

~ *Minutes* ~
POTTER COUNTY COMMISSIONERS MEETING
September 21, 2023
(Meeting recordings are destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:04 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT ON AGENDA ITEMS

MINUTES – Sept. 7, 2023 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes. Comm. Heimel abstained.

NEW BUSINESS

Projects and allocations final consideration list for FFY 2023 Community Development Block Grant funding. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Resolution 6 of 2023 – Fair Housing ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resolution 7 of 2023 – 504 Compliance Officer ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Resolution 8 of 2023 – FFY 2023 CDBG Block Grant ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Resolution 9 of 2023 – MAP Grant. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

2024 Employee Holiday Schedule ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

2024 Commissioner Public Business Meeting Schedule ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Marco for copier for the Planning Department at a rate of \$244.89 per month for 60 months with a five-year maintenance agreement at a rate of \$59.62 per month. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Amended agreement with Potter County Commissioners and U.S. Postal Service for parking at the Galetton District Judge Office. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Amended tower lease agreement with Potter County Commissioners and T-Mobile Northeast LLC. extension of five years to 12/31/2029. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Davis-Ulmer Inc. for inspection of fire extinguishers with all Potter County facilities, Nov. 1, 2023, to Oct. 31, 2024 at an annual fee of \$1,230. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement between Commissioners and Potter County Education Council for lease of Potter County Education Center modular offices on Water Street, at a rate of \$2,000 per month, Oct. 1, 2023, through Sept. 30, 2024; renewing for additional one-year period unless written notice of termination. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

AGREEMENTS

22/23

23/24

■ **Aging**

Kiel, Barbara – Senior Center Operator Substitute \$12/hr. \$14.75/hr.
(7/01/23 – 06/30/2024)

Muirhead, Carla – RN Community Health Nurse (08/25/2023 – 06/30/2024)
Community Health Nurse N/A \$30.00/hr.
Care Management N/A \$30.00/hr.

Tomak, Betty – Senior Center Operator Substitute \$10.37/hr. \$14.37/hr.
(7/01/23 – 06/30/2024)

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

TRAINING REQUESTS

Assistant DA Daniel E. Holmes, Traffic Safety Conf., Sept. 12-13, 2023, State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Julie Logue and Kathleen Brooks, 911/DES, AED CPR First Aid Training, Oct. 7, 2023, Austin, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Nicole Larsen, Register & Recorder, Recorder of Deeds Fall Conference, Oct. 10-11, 2023, State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Nicole Campbell and Michele Mather, Area Agency on Aging, Basic Sign Language Training, Sept. 19, 2023, Potter County Education Center. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Crystal Thomas, Potter County Drug and Alcohol Services, PACDAA Membership Meeting, Oct. 18-20, 2023, State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

PERSONNEL

Sheriff Glenn Drake II has hired Sandra Pekarski as part-time security guard at courthouse, effective Sept. 20, 2023. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Thomas Patterson requests hiring of Cristy Jeffers as a full-time fiscal officer I with Potter County Human Services, effective Oct. 16, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

The commissioners presented updates on their Operational Improvement Initiatives: Information Technology Upgrade, Risk Management Assessment at Jail, Coordinated Grant Writing/Administration, Financial/Operational Management Planning, Update of Human Resources Policies, Strategic Economic and Community Development, and Improvement of 911 Emergency Communications.

BILLS

Potter County Human Services Fiscal Summary (09/07/2023)

PAYROLL AUTOMATIC DEPOSITS	\$43,220.13
PAYROLL TAX TRANSFERS (EFTPS)	\$12,708.25
STATE TAX WITHHOLDINGS (ETIDES)	\$1,874.51
PAUC	\$42.90
Local W/H	\$610.62
Paytime P/R Charge	\$498.51
ACCOUNTS PAYABLE CHECKS – Check #76393-76507	\$244,317.92
Total Checks Written	\$303,272.84

~ **Action** ~ Comm. Hayman move to approve. Comm. Heimel second. Hayman yes; Heimel yes; Grupp yes.

Potter County Fiscal Summary – 09/08/2023

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks – Direct Deposit	8534-8624			\$92,308.80
10	General Fund – Accounts Payable	142919-143003			\$359,891.55
10	General Fund – A/P Manual Checks	124			\$131,429.79
11	LEPC – Local Emergency Planning	3032-3033			\$177.14
14	Liquid Fuels	1782			\$5,257.40
16	911 Fund	3594-3600			\$20,696.81
18	Automation Fund (Civil)	142955			\$1,143.89
34	V.O.J.O	142946	142946	\$180.00	\$180.00
35	Victim Services/RASA	142946; 142994	142946	\$1,080.00	\$2,572.68

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

Potter County Human Services Fiscal Summary (09/21/2023)

PAYROLL CHECKS Check #1	\$368.17
PAYROLL AUTOMATIC DEPOSITS	\$71,843.56
PAYROLL TAX TRANSFERS (EFTPS)	\$30,191.89
STATE TAX WITHHOLDINGS (ETIDES)	\$3,249.37
PAUC	\$74.30
Local W/H	\$1,058.48
Paytime P/R Charge	\$214.40
ACCOUNTS PAYABLE CHECKS – Check #76509-76631	\$252,653.52
ACCOUNTS PAYABLE CHECKS – Check #76508	\$100.00
Total Checks Written	\$359,753.69

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

PUBLIC COMMENT:

Clara Township Supervisor Steve Mehl thanked the commissioners for facilitating a Pa. Dept. of Environmental Protection hearing on the gas/oil wastewater injection well proposed for a site in that township. The permit application was subsequently withdrawn. Supervisor Mehl called for continued vigilance in the protection of water quality in Potter County.

