

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**June 17, 2021**

**CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:01 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.

**PUBLIC COMMENT**

Dan Cowburn, identifying himself as a representative of Free PA, said the organization intends to be involved in local government and community organizations. He also asked the commissioners to consider holding their business meetings during evening hours to better facilitate public participation. Commissioner Grupp responded that the board has committed to holding evening meetings quarterly and re-evaluating the schedule later in the year.

Two officers of the Coudersport Volunteer Ambulance Association, Michele Mather and Bob Cross, attended to draw attention to CVAA's financial plight. The organization is state-licensed as a Basic Life Support (BLS) provider in the Coudersport District, while also operating an Advanced Life Support (ALS/Paramedic) service countywide. Lack of volunteers and other factors have forced the CVAA management to investigate filing for bankruptcy. Coudersport Borough and the townships within the district are responsible for providing BLS service, while ALS service is not state-mandated. Several options were discussed, including a direct appeal to township and borough governments.

**MINUTES** – June 3, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

**NEW BUSINESS**

Opening of bid for 2012 Ford truck bed: \$286, Jamie Hess. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Resolution 3 of 2021, electing to have the Potter County Jail Governed by a Board of Inspectors. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Sub-recipient agreement between Potter County Commissioners and Ulysses Municipal Authority for engineering, FFY 2020. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Agreements with Cleveland Brothers Equipment Company for annual maintenance services of generators at the Gunzburger Building, \$1,082, and the Potter County Jail, \$950. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Agreement between Potter County Human Services and Harris Local Government a/k/a Computer Software Innovations Inc. for the purchase of a new software program at an initial cost of \$38,993.50. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Agreement between Potter County and Harris Local Government a/k/a Computer Software Innovations Inc. for the purchase of a new software program at an initial cost of \$39,761.50. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**19/20**

**20/21**

**■Aging (07/01/2021 – 06/30/2022)**

Charles Cole Memorial Hospital DBA Cole Manor Home Makers

Personal care and home support services \$22.61/hr. No Change

Andrea Skaggs

Ombudsman Services  
Required by the Older Americans Act \$25.00/hr. + Expenses No Changes

Community Resources for Independence, Inc.

Personal Care & Home Support New Contract \$21.80

Automated Security Alert, Inc.

Personal Emergency Response Systems (PERS) \$29.50 mo. rental No Change  
Cellular PERS \$41.50 mo. rental No Change  
Medication Dispenser \$50.00 mo. rental No Change  
Cellular Medication Dispenser \$50.00 mo. fee No Change  
Mobile PERS \$34.95 mo. fee No Change  
Mobile PERS Replacement Fee \$199.00 No Change

**PCHS CONTRACTS AND AGREEMENTS**

**19/20**

**20/21**

Community Resources for Independence, Inc. - Addendum

Personal care & home support \$21.80 \$22.23

Purfood LLC aka Mom's Meals Nourish Care

Home Delivered Meals – alternative provider/  
Rural meal delivery \$6.25/HDM No Change  
\$7.14/Pureed HDM No Change

**■Coordinated Services (07/01/2021 – 06/30/2022)**

Transportation – Homeless – A Way Out

Rate depends on hotel used & number of days No Change

Transportation – Northern Tier Children's Home - Residential Services, Inc.

Per situation/cost dependent upon length of stay No Change

Transportation – Sweden Valley Manor

\$2.15/ld. mi. No Change

Heart Response, Inc.

Clothing, household items, utilities, etc.. \$47.00/family unit No Change

**■Intellectual Disabilities (07/01/2021 – 06/30/2022)**

Goodwill Industries

Employment staff assists individual in acquiring skills to work independently  
Small Group Employment (Level 3) \$12.05/unit No Change  
Small Group Employment (Level 2) \$6.60/unit No Change  
Supported Employment \$10.45/unit No Change  
-Job Support-1:2  
Supported Employment \$17.75/unit No Change  
-Job Support 1:1

**■Mental Health (07/01/2021 – 06/30/2022)**

Crossroads Counseling, Inc.

