

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

September 23, 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

MINUTES – September 9, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

OLD BUSINESS NONE

NEW BUSINESS

Resolution 8 of 2021 authorizing an application to the Pa. Municipal Assistance Program to pay a portion of consultant’s fee for drafting revisions to the Potter County Subdivision and Land Development Ordinance. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Review of results from Municibid auction for Alaska Stoker II Coal Stove; highest bid came from Michael Porpiglia in the amount of \$250. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

CDBG-CV FFY20 Budget Modification. Revisions for disbursement of federal COVID-19 coronavirus relief funds. As a result of modifications, Genesee Township Water Authority would receive \$66,130.11 for its water main replacement project. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement between Potter County Commissioners and Databranch for DataGuard Business Continuity and Data Protection. Effective 10/01/2021 through 09/30/2023 for \$31,656. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

	<u>20/21</u>	<u>21/22</u>
■ Aging (07/01/2021 – 06/30/2022)		
<u>Jane Perkins</u> - Senior Center Operator - Substitute 08/12/21 to 06/30/22	New Contract	\$7.25/hr.
<u>Debra Traub</u> - Senior Center Operator – Substitute	\$7.25/hr.	No Change
■ Mental Health (07/01/2021 – 06/30/2022)		
<u>Beacon Light Behavioral Health System</u>		
Mobile Medication Management	\$30.00/15 mins	No Change
Peer Specialist Support Services	\$17.50/15 mins to a Max. of \$5,000.00	No Change
■ PCHS (07/01/2021 – 06/30/2022)		
<u>Dawn Bacon</u>		
Instructor for CPR & First Aid Training	\$30.00/student \$.575/mile State Rate	No Change \$.56/mile

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

TRAINING REQUESTS

Glenn Dunn, Emergency Management Coordinator, IST Training for PEMA in State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Comm. Hayman yes; Comm. Heibel yes; Grupp yes.

Dean Predmore & Kathleen Brooks, Department of Emergency Services, IST Training for PEMA, virtual training. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

Treasurer Krista Miller, PAPERS Fall Workshop, virtual. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Comm. Heibel yes; Comm. Grupp yes; Hayman yes.

Isaac Musser (Aging) Quarterly Directors Meeting, virtual. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Comm. Heibel yes; Comm. Grupp yes; Hayman yes.

Crystal Thomas, PCHS Drug & Alcohol, PACDAA training in State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Comm. Hayman yes; Comm. Heibel yes; Grupp yes.

PERSONNEL

Resignation from Jeff Russell, part-time security guard at the courthouse, effective October 7, 2021. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

Resignation from Kord Kinney, Assistant District Attorney, effective October 29, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heibel yes.

CHIEF CLERK REPORT

Application for 2021 Liquid Fuels Tax funds from Pleasant Valley Township, \$649.97 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm. Heibel yes; Comm. Hayman yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Heibel, on behalf of the Board of Commissioners, commended Sandy Lewis, County Director of Voter Registration & Elections, for her exemplary service in adapting to multiple changes in federal and state laws, responding to litigation and intense scrutiny during recent election cycles, and other challengers. He noted that Director Lewis and her assistant, Donna Sallade, have gone above and beyond the call of duty to administer secure and smooth elections, and to ensure that voters and prospective voters are kept apprised of deadlines and other key information to facilitate their participation in elections.

Commissioner Hayman pointed out that, as a member of the Elections Reform Committee for the County Commissioners Assn. of Pa., he is engaged in a concerted effort to lobby state election officials to clarify multiple procedures related to early voting, mail-in/absentee ballots, drop boxes and other procedural matters.

Commissioner Grupp provided a summary of timely topics of interest. Ulysses Senior Center is hosting Senior Day from 9 am to 2 pm on Oct. 13 at the Tri-Town Firehall. It is an opportunity to senior citizens to learn more about activities and services available to them. Potter County still has available money from a federal grant to assist renters who have been adversely affected by the pandemic to pay for rent and/or utilities. A separate federal Fair Housing program provides funds for home modifications for qualifying individuals. Also, the Pa. Bureau of State Parks is moving forward with a series of infrastructure improvements at Cherry Springs State Park, with construction tentatively scheduled to begin next year.

BILLS

Potter County Human Services Fiscal Summary (09/23/2021)

PAYROLL AUTOMATIC DEPOSITS	\$45,088.69
PAYROLL TAX TRANSFERS (EFTPS)	\$15,392.93
STATE TAX WITHHOLDINGS (ETIDES)	\$2,042.18

ACCOUNTS PAYABLE CHECKS – Check #70921-71015	\$119,573.95
Total Checks Written	\$182,097.75

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

Potter County Fiscal Summary – 09/10/2021

<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	9034591-9034687			\$93,329.48
10	General Fund – Accounts Payable	137044-137121			\$193,938.22
10	General Funds – A/P Manual Checks	909102104-909102108			\$132,307.30
11	LEPC – Local Emergency Planning	2846-2849			\$301.12
14	Liquid Fuels	1592			\$12,145.38
16	911 Fund	3245-3246			\$2,289.24
18	Automation Fund (Civil)	137122			\$1,127.05
32	Specialty Courts	137123			\$55.98
34	V.O.J.O.	137124-137125			\$235.41
35	Victim Services/RASA	137126-137127			\$1,414.15
38	Divorce Fund	137128			\$526.08
56	Covid Local Fiscal Rec	137129-137131			\$15,685.74
62	CDBG Entitlement	137132			\$883.98
65	Gas Well Impact-Highway Bridge	137133			\$40,000.00

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

Potter County Fiscal Summary – Special Run – 09/15/2021

<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	137134-137135			\$6,741.92
56	COVID Local Fiscal Recovery	137136-137137			\$21,193.46

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

NEXT MEETING: October 7, 2021

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



Potter County Executive Secretary

October 7, 2021
Approval Date

**COUNTY OF POTTER
VOTER REGISTRATION/ELECTIONS**

1 N. Main St
Suite 204
Coudersport, Pennsylvania 16915

rupp, Chairman
Heimel
Hayman

Solicitor
Thomas R. Shaffer

Sandra
slewis@potterco
Telephone: (814) 7
Fax: (814) 2

RESOLUTION #8 – 2021

**CHANGE IN POLLING PLACE FOR
SHARON TOWNSHIP**

EAS, the polling place for Sharon Township Voting District which was located at the Methodist Church, 61 Canada Hollow Rd, Shinglehouse, Pennsylvania; and

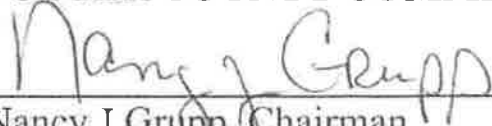
EAS, the Sharon Township Voting District has been re-established to the of the Potter County Fairgrounds, 176 Fairground Rd, Shinglehouse, Pennsylvania; and

EAS, the Potter County Board of Elections, has the authority to designate polling places per Code 25 P.S.2726, Election Code.

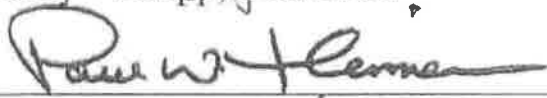
HEREFORE, LET IT BE RESOLVED, THAT the Board of Potter County Commissioners, the re-locating of the Sharon Township Voting District, commencing with the al Election to be held on November 2, 2021.

ADOPTED at the regular meeting of Potter County this 9th day of September

POTTER COUNTY COMMISSIONERS



Nancy J Grupp, Chairman



Paul W. Heimel, Vice-Chairman



Barry Hayman, Commissioner



Heibel, Chief Clerk