

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

November 4, 2021

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

CALL TO ORDER Commissioner Paul Heimel called the meeting to order at 11:02 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Dan Cowburn and Mark Buffington posed questions about Community Development Block Grant disbursements. Community Development Director Ellen Russell provided an explanation. Mr. Cowburn also requested that the commissioners entertain questions and/or comments from the public at the conclusion of their business meetings. Chief Clerk Jessica Giebel noted that the related paperwork is available for public review in the board's administrative office.

Bryan Phelps, chief of the Coudersport Volunteer Fire Department and the Sweden Township Police Department, raised concerns about issues related to the 911 Dispatch Center in Wellsboro, with which Potter County contracts for emergency communications.

MINUTES – October 21, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

GUESTS

Hannah Brock with Pennsylvania Wilds Center for Entrepreneurship and Deb Rudy, representing State Senator Cris Dush, recognized long-time Potter County resident Paul Lilja for his leadership of the annual weeklong Youth Conservation School, sponsored by the Black Forest Conservation Association. Mr. Lilja and the BFCA are recipients of the center's 2021 Inspiring Youth Award.

NEW BUSINESS

Resolution #11 of 2021 – Area Transportation Authority (ATA) Local Match FY 2021-2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

CDBG FFY 20-C Sub-recipient Agreement with Galetton Borough Authority ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CDBG updated Section 3 Action Plan ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

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

Agreement renewal with KOS, Inc., for maintenance service of copier in the Potter County Jail, \$342, Nov. 6, 2021, to Nov. 6, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement renewal with KOS, Inc., for maintenance service of copier in Domestic Relations Office, \$342, Nov. 6, 2021, to Nov. 6, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement renewal with KOS, Inc., for maintenance service of copier in Voter Registration office, \$.0085 per copy, Nov. 14, 2021 to Nov. 14, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

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

Children’s Center for Treatment & Education (Beacon Light)

Multisystemic Therapy

\$46.00/15 mins
Max. of \$20,000.00

No Change

Warren General Hospital

Short-Term inpatient hospital stay

Authorized/Approved
Medical Assistance Rate

No Change

■Aging (07/01/2020 – 06/30/2021)

Lifeline Systems aka Philips Lifeline

Personal Emergency Response Systems

Per \$25.00
Med Disp. \$50.00/mo.
Cellular PERS \$30.00/mo.
PERS w/Fall Detection \$38.00/mo.
Cell. PERS w/Fall Det. \$43.00/mo.

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

TRAINING REQUESTS

Kiara Perkins/PCHS Mental Health; Homes within Reach 2021 Conference, Hershey, Pa.; Kayla Wright/PCHS Mental Health; Navigating Diet culture, virtual. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PERSONNEL

Jim Kockler requests emergency hiring of Erica Hoadley as a temporary Aging Caseworker 2, effective Oct. 28, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS’ REPORTS

Commissioner Heimel shared information about trends in local tourism and recreation. State parks, campgrounds and tourist-based businesses reported increased business in 2020, and there has been little fall-off this year. The local real estate market has also been vibrant. More people are looking to relocate to Potter County for access to outdoor recreation. Expanded high-speed internet access adds to the appeal. These trends could bode well for reversing two troublesome trends – population loss and youth outmigration

BILLS

Potter County Human Services Fiscal Summary (11/04/2021)

PAYROLL AUTOMATIC DEPOSITS	\$47,016.32
PAYROLL TAX TRANSFERS (EFTPS)	\$16,667.81
STATE TAX WITHHOLDINGS (ETIDES)	\$2,131.74
ACCOUNTS PAYABLE CHECKS – Check #71234 (10/22)	\$14.78
ACCOUNTS PAYABLE CHECKS – Check #71235-71332 (11/05)	\$108,441.77
Total Checks Written	\$174,272.42

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

Potter County Fiscal Summary – 10/22/2021

<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	2141-2241			\$94,887.22
10	General Fund – Accounts Payable	137358-137446	137329	\$216.36	\$183,742.06
10	General Funds – A/P Manual Checks	910222115-910222117			\$144,232.60

11	LEPC – Local Emergency Planning	2855			\$7.78
15	North Fork Dam	137447			\$26.25
16	911 Fund	3266-6268			\$8,369.32
17	Saulter Preserve	137448			\$31.16
22	Farmland Preserv. & Rollback	137449			\$46.08
28	Domestic Relations IV-D	1038			\$27,425.00
32	Specialty Courts	137450-137452			\$297.00
34	V.O.J.O.	137453-137454			\$184.41
35	Victim Services/RASA	137455-137456			\$1,129.47
37	Triple Divide Water Monitoring	137457			\$156.83
56	Covid Local Fiscal Rec	137458			\$5,103.06
62	CDBG Entitlement	137459-137460			\$12,331.64

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

Potter County Fiscal Summary – Special Run - 10/25/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG Entitlement	137461			\$1,732.21

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

Potter County Fiscal Summary – Tax Collector Run - 10/29/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll – Direct Deposit	2242-2270			\$7,915.11
10	General Fund – Accounts Payable	910292118			\$9,949.98

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

Potter County Fiscal Summary – First of the Month – 11/01/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	137462-137472			\$68,224.83

10	General Fund – A/P Manual Checks	999160			\$35.00
16	911 Fund	3269-3270			\$4,421.15

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

NEXT MEETING:

November 17, 2021; 6 p.m. – Commissioners Listening Session/Town Hall
November 18, 2021; 11 a.m. – Business Meeting

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



Potter County Executive Secretary



Approval Date



Established
1804

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

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

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

RESOLUTION #11 of 2021

Potter County, Pennsylvania

RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2021-2022

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$38,320.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2021-2022.

Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT	
	DUE	PAYMENT DUE BY
July 1, 2022 – September 30, 2022	\$9,580.00	August 15, 2021
October 1, 2022 - December 31, 2022	\$9,580.00	November 15, 2021
January 1, 2023 – March 31, 2023	\$9,580.00	February 15, 2022
April 1, 2023 – June 30, 2023	\$9,580.00	May 15, 2022

We, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 4th day of November, 2021.

POTTER COUNTY COMMISSIONERS

ATTEST:



Jessica M. Giebel, Chief Clerk



Nancy J. Grupp, Chair



Paul Heimel, Vice-Chair



Barry Hayman, Commissioner