

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**May 6, 2021**

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

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT**- Roy Hunt of Ulysses shared his views regarding operation of the county jail and stated that he believes the Board of Commissioners has the authority to hire and terminate jail employees. Commissioners responded that legal counsel advised them that those rights are vested solely with the sheriff who, as an elected official, also serves as jail warden.

**MINUTES** – April 22, 2021 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

**NEW BUSINESS**

Proclamation for Motorcycle Safety and Awareness Month. Members of the God's Country Chapter/ABATE attended to draw attention to the need for motorists to be on the lookout for motorcycles and the importance of cycle operators driving responsibly. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heimel yes.

Proclamation for Honoring the Anniversary of the United States of America Constitutional Convention (May 25, 1787). Drafted in recognition of the convention delegates, in emphasizing the importance of unity and participation in our representative democracy, and as a renewal of the commissioners' oath to support, obey and defend the U.S. Constitution. Potter County's proclamation will be shared with other Pennsylvania counties for potential adoption. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Municipal bid received for walk-in cooler and freezer from Gary Weigel for \$4,000. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Enterprise Fleet lease agreement for two leased vehicles for Potter County Human Services. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

Agreement with Pa. Emergency Management Agency for 9-1-1 statewide interconnectivity funding for the NorthCom Microwave Project. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Comm. Heimel yes; Grupp yes.

CDBG budget modifications for FFY 2019 Galetton Borough & Business Assistance Program; 2020 Ulysses Borough & Business Assistance Program & PCAC Recovery Support Initiative; and for FFY 2020 Business Assistance Program & PCAC Recovery Support Initiative. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Courthouse, July 1, 2021 to June 30, 2022, for \$350. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Contract with Doug Parsell for lawnmowing at District Judge Office property in Galeton. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

Contract renewal with MPS Consulting Firm for 911 fund management and consulting services, Jan. 1, 2021 through Dec. 31, 2021, for \$30,255.96, with funds provided by PEMA. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Professional service agreement between Potter County and Nutrition, Inc., dba PCN, for meals, April 22, 2012, to June 1, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

### **TRAINING REQUESTS**

--Isaac Musser and Susanne Boucher – PCHS – PS Enrichment Training: Lethality Training. Virtual.

--Dave Verbocy – PCHS – PDA Protective Service Basic Training. Virtual – no cost.

--Tena Emerson – PCHS – Everyday Lines.

--Kayla Wright – PCHS – Talking with Teens about Sex and Response to Youth with Problematic Sexual Behaviors. – Virtual.

--Jessica Giebel/Danielle Gietler – Administration – CCAP Admin. Conference. – Virtual.

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

### **PERSONNEL**

Warden Glenn Drake has hired Zachary Quinn Hamilton as a part-time corrections officer for the Potter County Jail, effective date June 7, 2021. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

Brittany Simms, Secretary/Clerk II, with the Potter County Probation Department has resigned, effective May 6, 2021. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Comm. Grupp yes; Heimel yes.

### **CHIEF CLERK REPORT**

Applications received for 2021 Liquid Fuel Tax Funds from Hector Township, \$2,827.90; and Wharton Township, \$670.16 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Comm. Hayman yes; Grupp yes.

### **COMMISSIONERS' REPORTS**

Commissioner Hayman elaborated on the Proclamation Honoring the Anniversary of the Constitution by stating that with the rights Americans have comes the duty to responsibly exercise those rights. He emphasized the potential damage that can occur if citizens lose trust in any of the three branches of the government.

Commissioner Heimel reported that the Revitalize Potter County Steering Committee is focusing on extension of high-speed internet to unserved sections of the county. A strategic plan calls for partnerships with service providers, townships, boroughs and school districts.

Commissioner Grupp provided an update on the county's administration of federal grants to provide COVID-19 coronavirus relief to businesses in the hospitality industry. She also provided updated statistics on local case counts and emphasized the importance of citizens becoming inoculated against the disease. The commissioners are working with the Pa. Dept. of Health and other partners to bring mobile vaccine clinics to multiple communities in the coming weeks.

