATION OF DEMOLITION FUND**

A Potter County Demolition Fund is hereby created which shall be funded as hereinafter provided and which shall be used exclusively for the demolition of certain “blighted properties” in Potter County.

## **SECTION 3 – IMPOSITION OF RECORDING FEES**

In addition to any and all existing recording fees, there is hereby imposed a \$15.00 demolition fund recording fee for each deed and each mortgage recorded with the Potter County Recorder of Deeds. All such demolition fund recording fees shall be deposited into the Potter County Demolition account/fund and utilized for the purpose set forth in this Ordinance.

## **SECTION 4 – REPORTING REQUIREMENTS**

In compliance with the provisions of the Demolition Fund Act, an initial report shall be filed with the Pennsylvania Department of Community and Economic Development (DCED) within 90 days of the enactment of this Ordinance setting forth how the funds will be spent and how many properties are likely to be demolished. An additional annual report shall be filed with DCED showing how many properties have been demolished.

## **SECTION 5 – EXPIRATION**

The provisions of Section 2.2 of the Demolition Fund Act require that this ordinance shall expire 10 years from the effective date of the Demolition Fund Act.

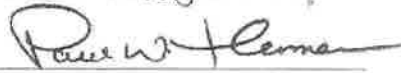
**SECTION 6 - EFFECTIVE DATE**


This Ordinance shall become effective May 1, 2021 and a \$15.00 demolition fee shall be collected for each deed and each mortgage recorded with the Potter County Recorder of Deeds on or after May 1, 2021.

ORDAINED AND ENACTED on this 25<sup>th</sup> day of February, 2021.

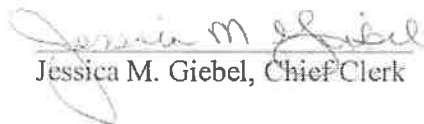
POTTER COUNTY COMMISSIONERS

  
Nancy J. Grupp, Chairman

  
Paul W. Heimel, Commissioner

  
Barry Hayman, Commissioner

ATTEST

  
Jessica M. Giebel, Chief Clerk