

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**October 7, 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 23, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm Heimel yes; Comm. Grupp yes.

**OLD BUSINESS**

**INVITED GUESTS**

In recognition of October as Domestic Violence Awareness Month, David Hyde and Jennifer Rossman from A Way Out requested time to discuss recent trends and related topics. They attributed an increase in household violence and shelter needs at least in part to the COVID-19 coronavirus pandemic. They also discussed ongoing and new educational programs aimed toward awareness and prevention of domestic violence and sexual abuse.

Marsha Dippold, employee support director at Dickinson Center Inc., appeared in conjunction with October as National Disability Awareness Month. Its purpose is to acknowledge the talents and contributions of people with disabilities to the workforce and educate the public about employment issues and support services.

**NEW BUSINESS**

Proclamation declaring October as Domestic Violence Awareness Month in Potter County. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

Proclamation declaring October as National Disability Employment Awareness Month in Potter County. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

Resolution 9 of 2021 authorizing County Solicitor Thomas R. Shaffer to facilitate Potter County's participation in a national distribution of funds from the settlement of litigation stemming from the widespread distribution of prescription painkillers, which led to an epidemic of addiction and fatalities. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm Grupp yes; Comm. Heimel yes.

2022 Tax Anticipation Loan Proposals ~ **Action** ~ After a review of terms offered by local banks to provide the county with a Tax Anticipation Loan for early 2022 expenses, if needed, Comm. Heimel moved to approve the quote from Juniata Valley Bank, which proposed the lowest interest rate of 1.64 percent per annum. Comm. Hayman seconded. Comm Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

Reappointment of Dr. Peter Ryan to the Potter County Hospital Authority Board for a term of January 1, 2022 through December 31, 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm Heimel yes; Comm. Hayman yes; Comm. Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with KOS Inc. for maintenance of plotter in the GIS office; cost of \$1,250, Oct. 1, 2021 to Oct. 1, 2022. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

Agreement renewal with KOS Inc. for maintenance of copier in Sheriff's Office, cost of \$342, Oct.8, 2021 to Oct. 8, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm Grupp yes; Comm. Heibel yes.

Agreement renewal with KOS Inc. for maintenance of copiers in Commissioners Administration office; \$0.0085 per copy, Oct. 17, 2021 to Oct. 17, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm Grupp yes; Comm. Heibel yes.

Statement of Work with Repeat Business System Inc., DBA Databranch, for email technical support; Nov. 1, 2021 through Oct. 31, 2022. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

Statement of Work with Repeat Business System Inc., DBA Databranch, for backup of email. Nov. 1, 2021 through Oct. 31, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Comm. Hayman yes; Comm Heibel yes; Comm. Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**20/21**

**21/22**

■ **Aging (07/01/2021 – 06/30/2022)**

*Dorothy E. Taylor*

Regional Ombudsman Coordinator

\$63,320

No Change

State appr. mi. rate

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

*Adelphoi Village, Inc.*

Male Female	Residential Services	Prior Cost	Current Cost
Female	Intensive Supervision – Alliance	\$284.76	\$298.99
Female	Intensive Supervision MH Focus – Colony, Marker, and Susans	\$320.49	\$325.40
Male	Intensive Supervision –Greystone, Sweeney, Mon Run, Raphael (New)	\$271.21	\$280.40
Male	Enhanced Supervision – Manor	\$323.44	\$351.22
Male	Substance Abuse – Margaret	\$281.01	\$301.32
Male	Sexual Offenses – Benet, Raphael, and Williams	\$256.95	\$270.78
Male	Sexual Offenses MH Focus – Vincent & Loyalhanna	\$320.49	\$325.40
Male	Sexual Offenses LaSa Quik (Eastern Region)	\$315.17	\$316.90
Female/ Male	Shelter – (F) Alliance, Colony, Marker, Susans / (M) Anchor, Benet, Greystone, Loyalhanna, Mon Run, Raphael, Sweeney, Vincent, Williams	\$260.84	\$296.66
Male	Secure – Sexual Offenses – Middle Creek I	\$407.29	\$408.31
Fe/Male	Secure – (F) Middle Creek II / (M) Middle Creek III and Manor	\$359.42	\$373.78
Male	Specialized Independent Living – Hilltop and Saxman	\$238.59	\$246.96
Both	Diagnostic Evaluation (per service rate)	\$2,866.50	\$2,951.00
Both	Psychological Services (hourly rate)	\$168.00	\$173.00
Both	Polygraphs	\$437.75	\$450.88
Both	Sexual Offender Evaluation ABEL or JSOAP-II or SAI-J single assessments	\$435.00	\$448.05
Both	Juvenile Sexual Offender Assessment – includes ABEL, JSOAP-II, SAI-J, and sexual history assessments	\$1,305.00	\$1,344.15
Both	MultiSystemic Therapy Services – Non MA Eligible	\$89.00	\$90.78
	<b>FOSTER CARE:</b>		\$
Both	Foster Care – Specialized/Kinship	\$78.79	N/A
Both	Foster Care – Intensive/Kinship	\$84.79	\$87.53
Female	Foster Care – Pregnant and Parenting	\$90.99	\$93.63
	<b>ADOPTION:</b>		
Both	Adoption – Family Approval Document	\$3,000.00	\$2,700.00
	<b>COMMUNITY BASED SERVICES:</b>		\$