Mental Health Psychiatric Outpatient Services  
Subject to the availability of funding w/max. cost of \$20,000.00

**■Early Intervention (07/01/2021 – 06/30/2022)**

Susquehanna Software, Inc.

El-Technical support/maintenance contract \$700.00/qtly. \$750.00/qtly.  
Required due to medical billing for reimbursement for services provided

MRL Westgate Properties

Rental Agreement for ADAS OP Office \$717.00/mo. No Change  
~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes;  
Comm. Heimel yes; Grupp yes.

**TRAINING REQUESTS**

Sandra Lewis & Donna Sallade, Elections/Voter Registration Office, AEPCEP Annual Conference in Macungie, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Tamala O'Donnell, Galetton District Judge Office, Basics for New Employees, Mechanicsburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

**PERSONNEL**

Treasurer Krista Miller has hired Hannah Taylor and Avery Taylor for processing of antlerless deer license applications, effective June 30, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Sheriff Glenn Drake has hired Brenda Baker as a full-time Secretary/Clerk at the Sheriff's Department, effective June 15, 2021. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**CHIEF CLERK REPORT**

Application received for 2021 Liquid Fuel Tax Funds from Allegany Township, \$2,600. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Comm. Hayman yes; Comm. Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported on the Pa. Act 13 Shale Gas Impact Fee payments in 2021, for the 2020 gas drilling/production. Potter County's allotment is down from \$317,600 last year to \$207,015 this year. Market factors as well as lack of transmission infrastructure resulted in scaled-back natural gas operations in 2020. Analysts expect a lingering slowdown this year and a rebound in 2022.

Commissioner Grupp reported that 35 COVID-19 coronavirus vaccines were dispensed during a Pa. Dept. of Health clinic at the Austin Firehall. She encouraged all county residents to be vaccinated. Another clinic is being scheduled at the Harrison Township Community Building. Vaccines are also available at UPMC Cole and local pharmacies.

**BILLS**

**Potter County Human Services Fiscal Summary (06/17/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$46,443.92
PAYROLL TAX TRANSFERS (EFTPS)	\$15,926.24
STATE TAX WITHHOLDINGS (ETIDES)	\$2,102.17
ACCOUNTS PAYABLE CHECKS – Check # 70203-70295 (6/17/2021)	\$135,983.93
<b>Total Checks Written</b>	<b>\$200,456.26</b>

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

**Potter County Fiscal Summary – 06/04/2021 (Updated)**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033810-9033906			\$97,248.00

10	General Fund – Accounts Payable	136074-136318; 136326-136327; 136344	136137; 136205; 136290	\$657.50	\$450,203.82
10	General Funds – A/P Manual Checks	906042167- 906042171			\$139,098.11
11	LEPC – Local Emergency Planning	2821-2824			\$262.55
16	911 Fund	3196-3197			\$1,092.92
34	Automation Fund	136328 - 136343			\$5,405.25
34	V.O.J.O	136319-136320			\$235.41
35	Victim Services/RASA	136321-136323			\$2,723.26
38	Divorce Fund	136324			\$503.50
60	Hotel Excise Tax Fund	136325			\$40.61

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

**Potter County Fiscal Summary – Special Run - 06/10/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136345-136360			\$2,586.25

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

**Potter County Fiscal Summary – Special Run - 06/11/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136361			\$731.87

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

**Potter County Fiscal Summary – 06/18/2021**


Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	9033907-9034034			\$105,688.37
10	Payroll-Direct Deposit	136362-136447	133350; 134122; 134955; 135376	\$677.42	\$159,989.78
10	General Fund – Accounts Payable	906182172- 906182176			\$148,344.49
11	LEPC – Local Emergency Planning	2825-2827			\$184.28

