

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**December 16, 2021**

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

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:35 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT**

**MINUTES** – December 2, 2021 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**NEW BUSINESS**

Approval of the 2022 Commissioner Town Hall/Listening Session Meeting Schedule. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Resolution 12 of 2021 CDBG Agent Resolution with SEDA-COG. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Approval of 2022 duly enrolled members of the Potter County Emergency Management Program. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Request for use of county property on Water Street in Coudersport for a community garden. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Professional services contract renewal with Doug Morley as 9-1-1 Coordinator, Technical Advisement and Financial Advisement, Jan. 1, 2022 to Dec. 31, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Modification of lease contract with the U.S. Department of Veterans Affairs for the VA Medical Clinic in county building at Maple View, to ensure compliance with federal COVID-19 safety protocols. ~ **Action** ~ Comm. Grupp moved to table. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement with KOS Inc. for maintenance services on the copier in the Potter County Veterans Affairs office at a rate of \$285.00, Dec. 1, 2021 to Dec. 1, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement with KOS Inc. for maintenance services on the copier in the Register & Recorder office at a rate of \$342.00, Dec. 12, 2021 to Dec. 12, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with KOS Inc. for maintenance services on the copier in the Galeton District Judge office at a rate of \$285.00, Dec. 11, 2021 to Dec. 11, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Onsolve LLC annual contract for CodeRED emergency notification services, Jan. 1, 2022 to Dec. 31, 2022 at a cost of \$4,361.18. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Professional services contract with Priscilla Watson for Archival Preservation/Records Management in the Register and Recorder Office, effective Nov. 1, 2021. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract renewal with Potter County Human Services for use of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, monthly cost of \$3,035.00, January 1, 2022 to December 31, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

**20/21**

**21/22**

■ **Intellectual Disabilities (07/01/2021 – 06/30/2022)**

*Family Links Inc.*

Supports Coordination \$23.62/unit No Change

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

*Sage Action Consulting*

Prevention Needs Assessment Consulting New Contract  
 Evaluation Services \$14,600  
 Other Prevention Services \$ 7,200

■ **Mental Health (12/01/2021 – 06/30/2022)**

*Homeless Shelter*

To assist individuals and families to obtain permanent housing  
 New Contract \$1,500./mo.  
 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**TRAINING REQUESTS**

**PERSONNEL**

Board of Inspectors for the Potter County Jail has terminated employment of Andrew Fry as part-time Corrections Officer, effective Nov. 24, 2021. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

GIS/Planning Director Will Hunt requests hiring of Peter DiBiase as full-time Secretary/Clerk, effective Dec. 8, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Domestic Relations Director Andrea Lehman has promoted Sunday Gledhill to full-time Case Manager III, effective Dec. 9, 2021. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Sheriff Glenn Drake II has terminated employment of Amy Brown as part-time Courthouse Security Guard, effective Dec. 14, 2021. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**BILLS**

**Potter County Human Services Fiscal Summary (12/15/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$43,492.75
PAYROLL TAX TRANSFERS (EFTPS)	\$14,220.42
STATE TAX WITHHOLDINGS (ETIDES)	\$1,928.65
PAUC	\$37.78
Local W/H	\$628.26
Paytime P/R Charge	\$160.75
ACCOUNTS PAYABLE CHECKS – Check #71528-71530 (12/07/2021)	\$3,785.53
ACCOUNTS PAYABLE CHECKS – Check #71531-71616 (12/16/2021)	\$110,865.06
<b>Total Checks Written</b>	<b>\$175,119.20</b>

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

**Potter County Fiscal Summary – 12/03/2021**

<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	2801-2900			\$97,155.85
10	General Fund – Accounts Payable	137859-137942; 137951-137952	137928	\$1,709.73	\$599,483.18
10	General Funds – A/P Manual Checks	912032122			\$138,098.23
11	LEPC – Local Emergency Planning	2860-2861			\$221.69
14	Liquid Fuels	1595-1597			\$4,958.44
16	911 Fund	3281-3285			\$141,587.09
32	Specialty Courts	137943			\$656.90
34	V.O.J.O.	137944-137945			\$235.41
35	Victim Services/RASA	137946-137947			\$1,414.15
38	Divorce Fund	137948			\$2,307.00
60	Hotel Excise Tax Fund	137949-137950			\$78,039.80

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

**PUBLIC COMMENT:**

A West Branch Township citizen inquired as to whether the commissioners intended to conduct a real estate tax reassessment in the near future. The board responded that the issue has been discussed and investigated on multiple occasions, but no action is imminent.

Citizen Mark Buffington inquired about the elimination of municipal tax assessor positions several years ago and was advised that the action was taken by the state legislature. He also asked the commissioners to allow public comment or inquiry on each agenda item during their business meetings, rather than restricting public input to the beginning and end of each meeting.

**NEXT MEETING:** December 30, 2021

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

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
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 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 #12 of 2021**

*Potter County, Pennsylvania*

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the SEDA-Council of Governments Community Development staff to execute, on behalf of Potter County, certain documents associated with the Pennsylvania Department of Community and Economic Development Community Development Block Grant Entitlement and Competitive Grant programs.

WHEREAS, SEDA-Council of Governments is organized pursuant to the Intergovernmental Cooperation Act of July 12, 1972, through which Potter County has transferred certain of their planning and development functions to SEDA-Council of Governments, and

WHEREAS, through this Act and transfer of duties, SEDA-Council of Governments serves as a governmental extension of each member County, of which Potter County is one, and

WHEREAS, certain administrative documents are maintained and filed by SEDA-Council of Governments on behalf of Potter County in the administration of, and repository for the County's Community Development Block Grant Program, and

WHEREAS, Potter County has the legal authority to designate an agent for filing and retaining these administrative documents, and

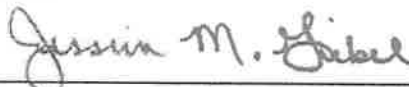
WHEREAS, Potter County receives and reviews copies of these documents.

NOW, THEREFORE, be it resolved by the Potter County Board of Commissioners that the SEDA-Council of Governments Community Development Program staff are hereby authorized to prepare, sign, and submit Community Development Block Grant administrative documents, as itemized on the attached schedule, to the Pennsylvania Department of Community and Economic Development, and


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 Potter County for administration of Potter County's Community Development Block Grant Program.

Adopted by the Potter County Board of Commissioners at the regular meeting of December 16<sup>th</sup>, 2021.

ATTEST:

  
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Jessica M. Giebel, Chief Clerk

  
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Nancy J. Grupp, Chair

  
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Paul Heimel, Vice-Chair

  
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Barry Hayman, Commissioner

Community Development Block Grant  
Administrative Documents

Annual Reporting Requirements

- Fair Housing Report
- MBE/WBE - Contractor/Subcontractor Activity Report - HUD-2516
- Section 3 Summary Report - HUD 60002
- SHPO No Effect Activities Report
- Equal Employment Opportunity
- Applicant Data for Direct Benefit Activities
- Beneficiary Report for Low-Moderate Area Projects

Semi-Annual Reporting Requirements

- Labor Standards Enforcement Report – HUD 4710

Quarterly Reporting Requirements

- Monitoring Activity Progress Report (MAPR)

As Needed

- CDBG Flagged Activities Reporting Schedule Reasons for Delay and Remediation Plan
- Fiscal Status Report – Closeout
- Three Year Activity Expenditure Date Extensions
- Corrective Action Plans
- Monitoring Documentation

With Prior Approval

- Budget Revisions
- Budget Modifications
- Contract Extension Requests

