

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

March 11, 2021

CALL TO ORDER Commissioner Grupp called the meeting to order at 10:59 am

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

MINUTES – February 25, 2021 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

NEW BUSINESS

Thomas Patterson, director of Potter County Children & Youth Services, brought along the agency's support/therapy dog for his presentation on CYS operations and recent developments. He is among Potter County Human Services program directors who are attending commissioners' meetings to present updates and apprise the public of their services.

Appointment of Niccola Wood and Matt Shimkanin to the Potter County Human Services Alcohol, Tobacco and Other Drugs Advisory Board; 03/01/2021 – 03/01/2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Appointment of Northern Potter School District Superintendent Nathan Jones to the Potter County Local Emergency Planning Committee; effective May 2021~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Professional services agreement amendments with SEDA-COG for administration of FFY 2016 Competitive Community Development Block Grant and FFY 2017 CDBG. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Agreement renewal with the Potter County Sheriff's Department and Potter County Domestic Relations Office for law enforcement services to the office through the Title IV-D Child Support Enforcement Program, Oct. 1, 2020 through Sept. 30, 2021. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Agreement renewal with Davis-Ulmer Inc. for monitoring of the sprinkler system for the Potter County Education Center, May 1, 2021 through April 30, 2022, at a cost of \$550. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Agreement renewals with Davis-Ulmer Inc. for the inspection of the fire alarms at Mapleview Building, February 1, 2021 to January 31, 2022, at a cost of \$370. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Zelenkofske Axelrod LLC proposal/contract for ongoing assistance in compliance with regulations for expenditure of COVID-19 related federal funding streams in FFY 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Aging (07/01/2020 – 06/30/2021)**

Charles Cole Memorial Hospital DBA Cole Manor Homemakers

In-home services such as personal care aid \$22.61/hr.

\$22.61/hr.

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

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

Oswayo Valley School District

ICM caseworker in the school \$6,000.00 \$6,000.00

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

TRAINING REQUESTS

Nila Gerner/PCHS, virtual training for Controlling Workers Compensation Costs. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Colleen Wilber/PCHS D&A, virtual training for PACDAA. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Thomas Patterson/PCHS Children & Youth, virtual training for 2021PCYA. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Layla Wright, Bryonna Swede, Patty Allen and Kiara Perkins/PCHS Mental Health, virtual training for CISM. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

PERSONNEL

Paula Weber/Sheriff's Department, retirement notification, effective Aug. 20, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

CHIEF CLERK REPORT

Applications received for 2021 Liquid Fuel Tax Funds from the following municipalities:

- Summit Township \$845.51
- Homer Township \$1,486.37
- Ulysses Borough \$1,198.11

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

COMMISSIONERS' REPORTS

Commissioner Grupp reported that UPMC Cole encourages the public to use a dedicated phone line, 814-274-5460, for COVID-19 coronavirus vaccine appointments or related information. She also advised application deadline is April 15 for a federal grant program to support qualifying businesses in the hospitality industry that have been adversely affected by the pandemic. Northcentral Pa. Planning and Development Commission is administering the COVID-19 Hospitality Industry Recovery Program. Potter County business owners seeking more information should check the county website, pottercountypa.net, Community Development section under Departments. Information is also available at ncentral.com.

BILLS

Potter County Human Services Fiscal Summary (03/11/2021)

| | |
|------------------------------------------------------|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$46,770.54 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$15,651.09 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$2,102.50 |
| ACCOUNTS PAYABLE CHECKS – Check # 69471-69574 (3/11) | \$170,566.59 |
| ACCOUNTS PAYABLE CHECKS – Check # 69575 (3/12) | \$157.79 |
| Total Checks Written | \$235,248.51 |

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

Potter County UPDATED Fiscal Summary – 02/26/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|-----------------------------------|--------------------------------|------------------|------------------|--------------|
| 10 | Payroll Checks | - | | | 0.00 |
| 10 | Payroll-Direct Deposit | 9033030-9033126 | | | \$96,532.00 |
| 10 | General Fund – Accounts Payable | 135404; 135428; 135429; 135430 | 135216; 135358 | \$431.30 | \$302,068.62 |
| 10 | General Funds – A/P Manual Checks | 902262121-902262125 | | | \$136,633.88 |
| 11 | LEPC-Local Emergency Planning | 2799; 2800 | 2799 | \$289.20 | \$371.54 |
| 15 | North Fork Dam | 135405 | | | \$25.00 |
| 16 | 911 Fund | 3155-3158; 3161 | 3158 | \$82.34 | \$108,913.86 |
| 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.

Potter County Special Run Fiscal Summary – 03/09/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|------------------|---------------|------------------|------------------|--------------|
| 62 | CDBG Entitlement | 135431-135433 | | | \$164,473.49 |

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

Potter County Fiscal Summary – 03/12/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|-----------------------------------|---------------------|------------------|------------------|--------------|
| 10 | Payroll-Direct Deposit | 9033127-9033224 | | | \$94,805.26 |
| 10 | General Fund – Accounts Payable | 135434-135529 | 135,256 | -\$126.39 | \$89,001.15 |
| 10 | General Funds – A/P Manual Checks | 903122126-903122130 | | | \$134,055.95 |

| | | | | | |
|----|-----------------------------------|---------------|--|--|------------|
| 11 | LEPC-Local Emergency Planning | 2801-2802 | | | \$125.96 |
| 16 | 911 Fund | 3162-3165 | | | \$2,659.19 |
| 17 | Saulter Preserve | 135530 | | | \$140.00 |
| 18 | Automation Fund (Civil) | 135531 | | | \$1,104.34 |
| 28 | Domestic Relations IV-D | 1031 | | | \$75.00 |
| 34 | V.O.J.O | 135532-135534 | | | \$251.13 |
| 35 | Victim Services/RASA | 135535-135538 | | | \$2,639.70 |
| 37 | Triple Divide Water Monitoring | 135539 | | | \$96.27 |
| 38 | Divorce Fund | 135540 | | | \$157.47 |
| 59 | P.C. Victim Impact Panel (CO) | 135541 | | | \$822.89 |

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

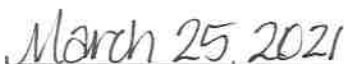
NEXT MEETING: March 25, 2021

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

Prepared by Danielle Gietler



 Potter County Executive Secretary



 Approval Date