**BILLS****Potter County Human Services Fiscal Summary (05/06/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$46,016.82
PAYROLL TAX TRANSFERS (EFTPS)	\$15,637.75
STATE TAX WITHHOLDINGS (ETIDES)	\$2,078.33
PAUC	
ACCOUNTS PAYABLE CHECKS – Check # 69879-696981	\$233,218.37
<b>Total Checks Written</b>	<b>\$296,951.27</b>

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

**Potter County Fiscal Summary – UPDATED 04/23/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033453-9033581			\$105,088.76
10	General Fund – Accounts Payable	135747-135838	135701	\$395.82	\$226,967.54
10	General Funds – A/P Manual Checks	904232142-904232147			\$147,297.11
15	North Fork Dam	135839			\$25.00
16	911 Fund	3185-3187			\$25,703.28
17	Saulter Preserve	135842			\$57.49
22	Farmland Preserve & Rollback	135842			\$52.00
34	V.O.J.O	135843-135844			\$195.72
35	Victim Services/RASA	135845-135846			\$1,174.28
37	Triple Divide Water Monitoring	135847			\$173.69
38	Divorce Fund	135848			\$22,933.00
53	COVID-19 County Relief Grant	135850			\$1,533.42
55	Phare Grant	135849			\$18,750.00

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

**Potter County Fiscal Summary – First of the Month - 05/01/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135851-135862	135317; 135700	\$330.45	\$108,910.36
10	General Fund – A/P Manual Checks	999154			\$35.00

16	911 Fund	3188-3189			\$421.15
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~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Comm. Hayman yes; Heimel yes.

**Potter County Fiscal Summary – Special Run - 05/04/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135863			\$200.00

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

**Potter County Fiscal Summary – 05/07/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033582-9033682			\$96,238.79
10	General Fund – Accounts Payable	135864-135945			\$191,251.56
10	General Funds – A/P Manual Checks	905072157-905072161			\$136,351.45
11	LEPC – Local Emergency Planning	2817-2819			\$168.10
16	911 Fund	3190-3194			\$3,014.63
17	Saulter Preserve	135946			\$163.10
18	Automation Fund (Civil)	135947			\$3,004.34
34	V.O.J.O	135948-135949			\$235.41
35	Victim Services/RASA	135950-135951			\$1,414.15
38	Divorce Fund	135952			\$517.62
60	Hotel Excise Tax Fund	135953-135954			\$39,888.18

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

**NEXT MEETING:** May 20, 2021

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

Prepared by Danielle Gietler

  
 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

### PROCLAMATION

## Motorcycle Safety and Awareness Month MAY 2021

**Whereas**, the safety of all Potter County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Potter; and

**Whereas**, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

**Whereas**, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques, and promoting motorcycle safety; and

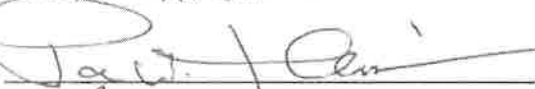
**Whereas**, during the month of May, God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E.) will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

**Now, Therefore**, in recognition of the importance of motorcycle safety on our county's roads and highways, the Potter County Board of Commissioners do hereby proclaim **May 2021** as **MOTORCYCLE SAFETY AND AWARENESS MONTH**. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

Given under our hands this 6<sup>th</sup> day of **May, 2021**.

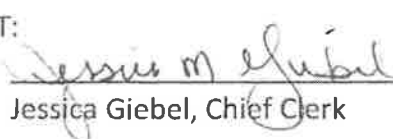
### POTTER COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Nancy J Grupp, Chairman

  
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Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Barry Hayman, Commissioner

ATTEST:

  
\_\_\_\_\_  
Jessica Giebel, Chief Clerk



Established  
1804

## County of Potter Board of Commissioners

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Barry Hayman, Commissioner

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

### PROCLAMATION

#### **Honoring the Anniversary of the United States of America Constitutional Convention (May 25, 1787)**

Whereas the U.S. Constitutional Convention first convened on May 25, 1787;

Whereas elected officials in the Commonwealth of Pennsylvania swear a sacred oath to support, obey and defend the Constitution and all of its 27 Amendments;

Whereas over the ensuing years our U.S. Constitution has been tried and tested through times of division, discord and challenges to our national security;

Whereas our Constitution has held firm as a sacred and enduring document that continues to serve as an unshaken foundation to our system of governance; and

Whereas it is in the best interest of our nation for the citizens of the United States of America to broaden their knowledge of the Constitution and participate in our representative government.

Now, therefore, be it proclaimed that the Potter County Board of Commissioners honors those dedicated framers/delegates who were called to the Constitutional Convention during this month in 1787, and reaffirms its commitment to support, obey and defend the U.S. Constitution.

Given under our hands this 6<sup>th</sup> day of **May, 2021**.

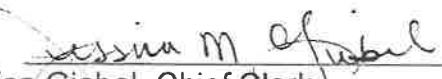
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Paul W. Heimel, Commissioner

  
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Barry Hayman, Commissioner

ATTEST:

  
\_\_\_\_\_  
Jessica Giebel, Chief Clerk