

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

August 12, 2021

(Meeting recordings are destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:06 am

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Comm. Barry Hayman (via phone), Comm. Paul Heimel, Comm. Nancy Grupp, Comm. Barry Hayman, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT

Dan Cowburn (FreePa.) alleged that an individual serving in an appointed/volunteer position on one of the county's agencies is ineligible. Comm. Grupp asked for documentation.

MINUTES – July 29, 2021 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

NEW BUSINESS

Motion made Comm. Grupp, seconded by Comm. Hayman, to amend the meeting agenda to include allotment of the county's 2021 Community Development Block Grant (CDBG). **Action** ~ Comm. Grupp yes, Comm. Hayman yes, Comm. Heimel yes.

Resolution 4 of 2021 (CDBG requirement) to readopt Integrity Policy and MBE/WBE Plan. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Comm. Heimel yes; Comm. Grupp yes; Hayman yes.

Resolution 5 of 2021 (CDBG requirement) to appoint Community Development Director Ellen Russell as 504 Compliance Officer and establish a grievance policy. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Resolution 6 of 2021 (CDBG requirement) to apply for CDBG Funds FFY 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Resolution 7 of 2021 (CDBG requirement) Fair Housing Compliance. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Comm. Heimel yes; Comm. Grupp yes; Hayman yes.

Adoption of Financial Plan (CDBG requirement) ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Adoption of Conduct Policy (CDBG requirement) ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Comm. Grupp yes; Comm. Heimel yes; Hayman yes.

Adoption of Procurement Policy (CDBG requirement) ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

Recommendation to award the county's 2021 CDBG to Genesee Township for replacement of service lines in the community water system; \$198,790 in funding and \$27,600 for administrative costs. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Reappointment of Sherry Harmon to the Potter County Human Services Advisory Board, effective July 2021 through July 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heibel yes.

Resignation of Susan Valentine from the Potter County Human Services Advisory Board, effective July 31, 2021. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

Sale from County Repository of property at 39 East Main St. Galeton, as recommended by the Potter County Tax Claim Bureau. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Comm. Hayman yes; Comm. Heibel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Professional services agreement with SEDA-COG for consulting services related to CDBG administration. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heibel yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■ **Aging (07/01/2021 – 06/30/2022)**

Potter County Education Council

Seniors2Seniors Program Coordinator

(Part-time position)

\$7,500.00
Block Grant Funding
\$35,000.00
in Pa. LINK CARES
Act Grant

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

Gail Allen, Independent Contractor

Contract Escort Mental Health Transport

Round trip, portal to portal 0-4 hrs.

New Contract

\$ 70.00

Round trip, portal to portal 4-8 hrs.

\$120.00

Round trip, portal to portal 8 plus hrs.

\$240.00

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

CenClear

Maintaining Strengths Program

\$21.53/unit

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

TRAINING REQUESTS

Auditors Pauline Kleintop; Michele Gledhill and Kathy Wagner to attend the Auditors Convention, State College, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

PERSONNEL

Potter County Deputy Sheriff Larry Goodwin has resigned, effective Aug. 20, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heibel yes.

Sheriff Glenn Drake II has hired Sandra Hoffman as a full-time secretary/clerk in the Sheriff's Department, effective Aug. 10, 2021. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

Re-hiring of David Shalkowski as a part-time custodian worker at Potter County Human Services, effective Aug. 16, 2021. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

CHIEF CLERK REPORT

Application received for 2021 Liquid Fuels Tax funds from Hebron Township, \$2,579.15. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heibel yes.

BILLS**Potter County Human Services Fiscal Summary (08/12/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$46,257.67
PAYROLL TAX TRANSFERS (EFTPS)	\$15,789.20
STATE TAX WITHHOLDINGS (ETIDES)	\$2,091.86
ACCOUNTS PAYABLE CHECKS – Check #70612 (8/12/)	\$2,652.44
ACCOUNTS PAYABLE CHECKS – Check #70613-75705 (8/12)	\$100,421.56
Total Checks Written	\$167,212.73

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

UPDATED Potter County Fiscal Summary – 07/30/2021

<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-Direct Deposit	9034232-9034362			\$110,172.46
10	General Fund – Accounts Payable	136691-136776; 136790-136792	135471; 136660	-\$119.99	\$73,780.36
10	General Funds – A/P Manual Checks	907302189- 907302193			\$155,602.74
11	LEPC – Local Emergency Planning	2837-2838			\$77.70
14	Liquid Fuels	1586			\$845.51
15	North Fork Dam	136777-136779			\$194.56
16	911 Fund	3228-3232			\$6,683.89
17	Saulter Preserve	136780-136781			\$58.55
22	Farmland Preserv. & Rollback	136782			\$20.89
28	Domestic Relations IV-D	1035			\$29,009.00
32	Specialty Courts	136783			\$1,776.00
34	V.O.J.O.	136784			\$180.00
35	Victim Services/RASA	136785			\$1,102.00
38	Divorce Fund	136786			\$503.50
56	Covid Local Fiscal Rec	136787			\$7,016.59
62	CDBG Entitlement	136788-136789; 136804			\$9,045.89

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

Potter County Fiscal Summary – First of the Month - 08/01/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136793-136803			\$110,175.36
10	General Fund – A/P Manual Checks	999157			\$35.00
16	911 Fund	3233-3234			\$421.15

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

Potter County Fiscal Summary – Special Run - 08/03/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG Entitlement	136805			\$6,705.00

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

Potter County Fiscal Summary – Special Run - 08/04/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136806			\$2,500.00
62	CDBG Entitlement	136807			\$993.09
64	Gas Well Impact-Capital Reserve	136808			\$6,165.00