Both	Community Independent Living (hourly rate)	\$72.00	\$74.16
Both	Family Preservation (hourly rate)	\$69.50	N/A
Both	Family Counseling Services (hourly rate)	\$72.00	\$74.16
Both	In Home Prevention, Treatment, Aftercare (Hourly Rate)	\$72.00	N/A
Both	Family Group Decision Making – Conference complete	\$3,000.00	\$3,00.00 (NO CHANGE)
Both	Family Group Decision Making – Successful referral	\$1,000.00	\$1,00.00 (NO CHANGE)
Both	Family Group Decision Making – Unsuccessful referral	\$250.00	\$250.00 (NO CHANGE)
Both	PTSD Assessment	\$750.00	\$772.50
Both	PTSD Non-Residential Youth	\$49.00	\$50.47
Both	PTSD Residential Youth	\$42.50	\$43.75
Both	PTSD Sibling Rate	\$30.40	\$31.20

Central Counties Youth Center

Secure Detention Services for Probation Youth                      \$290.00/diem                      \$300.00/diem

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

UPMC Cole Skilled Nursing and Rehabilitation

Transportation    \$2.25/loaded mi.                      No Change

■ **Drug & Alcohol (07/01/2021 – 06/30/2023)**

Liz Haskin

Cleaning of ADAS Coudersport Satellite Office                      \$150.00/mo.                      No Change

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

CenClear

Parents as Teachers    New Contract                      \$12.50/15 min. unit  
Max. of \$36,462

Center for Community Resources, Inc.

Successful Referral    \$1,000.00/ea.                      No Changes  
Unsuccessful Referral    \$250.00/ea.  
Family Group Meeting    \$3,000.00/Successful meeting  
Family Group Meeting    \$2,000.00/Unsuccessful meeting  
Totaling    \$30,000.00 max.                      \$29,997.00 max.

Concern

Dependent/Delinquent – Emergency Shelter, Residential Placement Program and Transitional Living Program

Intensive Foster Care ages 0-21    \$109.74                                      No Changes  
Intermediate Foster Care ages 0-21    \$ 83.34  
Traditional Foster Care ages 0-18    \$ 56.10  
Medical Level I Foster Care    \$ 96.49  
Medical Level II Foster Care    \$ 80.85  
Medical Level III Foster Care    \$ 64.25  
Medical level IV Foster Care    \$ 50.44  
Mother/Baby Foster Care    \$141.40  
Comm. Res. Rehab. Board Rate    \$ 50.28  
Treatment Unit for Boys    \$223.89  
SAAY – Psycho-Sexual Assessment    \$150.00/hr.  
SAAY – Clinical Srvs. (Indiv/Family)    \$ 90.00/hr.  
SAAY – Clinical Service (group)    \$ 42.00/client/session

Susquehanna Software, Inc.

Software, Tech. Support & Prog. Srvs.    \$1,500.00/mo.                                      \$4,750.00/mo.  
Total of \$18,000./yr.    Total of \$19,000./yr.

**PCHS CONTRACTS AND AGREEMENTS**

**20/21**

**21/22**

*Katie Taylor – Independent Contractor*

**Act 143 Designee Agreement**

Monday – Thursday	\$ 70.00	No Changes
Friday	\$100.00	
Saturday & Sunday	\$140.00	
Holiday	\$140.00	

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

**TRAINING REQUESTS**

Anita Mead, Victim/Witness Services Coordinator, PCCD Victims’ Services Conference, V=virtual. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm Grupp yes; Comm. Heibel yes.

Jacob Ostrom, Chief Assessor, AAP Fall Conference, Pocono Manor, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

Krista Miller and Kelsey Valenti, Treasurer’s Office, CTAPA Fall Seminar, State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm Grupp yes; Comm. Hayman yes; Comm. Heibel yes.

Jail Warden Angela Milford, PCCA Fall 2021 Conference, Malvern, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

Nicole Hunt, Secretary/Clerk with Probation Department, New User Criminal Case Processing Training AOPC, Mechanicsburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm Hayman yes; Comm. Grupp yes; Comm. Heibel yes.