NEXT MEETING: Thursday, Oct. 5, 2023, at 11 a.m.

ADJOURNMENT: ~ Action ~ Comm. Grupp moved to adjourn. at 12:21 p.m., Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman 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

FAIR HOUSING RESOLUTION 6 of 2023

LET IT BE KNOWN TO ALL PERSONS of the County of Potter that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the County of Potter to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Additionally, it is illegal to retaliate against a person who has filed a fair housing complaint or assisted in a fair housing investigation. Therefore, the County of Potter does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the County of Potter will assist all persons who feel they have been discriminated against because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the County of Potter shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, or publicizing the Pennsylvania Human Relations Commission and U.S. Department of Housing and Urban Development Regional Office as the acting local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated

- against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
 - (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the business offices of County of Potter, One North Main Street, Suite 207 Coudersport, PA 16915, (814) 274-8290, www.pottercountypa.net.

Approved at the regularly scheduled meeting of the County of Potter held September 21, 2023.


Signature:



 Nancy J. Grupp, Chair

9-21-23

 September 21, 2023



 Paul Heimel, Commissioner

9/21/23

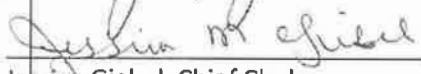
 September 21, 2023



 Barry Hayman, Commissioner

9/21/23

 September 21, 2023



 Jessica Giebel, Chief Clerk

9/21/2023

 September 21, 2023

(SEAL)





*Established
1804*

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

County of Potter Board of Commissioners

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Thomas R. Shaffer, Solicitor

RESOLUTION NO. 7 of 2023 THE POTTER COUNTY BOARD OF COMMISSIONERS APPOINTING A SECTION 504 COMPLIANCE OFFICER AND ESTABLISHING A GRIEVANCE PROCEDURE

WHEREAS, the Potter County, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

WHEREAS, the Potter County is statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations, as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973.

WHEREAS, the Potter County must designate a Section 504 Compliance Officer who will serve as the Potter County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures.

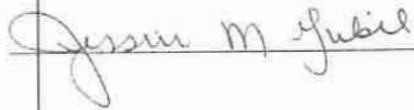
WHEREAS, the Potter County has begun public outreach and consultation with interested parties to solicit input and feedback regarding the Potter County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of the Potter County as follows:

1. Kal Logue is hereby designated as the Potter County's Section 504 Compliance Officer.
2. The Potter County has adopted a grievance procedure for any and all complaints regarding accessibility to all Potter County owned facilities and programs.

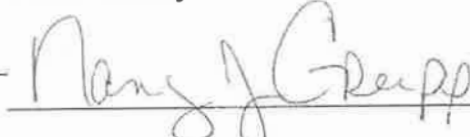
I HEREBY CERTIFY that the above is a true and correct copy of a Resolution adopted at a regular meeting of the BOARD OF COMMISSIONERS of the Potter County, held on September 21, 2023.

ATTEST

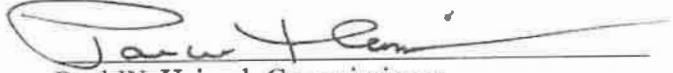


Jessica M. Giebel, Chief Clerk
(SEAL)

Potter County



Nancy J. Grupp, Chair



Paul W. Heimel, Commissioner



Barry Hayman, Commissioner

RESOLUTION

COUNTY OF POTTER

RESOLUTION NO. 8 of 2023

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that County of Potter Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the County of Potter has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds; and

WHEREAS, County of Potter have undertaken a considerable citizen participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, County of Potter are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, County of Potter wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the County of Potter that the Nancy J. Grupp is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, County of Potter agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Nancy J. Grupp of the County of Potter is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of County of Potter

Adopted by County of Potter at the regular meeting on September 21, 2023



Signature

September 21, 2023

Date

Seal



Established
1804

County of Potter Board of Commissioners

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Nancy J. Grupp, Chair
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RESOLUTION AUTHORIZING AN APPLICATION TO THE PENNSYLVANIA MUNICIPAL ASSISTANCE PROGRAM

RESOLUTION NO. 9 of 2023 Potter County Board of Commissioners

WHEREAS, Potter County be undertaking a project to develop a County Wide Economic Revitalization Implementation Plan; with the goals of Job Creation, Infrastructure Improvements, Business Incentives, Tourism Promotion, Identify & Restore Blighted Areas, Support Entrepreneur Endeavors, Housing Sustainability, & Foster Public-Private Partnerships while preserving community characteristics and Quality of Life for all of Potter County.

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;


NOW THEREFORE BE IT RESOLVED that the *Board of Commissioners of Potter County* hereby authorizes submission of an application to the Municipal Assistance Program; and

BE IT FURTHER RESOLVED that the *Board of Commissioners of Potter County* hereby commits municipal resources in the amount of not exceed \$20,000 Cash and \$17,000 In-Kind services as match for said project.

Adopted by the *Board of Commissioners of Potter County* this 21st day of September, 2023.

ATTEST:


Potter County



Jessica M. Giebel, Chief Clerk
(SEAL)



Nancy J. Grupp, Chair


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner