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

Potter County Fiscal Summary – 08/13/2021

<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-Direct Deposit	9034363-9034461			\$91,161.24
10	General Fund – Accounts Payable	136809-136899	126649; 136276; 136473; 136571; 136579; 136747	\$1,005.75	\$223,775.86
10	General Funds – A/P Manual Checks	908132194-908132198			\$128,841.21
11	LEPC – Local Emergency Planning	2839-2843			\$1,599.93
14	Liquid Fuels	1587			\$2,900.81
16	911 Fund	3235-3237			\$910.80
18	Automation Fund (Civil)	136900			\$1,104.34

32	Specialty Courts	136901-136902			\$5,363.80
34	V.O.J.O.	136903			\$227.46
35	Victim Services/RASA	136904			\$1,366.45
37	Triple Divide Water Monitoring	136905			\$156.48
38	Divorce Fund	136906			\$15.50
55	Phare Grant	136907			\$18,750.00
56	COVID Local Fiscal Recovery	136908-136909			\$18,873.86
60	Hotel Excise Tax Fund	136910-136911			\$68,878.94
64	Gas Well Impact-Capital Reserve	136912			\$1,000.00

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

NEXT MEETING: August 25, 2021 @ 6:00 p.m.

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 # 4 OF 2021

COUNTY OF POTTER PLAN READOPTION

A RESOLUTION of the County of Potter, Commonwealth of Pennsylvania, a subgrantee of federal Community Development Block Grant (CDBG) funding from the Pennsylvania Department of Community & Economic Development (DCED) to readopt plans/policies which must be maintained, addressing civil rights and other procedural requirements.

WHEREAS, the County of Potter ensures that the plans and policies have been prepared and maintained in accordance with the federal and state regulations of the CDBG Program; and

WHEREAS, the required plans and policies are maintained by SEDA-Council of Governments on behalf of the County of Potter in the administration of the County's CDBG Program; and

WHEREAS, DCED has informed the County of Potter that it now requires the plans and policies to be readopted every five years; and

WHEREAS, SEDA-Council of Governments shall ensure that the plans and policies are compliant with federal and state regulations; and

WHEREAS, a schedule of the County of Potter plans and policies to be readopted are delineated below:

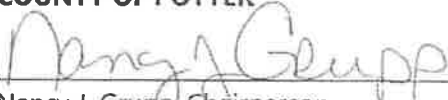
1. Integrity Policy - Previously adopted on April 16, 2015
2. MBE/WBE Plan - Previously adopted on April 16, 2015

NOW, THEREFORE, BE IT RESOLVED by the County of Potter Board of Commissioners that the SEDA-Council of Governments Community Development Program staff are hereby authorized to review, revise, maintain, and present the plans and policies to the County of Potter no less than every five (5) years;

BE IT FURTHER RESOLVED, that this authorization and designation shall expire should there cease to be a Professional and Administrative Services Agreement by and between SEDA-Council of Governments and the County of Potter for administration of the County of Potter CDBG Program.

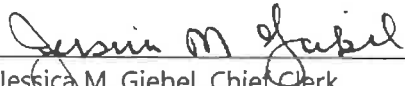
By adoption of this Resolution during the County of Potter Board of Commissioner's regular meeting, the plans and policies delineated above are hereby adopted effective August 12, 2021.

COUNTY OF POTTER



Nancy J. Grupp, Chairperson

ATTEST



Jessica M. Giebel, Chief Clerk



Paul Heimel, Vice Chairman



Barry Hayman, Commissioner





*Established
1804*

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

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RESOLUTION # 5 OF 2021

APPOINTING A SECTION 504 COMPLIANCE OFFICER

AND

ESTABLISHING A GRIEVANCE PROCEDURE

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

WHEREAS, the County of Potter 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 County of Potter must designate a Section 504 Compliance Officer who will serve as the 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 County of Potter has begun public outreach and consultation with interested parties to solicit input and feedback regarding the 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 County of Potter as follows:

1. Ellen Russell is hereby designated as the County's Section 504 Compliance Officer.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all 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 County of Potter, held on August 12, 2021.

POTTER COUNTY

ATTEST:



Jessica M. Giebel, Chief Clerk



Nancy J. Grupp, Chairman



Paul Heimel, Vice-Chairman



Barry Hayman, Commissioner





*Established
1804*

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

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

RESOLUTION # 6 OF 2021

RESOLUTION TO APPLY

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

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

NOW, THEREFORE, BE IT RESOLVED by the Potter County Board of Commissioners that its Chairperson is authorized to have prepared by the SEDA-Council of Governments Community Development Program staff the necessary forms and documents in order 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, Potter County 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 Chairperson of the Potter County Commissioners is empowered to place her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of Potter County.

Adopted by Potter County Board of Commissioners at the regular meeting on August 12, 2021.

Jessie M. Geibel
(SEAL)

Witness

Nancy J. Grupp
Nancy J. Grupp, Chairperson





Established
1804

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

County of Potter Board of Commissioners

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

RESOLUTION # 7 OF 2021 **FAIR HOUSING RESOLUTION**

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, 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, 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. 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, 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 Potter County Commissioners, 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, 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're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of the County of Potter, 1 North Main Street, Suite 200, Coudersport, PA 16915, (814) 274-8290, TTY 711.

If you have Limited English Proficiency and require a document translation of any notification, please contact the business offices of the County of Potter, 1 North Main Street, Suite 200, Coudersport, PA 16915, (814) 274-8290, TTY 711.

Approved at the regularly scheduled meeting of the Potter County Board of Commissioners held August 12, 2021.

POTTER COUNTY

ATTEST:



Jessica M. Giebel, Chief Clerk



Nancy J. Grupp, Chairman



Paul Heimel, Vice-Chairman



Barry Hayman, Commissioner