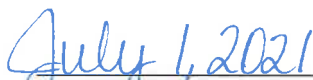
15	North Fork Dam	136448-136449			\$97.00
16	911 Fund	3208-3213			\$5,192.92
17	Saulter Preserve	136450			\$31.40
18	Automation Fund (Civil)	136451-136452			\$8,216.93
21	Juvenile Restitution	136453			\$4,000.00
25	Automation Fund (Criminal)	136454			\$7,112.58
28	Domestic Relations IV-D	1034			\$137.50
34	V.O.J.O.	136455-136456			\$194.71
35	Victim Services/RASA	136457-136458			\$1,168.21
37	Triple Divide Water Monitoring	136459			\$140.75
38	Divorce Find	136460-136461			\$173.60

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

**NEXT MEETING:** July 1, 2021

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

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
 \_\_\_\_\_  
 Approval Date



Established  
1804

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

## 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

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

### RESOLUTION # 3 OF 2021

County of Potter, Pennsylvania

#### **A Resolution Electing to have the Potter County Jail Governed by the Provisions of Subchapter C of Title 61 and Establishing a Board of Inspectors for the Potter County Jail**

**WHEREAS** the law of Pennsylvania (61 Pa.C.S.A. § 1731 et seq.) authorizes the Board of Commissioners of the County of Potter to elect to have the Potter County Jail governed by a board of inspectors pursuant to the provisions of Subchapter C of Title 61 of the Laws of the Pennsylvania General Assembly;

**WHEREAS**, the Board of Commissioners of Potter County has determined that such an election would be in the best interest of Potter County and would serve justice;

**WHEREAS**, the Commissioners desire to make such an election; and

**WHEREAS**, the County of Potter is an eighth-class county and the Commissioners desire to establish a Board of Inspectors for the Potter County Jail under the authority of 61 Pa.C.S.A. § 1731 (b).

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

1. The Board of Commissioners of Potter County hereby elects to have the Potter County Jail governed by a board of inspectors pursuant to the provisions of Subchapter C of Title 61 of the Laws of the Pennsylvania General Assembly (61 Pa.C.S.A. §1731 et seq.).

2. A Potter County Jail Board of Inspectors (hereinafter "the board") is hereby created which shall consist of persons now holding the following offices and their successors:

(i) The president judge of the court of common pleas or a judge designated by him or her;

(ii) The district attorney;

(iii) The sheriff;

(iv) The treasurer; and

(v) The county commissioners.

3. The board and the officers appointed by it shall provide for the safekeeping, discipline and employment of inmates and the government and management of the correctional institution.

4. The duty of the sheriff relating to the safekeeping of inmates shall cease and determine on their committal to the correctional institution.

5. Notwithstanding the provisions of paragraph (2), the president judge may choose at any time to delete the judge position from the board by so notifying the chairperson and secretary of the board in writing. The decision to delete this position shall remain in effect for as long as the president judge

making the decision shall remain as president judge and thereafter until rescinded in like fashion by a successor.

6. The board shall fully comply with the provisions and requirements of said Subchapter C of Title 61 of the Laws of the Pennsylvania General Assembly (61 Pa.C.S.A. §1731 et seq.).

7. This resolution shall become effective immediately regarding the creation of the Potter County Jail Board of Inspectors. The effective date for all other provisions of this Resolution (including when the Potter County Jail shall commence to be governed by the provisions of said Subchapter C of Title 61) shall occur at the time of an organizational meeting of said board, which organizational meeting shall take place on or as soon as possible after August 1, 2021.

17<sup>th</sup> **DULY ADOPTED** at the regular meeting of the Potter County Commissioners this June, 2021.

POTTER COUNTY COMMISSIONERS

ATTEST

Jessica M. Giebel  
Jessica M. Giebel, Chief Clerk

Nancy J. Grupp  
Nancy J. Grupp, Chairman

Paul W. Heimel  
Paul W. Heimel, Commissioner

Barry Hayman  
Barry Hayman, Commissioner

