

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

September 09, 2021

(Meeting recordings are destroyed after meeting minutes are approved.)

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:00 a.m.

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

Commissioner Grupp advised that public comment during business meetings will be limited to agenda items, but citizens can contact the commissioners by email or telephone at any time to discuss other topics.

Citizen John Stilson presented three documents related to the request for the commissioners to declare Potter County a "Second Amendment Sanctuary." The commissioners said they would refer the documents to the county solicitor.

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

OLD BUSINESS

NONE

GUEST

Emergency Management Coordinator Glenn Dunn presented a summary of the county's CodeRED emergency notification program. Citizens can register online or by contacting the Emergency Services Department. Alerts to emergencies such as tornadoes, floods, high winds and other matters can be sent by phone, text or email.

NEW BUSINESS

Proclamation declaring September 2021 as Hunger Action Month. Travis Berg, representing Central Pennsylvania Food Bank, discussed activities and programs in Potter County to address food insecurity, which affects about 14 percent of the county's population. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Comm. Heimel yes.

Bids for blacktopping of county properties were opened as follows: Wayne Paving and Gravel, \$87,250.00; IA Construction, \$73,993.50; and Glenn O. Haubaker, \$117,455.00. Maintenance Director Joe Kurtz reviewed the documents and recommended acceptance of the IA Construction bid. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

Resolution 8 of 2021, changing the voting location for Sharon Township from 61 Canada Hollow Road to 176 Fairground Road. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

Denise Minderler submitted her resignation from the PCHS Advisory Board effective July 31, 2021. Commissioner Heimel acknowledged her time and service on the board. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Comm. Heimel yes.

Chesapeake Bay Watershed Countywide Action Plan Acknowledgement. Conservation District Manager Jason Childs, Planning/GIS Director Will Hunt and Commissioner Hayman discussed the purpose of the document and steps that were taken to prepare it for submission to the Pa. Dept. of Environmental Protection. They emphasized that the plan does not entail any regulatory authority, but it emphasizes and encourages best practices to reduce pollution in the watershed that empties into the Chesapeake Bay. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Comm. Hayman yes; Comm. Heibel yes; Comm. Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement - ROK Technologies for GIS-Managed Cloud Service at a rate of \$4,154 per month, effective October 1, 2021 – September 30, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Comm. Heibel yes.

CDBG-CV Agreement for Potter County Artisan Center. Community Development Director Ellen Russell discussed steps taken to qualify the center for federal funds to help offset revenue loss due to the COVID-19 coronavirus pandemic. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

PCHS CONTRACTS AND AGREEMENTS 20/21 21/22

Program management agreement for the Temporary Emergency Food Assistance Program (TEFAP), effective October 1, 2021 – September 30, 2026. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Comm. Hayman yes; Comm. Heibel yes; Grupp yes.

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

KidsPeace - Dependent/Delinquent Residential - Placement Services/Diagnostic/Foster Care/Private Education/Personal Care

| Description | Prior Cost-Per-Diem | Current Cost-Per-Diem |
|---|---------------------|---|
| Residential Services | | |
| Residential Care | \$361.00 | \$402.60 |
| Diagnostic | \$361.00 | \$402.60 |
| Clinical Shelter | \$361.00 | \$402.60 |
| One-on-One Care | \$40.00 per hour | \$50.00 |
| Foster Care Services | | |
| Regular Family Care | \$61.00 | \$69.37 |
| Intake Services (60 day max) | \$98.00 | \$101.32 |
| Specialized | \$103.00 | \$106.51 |
| Intensive | \$115.00 | \$122.19 |
| Mom and Baby Care | \$125.00 | \$130.44 |
| Aftercare | \$55.00 per hour | \$60.00 per hour |
| Transportation to Home School District for education | \$.54 per mile | \$.54 per mile |
| Private Education Elementary & Secondary Levels | \$176.52 | \$176.52 per diem |
| Personal Care Cost MA Funded children only | \$3.00 | \$3.00 per diem |
| Family Group Decision-Making Billed for families that go to conference with a max of 40 hours. Overage time-billed for conferences that exceed 40 hours. Successful Referral Unsuccessful Referral | N/A | \$3,000.00 total \$47.28 overage \$1,000.00 per referral \$250.00 per referral |

