

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

May 20, 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, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT

MINUTES – May 6, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

NEW BUSINESS

Federal COVID-19 Hospitality Industry Recovery Program grants totaling \$187,200 were awarded to businesses meeting eligibility criteria as follows: The Hotel Crittenden, \$35,000; Germania Hotel Inc., \$30,000; Laurelwood Inn & Steakhouse, \$30,000; Shinglehouse Fox’s Pizza, \$10,000; Corner Café, \$20,000; Sweden Valley Inn, \$30,000; Olga’s Café & Bistro; \$10,000; Shinglehouse Veterans Social Club, \$20,000. The remaining \$2,200 was paid to Northcentral Pa. Regional Planning and Development Commission for administrative assistance.

Potter County Human Services (PCHS) Administrator Jim Kockler and PCHS Director Coordinated Services Kara Amidon attended to share details of some of the programs and services that agency is providing. Applications are still being accepted for Emergency Rental Assistance Program, which helps renters who were adversely affected by the COVID-19 coronavirus pandemic pay their housing expenses. Some \$1,086,000 was allotted for Potter County. A separate Homeless Assistance Program is providing shelter for those who are displaced. Amidon also shared details on the six food banks in operation across Potter County.

CONTRACTS AND AGREEMENTS

Agreement with KOS, Inc. for maintenance of copier in Commissioners office, May 25, 2021, to May 25, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with KOS, Inc. for maintenance of copier in Auditors office, May 12, 2021, to May 12, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement Renewal KOS, Inc. for maintenance of copier in Probation Department, May 16, 2021, to May 16, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

License agreement with PowerPhone for software delivery, installation, operating license and support for Potter County EMA/911, \$7,279, June 1, 2021, to May 31, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ **Children & Youth (07/01/2021 – 06/30/2022)**

Avanco International, Inc.

Child Accounting & Profile System Application

Description	Prior Cost	Current Cost
Research Analyst	\$54.50/hour	No Change
Junior Programmer	\$64.40/hour	No Change

Junior Programmer Analyst	\$73.00/hour	No Change
Programmer Analyst	\$76.20/hour	No Change
Senior Programmer Analyst	\$78.70/hour	No Change
Developer	\$92.50/hour	No Change
Senior Developer	\$111.20/hour	No Change
Project Director	\$125.00/hour	No Change

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

Dawn Dovensky, LCSW

QPR – Question, Persuade, Respond

Interview training for schools/community for identifying suicidal individuals \$500/day plus books No Change

Northern Tier Children’s Home Residential Services – Homeless Assistance

For individuals with mental health diagnoses \$45/day + \$5/meal No Change

Northern Tier Children’s Home Residential Services – Transitional Living Program

To help individuals to gain employment to save money in order to obtain permanent housing \$75/day No Change

Act 143 Designee Agreement – Independent Contractor

Kara Amidon Mon – Thurs. \$70.00 No Change
Dawn Dovensky Friday \$100.00
Erin Andrews Sat. & Sun. \$140.00
Bryonna Mann Holiday \$140.00
Rick Kunselman

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

The Arc of Indiana – Addendum

IM4Q – Independent Monitoring for Quality \$537.00 \$650.00
~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

TRAINING REQUESTS

--Krista Miller – Treasurer – CTAPA Annual Convention, DuBois (credit from last year)
--Ellen Russell – Community Development Director – CDBG Training; virtual – no cost.
--AnnMarie Rathbun –Mandatory Continuing Education - Court Reporter Convention; virtual.
--Bryonna Swede, Kiara Perkins, Kayla Wright – PCHS – DCORT Training; virtual – no cost.
--Debbie Lincoln – PCHS – Prevent, Teach, Reinforce for Families; virtual – no cost.
--Amy Furman – PCHS – Lethality Training; virtual – no cost.
~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Resignation of Daniel Allen, part-time Corrections Officer, May 20, 2021. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resignation of Michael Crippen, part-time Corrections Off., May 16, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Retirement of Terry Sturdevant, Potter County Maintenance Department, effective May 28, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

CHIEF CLERK REPORT

2021 Liquid Fuel Tax Fund applications: Bingham Twp/, \$2,502.98; Shinglehouse, \$2,022.48; Ulysses Twp., \$2,102.76; Harrison Twp., \$4,009.30 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

COMMISSIONERS’ REPORTS

Commissioner Heimel reported that DCNR has extended until July 9 the deadline for prospective operating partners to submit proposals for renovation/operation of Denton Hill State Park. He also said that the Revitalize Potter County Steering Committee is moving forward with its strategic plan to extend high-speed internet service to underserved areas of the county.

Commissioner Grupp reported that the board is working with the Pa. Dept. of Health to accommodate mobile COVID-19 coronavirus vaccine clinics at firehalls, senior housing complexes and other sites across the county.

BILLS

Potter County Human Services Fiscal Summary (05/20/2021)

PAYROLL AUTOMATIC DEPOSITS	\$46,292.99
PAYROLL TAX TRANSFERS (EFTPS)	\$15,861.56
STATE TAX WITHHOLDINGS (ETIDES)	\$2,095.38
PAUC	
ACCOUNTS PAYABLE CHECKS – Check # 69882-70102	\$191,627.59
Total Checks Written	\$255,877.52

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

Potter County Fiscal Summary – 05/07/2021 - Updated

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033582-9033682			\$96,238.79
10	General Fund – Accounts Payable	135864-135945			\$191,251.56
10	General Funds – A/P Manual Checks	905072157-905072161			\$136,351.45
11	LEPC – Local Emergency Planning	2817-2820, 3195	3195	\$160.82	\$328.92
16	911 Fund	3190-3194			\$3,014.63
17	Saulter Preserve	135946			\$163.10
18	Automation Fund (Civil)	135947			\$3,004.34
34	V.O.J.O	135948-135949			\$235.41
35	Victim Services/RASA	135950-135951			\$1,414.15
38	Divorce Fund	135952			\$517.62
60	Hotel Excise Tax Fund	135953-135954			\$39,888.18

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

Potter County Fiscal Summary – 05/12/2021 – Special Run

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
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10	General Fund – Accounts Payable	135956-135957			\$261.83
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~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Potter County Fiscal Summary – 05/13/2021 – Special Run

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG Entitlement	135958			\$23,276.00

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

Potter County Fiscal Summary – 05/21/2021

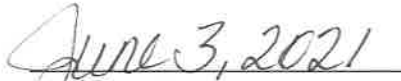
Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033683-9033809			\$102,238.63
10	General Fund – Accounts Payable	135959-136041			\$240,872.59
10	General Funds – A/P Manual Checks	905212162- 905212166			\$143,391.61
14	Liquid Fuels	1584-1585			\$2,271.75
15	North Fork Dam	136042			\$25.00
16	911 Fund	3196-3197			\$1,092.92
17	Saulter Preserve	136043			\$27.34
19	COVID Hospitality Grant	136044-136052			\$187,200.00
32	Specialty Courts	136053-136054			\$1,142.81
34	V.O.J.O	136055-136056			\$207.40
35	Victim Services/RASA	136057-136058			\$1,266.36
37	Triple Divide Water Monitoring	136059			\$156.38

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

ADJOURNMENT Commissioner Heimel moved to adjourn. Commissioner Grupp seconded. Heimel yes; Grupp yes; Hayman yes. (Next meeting June 3, 2021)

Prepared by Danielle Gietler


Potter County Executive Secretary


Approval Date