**PERSONNEL**

Larry Goodwin, Chief Deputy Sheriff, has rescinded his retirement effective Oct. 1, 2021. This has been accepted by Sheriff Glenn Drake. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Hayman seconded. Comm Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

Sheriff Glenn Drake has hired Amy Brown as a part-time Courthouse Security Guard, effective Sept. 28, 2021. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Comm Grupp yes; Comm. Hayman yes; Comm. Heibel yes.

Part-time Corrections Officer Bryan Stahlman has resigned, effective October 8, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Comm Hayman yes; Comm. Grupp yes; Comm. Heibel yes.

PCHS Aging Care Manager Supervisor II Susanne Boucher has resigned effective Nov. 5, 2021. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Comm Heibel yes; Comm. Hayman yes; Comm. Grupp yes.

**COMMISSIONERS’ REPORTS**

Commissioner Grupp reported on a recent public opinion poll which showed that 62 percent of respondents are opposed to the Maryland Air National Guard being permitted to operate low-level military aircraft training flights over a wide section of northcentral Pennsylvania, while 38 percent are in favor. A public comment period will soon be advertised. She also noted that the proposed redistricting plan for seats in the U.S. House of Representatives, based on results from the 2020 U.S. Census, is now open for public comment.

**BILLS**

**Potter County Human Services Fiscal Summary (10/07/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$45,378.18
PAYROLL TAX TRANSFERS (EFTPS)	\$15,624.09

STATE TAX WITHHOLDINGS (ETIDES)	\$2,059.35
PAUC	\$249.74
ACCOUNTS PAYABLE CHECKS – Check #70016-71115	\$320,511.33
<b>Total Checks Written</b>	<b>\$383,822.69</b>

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

**Potter County Fiscal Summary – 09/24/2021**

<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	9034688-9034812			\$101,312.78
10	General Fund – Accounts Payable	137138-137220; 137236			\$130,386.49
10	General Funds – A/P Manual Checks	909242109- 909242113			\$142,183.68
11	LEPC – Local Emergency Planning	2850			\$37.74
15	North Fork Dam	137221			\$26.25
16	911 Fund	3247-3254			\$9,474.11
17	Saulter Preserve	137222			\$34.24
28	Domestic Relations IV-D	1036-1037			\$8,498.00
32	Specialty Courts	137223			\$277.30
34	V.O.J.O.	137224-137225			\$185.63
35	Victim Services/RASA	137226-137228			\$2,449.57
37	Triple Divide Water Monitoring	137229			\$156.38
38	Divorce Fund	137230-137232			\$765.30
56	Covid Local Fiscal Rec	137233-137234			\$31,317.25
62	CDBG Entitlement	137235			\$20,000.00

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

**NEXT MEETING:** October 21, 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](http://www.pottercountypa.net)

Jessica M. Giebel,  
Thomas R. Shafli

**PROCLAMATION**

**Domestic Violence Awareness Month**

**October 2021**

**REAS**, the crime of domestic violence violates an individual's privacy and dignity, security and unity due to systematic use of physical, emotional, sexual, psychological and economic control or abuse;

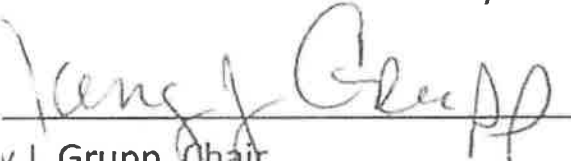
**REAS**, the problems of domestic violence cut across all economic, racial, gender, age, sexual orientation, and societal barriers, and are supported by indifferences, and;

**REAS**, the impact of domestic violence is wide-ranging, directly affecting individuals and societies in Potter County, throughout the United States and the world, and;

**REAS**, it is victims of domestic violence that have been in the forefront of efforts to bring peace and safety to the home,

**THEREFORE**, in recognition of the important work done by domestic violence programs nationally, and A Way Out in particular, the Potter County Commissioners do hereby proclaim the month of October 2021, as "**Domestic Violence Awareness Month**" and urges all Potter County citizens to actively work toward improving victim safety and holding perpetrators of domestic violence accountable for their actions.

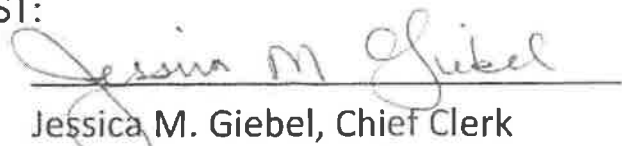
done under our hands this **7th** day of **October, 2021**.