The Bradley Center - Dependent/Delinquent –Residential Placement Program

| Description | Prior Cost- Per Diem | Current Cost- Per Diem |
|-----------------------|-------------------------|------------------------|
| Residential Treatment | N/A No recent contracts | \$316.73 |

PCHS CONTRACTS AND AGREEMENTS 20/21 21/22

■ **Drug & Alcohol (07/01/2021 – 06/30/2022)**

Eagleville Hospital

| | | |
|---|--------------|--------------|
| Facility #461031 3.5 Adult | \$310.00/day | \$354.00/day |
| Facility #461031 3.7 WM Adult | New Service | \$380.00/day |
| Facility #461031 4 WM Adult | \$525.81/day | No Change |
| Facility #461031 4 Adult | New Service | \$525.81/day |
| Facility #461031 3.5 Adult Co-Occurring | \$329.00/day | \$376.00/day |

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

Katie Taylor

Act 143 Designee Agreement – Independent Contractor

| | | |
|-------------------------|----------|-------------------|
| Monday through Thursday | \$ 70.00 | No Changes |
| Friday | \$100.00 | |
| Saturday & Sunday | \$140.00 | |
| Holiday | \$140.00 | |

Lakeside Global Institute

Trauma Training - Training services range from \$500 to \$22,500 dependent upon training, duration and number of attendees.

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

TRAINING REQUESTS

Crystal Thomas with PCHS Drug & Alcohol Agency to attend New SCA Director Training, State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

PERSONNEL

Potter County Treasurer’s Office reports that, effective Aug. 6, 2021, Hannah Taylor and Avery Taylor have ended their assignment to help process antlerless deer license applications. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Comm. Grupp yes.

Colleen Wilber, PCHS Drug & Alcohol Director, has submitted her resignation, effective Oct. 15, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

CHIEF CLERK REPORT

Applications received for 2021 Liquid Fuels Tax funds from Keating Township, \$1,559.25, and Clara Township, \$810.71 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

COMMISSIONERS’ REPORTS

Commissioner Hayman shared details on responsibilities and authority for boards of commissioners in Pennsylvania, as established by state law. He observed that many people have misconceptions about the powers and scope of a county commissioner. He also responded to an inquiry about why the Potter County Jail does not house females, presenting cost projections for staffing, structural changes and other adaptations that would far exceed the expense of contracting with other counties for female inmate detention. Comm. Hayman commended Jason Childs and staff at the Potter County Conservation District, who showcased local conservation projects on a recent legislative tour.

Commissioner Heimel responded to an inquiry about the status of the Deputy Warden position at the county jail. He said the position remains vacant, pending a transition period for the new Potter County Jail Board. He also advised that the petition presented to the board seeking passage of an ordinance establishing Potter County as Second Amendment Sanctuary is being reviewed by the county solicitor.

Commissioner Grupp responded to other questions raised by the public during prior meetings. She said the board has not received any documentation related to an allegation that an appointee to a county board is ineligible. She also advised that the commissioners intend to continue holding biweekly business meetings according to the previously approved and advertised schedule. In addition, they plan to hold “town hall/listening sessions” during evening hours to accommodate public input. Comm. Grupp also announced that Potter County Human Services is engaged in expanding Project Yellow Ribbon suicide prevention programs.

BILLS

Potter County Human Services Fiscal Summary (09/09/2021)

| | |
|---|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$54,127.17 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$18,242.54 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$2,406.47 |
| ACCOUNTS PAYABLE CHECKS – Check #70816-70818 (8/27-09/01) | \$6,889.05 |
| ACCOUNTS PAYABLE CHECKS – Check #70818-75920 (09/09) | \$397,650.55 |
| Total Checks Written | \$475,544.54 |

