

~ Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**April 8, 2021**

**CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:00 am

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

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

**NEW BUSINESS**

Resolution 2 of 2021, God's Country Village and Farmers Market site development plan and partnerships. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with KOS, Inc. for maintenance services on the copier in the Treasurer's office at an annual rate of \$342, April 17, 2021, to April 17, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

19/20

20/21

■ **Aging (07/01/2021 – 06/30/2025)**

*Pa. Department of the Aging*

Cooperative Grant Agreement -- Funding received by Area Agency on Aging for provision of federally mandated Older Americans Act Services and supports.

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

**TRAINING REQUESTS**

Keegan Abbott & Debbie Lincoln, PCHS –Early Intervention & Family Support Conference, virtual; April 27-28.

Debbie Lincoln, PCHS - Training for Cognos Data Warehouse, March 30; Incident Management Training, April 1 and April 8; virtual.

Nila Gerner PCHS – PCoRP Risk Control Workshop, April 8; HR Boot Camp, May 20; virtual.

Tena Emerson & Amanda Morey, PCHS - Incident Management Introduction, March 30; Incident Management Overview, April 8; virtual.

Tena Emerson PCHS – ASD Seminar, proactive approach, April 6; PUNS Training, April 14; Engaging in Meaningful Conversation, April 21 and 23; virtual.

Amanda Morey PCHS –Early Intervention and Family Support Conference, April 28; virtual.

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

**CHIEF CLERK REPORT**

Application received for 2021 Liquid Fuel Tax Funds from Stewardson Township, \$518.54. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**COMMISSIONERS' REPORTS**

Commissioner Hayman announced that Pa. CareerLink offices have reopened. He also reported that Pam Streich has been named interim director of the Northcentral Pa. Workforce Investment Board, succeeding Susie Snelick, who has been named president of the Northern Pennsylvania Regional College.

The commissioners reported on a meeting they had with U.S. Senator Robert Casey to discuss local impacts and opportunities related to the American Rescue Plan, a major COVID-19 coronavirus relief measure passed by Congress and signed into law by President Biden.

Commissioner Grupp shared details on COVID-19 coronavirus vaccine clinics scheduled in Coudersport and State College.

Commissioner Heimel reported that research on the issue of whether or not to establish a Prison Board for oversight of the Potter County Jail is winding down. The commissioners have studied Prison Board models and procedures in more than two dozen counties. Potter and McKean are the only remaining Pennsylvania counties in which the individual who is elected County Sheriff also becomes Jail Warden when he or she takes office.

**BILLS**

**Potter County Human Services Fiscal Summary (04/08/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$46,183.68
PAYROLL TAX TRANSFERS (EFTPS)	\$15,638.60
STATE TAX WITHHOLDINGS (ETIDES)	\$2,082.86
PAUC	\$521.99
ACCOUNTS PAYABLE CHECKS – Check # 69675-69768 (4/8/2021)	\$95,617.34
<b>Total Checks Written</b>	<b>\$160,044.47</b>

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

**UPDATE - Potter County Fiscal Summary – 03/26/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033225-9033352			\$103,885.00
10	General Fund – Accounts Payable	135549-135628; 135647			\$400,864.98
10	General Funds – A/P Manual Checks	903262131- 903262135			\$145,454.24
11	LEPC-Local Emergency Planning	2810-2813	2803-2809	\$247.71	\$247.71
14	Liquid Fuels	1582-1583			\$4,392.03
15	North Fork Dam	135629-135630			\$3,575.00
16	911 Fund	3166-3175			\$25,603.28
17	Saulter Preserve	135631			\$25.00
28	Domestic Relations IV-D	1032-1033			\$26,628.00
34	V.O.J.O	135632			\$180.00

35	Victim Services/RASA	135633			\$1,080.00
62	CDBG Entitlement	135634			\$2,276.03

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

**Potter County Fiscal Summary – Special Run 03/30/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
51	Capital Projects Fund	135649			\$120,000.00
62	CDBG Entitlement	135648			\$7,470.00

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

**NEXT MEETING:** April 22, 2021

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

Prepared by Danielle Gietler

  
 Potter County Executive Secretary

  
 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 # 2 of 2021**

#### **POTTER COUNTY ON BEHALF OF GOD'S COUNTRY VILLAGE AND FARMER'S MARKET**

A Resolution of the County of Potter, Commonwealth of Pennsylvania, authorizing the submission of an application to the Commonwealth Pennsylvania Department of Conservation and Natural Resources.

WHEREAS, the Potter County Commissioners ("Applicant") desires to undertake the project, "God's Country Village and Farmer's Market" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project; and

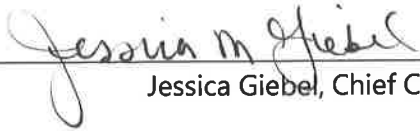
WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant", including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant; and

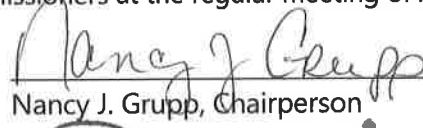
NOW, THEREFORE, BE IT RESOLVED THAT:

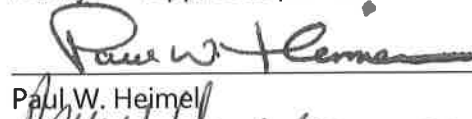
1. The grant application may be electronically signed on behalf of the applicant by "Nancy Grupp" who, at the time of signing, has a TITLE of "CHAIR" and the email address of [ngrupp@pottercountypa.net](mailto:ngrupp@pottercountypa.net).
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded the grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "TITLE" specified in paragraph 1 and the grantee will be bound by the amendment.

Adopted by the Potter County Board of Commissioners at the regular meeting of April 8, 2021.

Seal

  
Jessica Giebel, Chief Clerk

  
Nancy J. Grupp, Chairperson

  
Paul W. Heimel

  
Barry Hayman, Commissioner



<b>DCNR-C2P2</b>	<b>Applicant Information (* Indicates required information)</b>	
Applicant/Grantee Legal Name: <b>POTTER COUNTY COMMISSIONERS</b>	Web Application ID: <b>2003482</b>	
Project Title: <b>God's Country Village and Farmer's Market Phase I</b>		

WHEREAS, **POTTER COUNTY COMMISSIONERS** ("Applicant") desires to undertake the project, "**God's Country Village and Farmer's Market Phase I**" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department **if the applicant is awarded a grant**; and

**NOW THEREFORE, it is resolved that:**

1. The grant application may be electronically signed on behalf of the applicant by "**Nancy Grupp**" who, at the time of signing, has a **TITLE** of "**Chair**" and the email address of "**ngrupp@pottercountypa.net**".
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's **executed** signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "**TITLE**" specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the

(Identify the governing body of the applicant, e.g. city council, borough council, board of supervisors, board of directors)

of this applicant, this 8<sup>th</sup> day of April, 2021.

Nancy J. Grupp  
(signature of the governing body)