  
\_\_\_\_\_  
J. Grupp, Chair

  
\_\_\_\_\_  
W. 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

**PROCLAMATION**

**NATIONAL DISABILITY AWARENESS MONTH**

**October 2021**

**WHEREAS**, October 2021 marks the 76th anniversary of National Disability Employment Awareness Month; and

**WHEREAS**, the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the many and varied contributions of America's workers with disabilities; and

**WHEREAS**, The history of National Disability Employment Awareness Month traces back to 1945 when Congress enacted a law declaring the first week in October each year "National Employment of the Physically Handicapped Week;" and

**WHEREAS**, in 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities; and

**WHEREAS**, in 1988, Congress expanded the week to a month and changed the name to National Disability Employment Awareness Month; and

**WHEREAS**, Workplaces welcoming of the talents of all people, including people with disabilities, is an integral part of our efforts to build an inclusive community and strong economy; and

**WHEREAS**, Activities during this month will reinforce the value and talent people with disabilities bring to workplaces and communities and affirm Potter County, Pennsylvania commitment to an inclusive community that increases access and opportunities to all, including individuals with disabilities.

**Therefore, be it RESOLVED**, that the County of Potter, Pennsylvania recognize and commemorate the anniversary of National Disability Employment Awareness Month; and be it further

**RESOLVED**, That the County of Potter call upon employers, schools, and other community organizations in State of Pennsylvania to observe October with appropriate programs and activities, and disseminate its important message that people with disabilities add value and talent to our workplace communities; and be it further

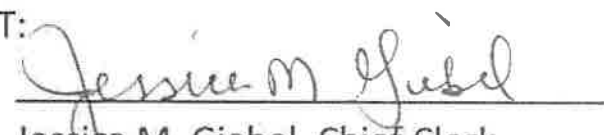
RESOLVED, That the County of Potter, Pennsylvania pledge to continue to take steps throughout the year to recruit, hire, retain, and advance individuals with disabilities and work to pursue the goals of equality, full participation, economic self-sufficiency, and independent living for people with disabilities.

Done and attested under our hands this 7<sup>th</sup> day of October 2021.

  
\_\_\_\_\_  
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

**RESOLUTION # 9 OF 2021  
County of Potter, Pennsylvania**

**A Resolution Authorizing Solicitor, Thomas R. Shaffer,  
to Submit Signed Documentation of Behalf of the County of Potter  
to Participate in the National Opioid Settlement**

**WHEREAS**, on or about October 4, 2021, the Potter County Commissioners received a letter from the Pennsylvania Office of Attorney General indicating the need for Potter County to identify and provide an email address for an individual who will be authorized to sign formal authorizing documents on behalf of the County of Potter for the County to participate and opt-in to the National Opioid Settlement.

**WHEREAS**, the Board of Commissioners of Potter County has determined that its solicitor, Thomas R. Shaffer, will be identified and authorized to act on behalf of Potter County for this purpose.

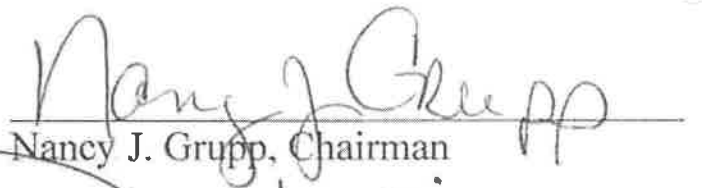
**NOW THEREFORE**, be it resolved, and it is hereby resolved as follows:

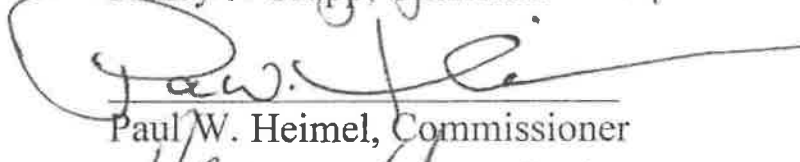
1. The Board of Commissioners of Potter County hereby identifies its Solicitor, Thomas R. Shaffer, as its designated agent for the purpose of opting-in and participating in the National Opioid Settlement.
2. Solicitor Thomas R. Shaffer shall provide his name and email address of [tom@410ross.com](mailto:tom@410ross.com) and shall proceed to register on behalf of the County of Potter (which has been assigned a unique Subdivision Identification Number 5K7RGF) by logging onto the website <http://nationalopioidsettlement.com/> and providing all required information.

3. Solicitor Thomas R. Shaffer is hereby given the authority to take all actions and to sign (or electronically sign) all documents needed on behalf of the County of Potter for Potter County to opt-in and participate in this national opioid settlement.

4. Any and all funds received from this settlement on behalf of the County of Potter shall be the sole property of County of Potter and shall be delivered or directed to the County of Potter.

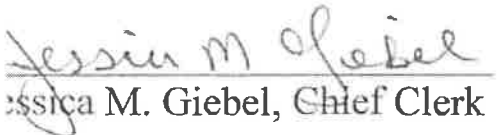
POTTER COUNTY COMMISSIONERS

  
Nancy J. Grupp, Chairman

  
Paul W. Heimel, Commissioner

  
Barry Hayman, Commissioner

WITNESSETH

  
Jessica M. Giebel, Chief Clerk