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

Potter County Fiscal Summary – 08/27/2021

| <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 | General Fund – Accounts Payable | 136916-137016; 137029 | 136583; 136969 | \$1,220.00 | \$218,019.65 |
| 10 | General Funds – A/P Manual Checks | 908272199- 908272101 | | | \$143,456.54 |
| 11 | LEPC – Local Emergency Planning | 2844-2845 | | | \$103.26 |
| 14 | Liquid Fuels | 1588-1591 | | | \$11,719.70 |
| 15 | North Fork Dam | 137017 | | | \$26.38 |
| 16 | 911 Fund | 3238-3241 | | | \$124,993.87 |
| 17 | Saulter Preserve | 137018 | | | \$31.04 |
| 18 | Automation Fund (Civil) | 137019 | | | \$139.99 |
| 32 | Specialty Courts | 137020 | | | \$214.58 |
| 34 | V.O.J.O. | 137021-137023 | | | \$210.27 |
| 35 | Victim Services/RASA | 137024-137025; 137030 | | | \$1,261.54 |
| 38 | Divorce Fund | 137026-137027 | | | \$23,527.56 |
| 56 | Covid Local Fiscal Rec | 137028 | | | \$1,442.65 |

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

Potter County Fiscal Summary – Special Run - 08/31/2021

| <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 | General Fund – Accounts Payable | 137043 | | | \$8,078.76 |

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

Potter County Fiscal Summary – Special Run - 09/01/2021

| Fund # | Fund Description | Check #'s | Voided Check #'s | Voided Check Amt | Total |
|--------|----------------------------------|---------------|------------------|------------------|--------------|
| 10 | General Fund – Accounts Payable | 137031-137042 | | | \$212,425.39 |
| 10 | General Fund – A/P Manual Checks | 999158 | | | \$35.00 |
| 16 | 911 Fund | 3242-3244 | | | \$21,317.07 |

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

NEXT MEETING: September 23, 2021

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



 Potter County Executive Secretary



 Approval Date

**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,
Thomas R. Shaf

d
pp, Chair
nel, Commissioner
an, Commissioner

PROCLAMATION

2021 Hunger Action Month Proclamation

REAS, hunger and poverty are issues of vital concern in Potter County where 13.4% of people are food insecure and one in every 6 children do not know where their next meal will come from; and

REAS, Potter County is committed to taking steps to combat hunger in every part of our community and to seek additional resources that those in our community need; and

REAS, Potter County is committed to working with Central Pennsylvania Food Bank and its partner agencies to educate people about the role and importance of food banks in addressing hunger and raising awareness, and to devote more resources and attention to hunger issues; and

REAS, the coronavirus pandemic has had devastating health and economic impacts across the country and it is projected that the food insecurity rate in Potter County will rise to 14.1% in the wake of the pandemic; and

REAS, the month of September has been designated "Hunger Action Month" in order to bring attention to food insecurity in our communities and to engage the public in action – including volunteer shifts, social media campaigns, and donations – to end hunger one helping at a time; and

REAS, food banks across the country, including Central Pennsylvania Food Bank and its partner agencies, have hosted numerous events throughout the month of September to bring awareness and help end hunger in their communities;

THEREFORE, Potter County Board of Commissioners, do hereby recognize September 2021, as **HUNGER ACTION MONTH** in Potter County and I call this observance to the attention of our citizens.



J. Grupp, Chair




M. Heimel, Commissioner



Hayman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk



County of Potter
Board of Commissioners

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Jessica M. Giebel, Cl
Thomas R. Shaffer.

d
Chair
nel, Commissioner
an, Commissioner

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 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.

LET 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 public 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

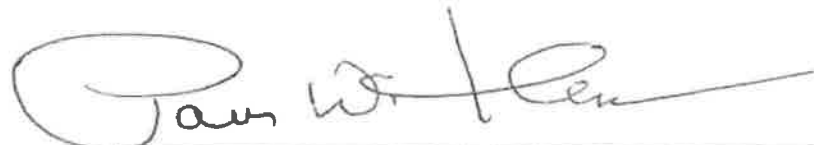
TEST:



Jessica M. Giebel, Chief Clerk



Nancy J. Grupp, Chairman



Paul Heimel, Vice-Chairman



Barry Hayman, Commissioner



