

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

June 2, 2022

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:00 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT ON AGENDA ITEMS

Citizen Kim Goodenough asked about the circumstances of the Director of Voter Registration’s resignation. Comm. Grupp responded that the current officeholder is retiring after 23 years of service.

MINUTES -- Meeting Minutes – May 19, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

GUEST: Jamie Shrawder with SEDA-COG announced that there will be a public hearing at 6 pm on June 22, 2022, for discussion of the county’s federal Community Development Block Grant at program. She also that SEDA-COG will continue to provide CDBG administration consulting service until the commissioners have filled the vacant Director of Community and Economic Development position.

NEW BUSINESS

Increase the county travel reimbursement rate from \$0.50 per mile to \$0.58.5 per mile, effective retroactive to June 1, 2022, in conformance to the federal government/IRS increase to the same amount. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Sale of Property from County Repository, as recommended by Tax Claim Bureau. Located at 25 Main Street in Austin Borough; offer of \$1,500.00. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Resolution No. 2 of 2022 – Appointment of Community Development Block Grant Section 504 Compliance Officer. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Establishment of a Grievance Policy for federally funded programs/services. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

CDBG – FFY 2021 consulting services agreement with SEDA-COG ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Contract with Doug Parsell for lawnmowing at District Judge’s Office in Galeton; \$40/mowing. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Statement of Work with Repeat Business System Inc., d/b/a Databranch, for information technology services technical support; effective 06/01/2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Aging (05/05/2022 – 06/30/2022)**

Florence (Sue) Mainus

Senior Center Operator Substitute

Operates the Sr. Center in the absence of the manager

20/21

N/A

21/22

\$10.00/hr.

■ **Drug & Alcohol (05/01/2022 – 06/30/2022)**

Alcohol & Drug Abuse Services N/A \$1000.00/hr. max of \$52,000.00
 Will provide screenings & assessments in the absence of a Care Manager for PCHS

■ **PCHS**

Bill Hau (05/23/2022 – 12/31/2022) N/A \$50.00/hr.
 Assist in the training of the new Fiscal Officer & year-end closing of PCHS programs.

PCHS CONTRACTS AND AGREEMENTS

Pam Glassmire (06/20/2022 – 06/19/2023) **21/22** N/A **22/23** \$41.00/hr.
 Training of new fiscal staff

■ **Aging (07/01/2022 – 06/30/2023)**

Florence (Sue) Mainus
 Senior Center Operator Substitute N/A \$10.00/hr.
 Operates the Sr. Center in the absence of the Manager

■ **Early Intervention (07/01/2022 – 06/30/2023)**

Susquehanna Software, Inc.
 El Billing software, tech support, mileage, maint. \$700.00/mo. \$800.00/quart.

■ **Intellectual Disabilities (07/01/2022 – 06/30/2023)**

Dickinson Center, Inc.
 Provides day program & community-based services for individuals with intellectual disabilities & autism

CPS/Community	\$5.36	\$6.98
CPS/Facility	\$4.01	\$5.23
CPS/Community 1-1	\$9.84	\$12.81
CPS/Facility 1-1	\$9.52	\$12.40
Companion Services (Level 2)	\$6.63	\$7.71
In-Home Comm. Support (Level 2)	\$8.08	\$10.28
Supported Employment Job Support	\$17.75	\$17.91
Small Group Employment	\$12.05	\$13.15
Clinical Interview/Psychologist	\$450.00	No Change

Health Ride Plus

Transportation for ID Consumers		
Zone 1 Transportation	\$26.31/trip	\$26.90/trip
Zone 2 Transportation	\$30.02/trip	\$31.50/trip
Zone 3 Transportation	\$41.12/trip	\$42.39/trip

Sue Sticklin/QDDP

QDDP/Level of Care Assessment		
Determines eligibility for ID Consumers		
QDDP/LOC Assessment	\$150.00/assessment	No Change
Mileage	\$0.58/mi. or state rate	No Change

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

TRAINING REQUESTS

- Jamie Wood & Kristen Gordon – PCHS CYS, Pa. Permanency Conference, June 22-24, 2022, in Pocono, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.
- Isaac Musser – PCHS Aging, PDA/P4A Quarterly Meeting, June 6-8, 2022, in Harrisburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

- Thomas Patterson – PCHS CYS, State Roundtable, June 6, 2022, in Omni – Bedford Springs Resort, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Kevin Hannan, full-time Correction Officer with the Potter County Jail, has resigned his position effective May 21, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Sandra Lewis, full-time Voter Registration/Elections Director, will be retiring effective September 30, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Tena Emerson, full-time County Caseworker 2 with PCHS, will be retiring effective June 28, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

LIQUID FUELS TAX APPLICATIONS

Applications received for 2022 Liquid Fuel Tax Funds from Genesee Township in the amount of \$2,043.33. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Grupp noted that Potter County Human Services is partnering with the Coudersport Arboretum to hold a Senior Citizens Expo at the arboretum on July 19. UPMC will offer COVID-19 vaccinations. Those seeking more information or in need of transportation can call 814-544-7315.

Commissioner Heimel, who chairs the Potter County Jail Board, presented an update on two risk management assessments being conducted at the jail, focusing on operations/facilities and human resources/personnel management. There is no cost to the county.

Commissioner Hayman gave an update on the community garden project. Applications are still being accepted for raised-bed garden plots. Those with questions should send email to bhayman@pottercountypa.net.

BILLS

Potter County Human Services Fiscal Summary (06/02/2022)

PAYROLL AUTOMATIC DEPOSITS	\$60,837.66
PAYROLL TAX TRANSFERS (EFTPS)	\$24,211.49
STATE TAX WITHHOLDINGS (ETIDES)	\$2,763.43
PAUC	\$54.09
Local W/H	\$900.11
Paytime P/R Charge	\$507.25
ACCOUNTS PAYABLE CHECKS – #72869-72973	\$145,003.37
ACCOUNTS PAYABLE CHECKS – #72868	\$52,581.27
Total Checks Written	\$286,858.67

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

Potter County Fiscal Summary –05/20/2022

<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	4394-4494			\$99,033.99
10	General Funds – Accounts Payable	139088-139194			\$258,422.31

10	General Funds – A/P Manual Checks	25			\$140,417.98
11	LEPC-Local Emergency Planning	2903-2904			\$2,105.26
15	North Fork Dam	139181			\$26.25
16	911 Fund	3351-3354			\$125,756.49
17	Saulter Preserve	139181			\$28.45
27	Substance Abuse (Act 198)	139158			\$4,000.00
28	Domestic Relations IV-D	1043-1044			\$377.50
34	V.O.J.O.	139137; 139145			\$185.75
35	Victim Services/RASA	139137; 139145			\$1,114.50
38	Divorce Fund	139137			\$49.99
55	Phare Grant	139152			\$18,750.00

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

Potter County Fiscal Summary – Special Run: 05/23/2022

<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	General Fund – Accounts Payable	139195			\$1,821.97
11	LEPC – Local Emergency Planning	2905			\$102.26

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

Potter County Fiscal Summary – Special Run: 05/27/2022

<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	General Fund – Accounts Payable	139196-139345			\$19,444.00

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

Potter County Fiscal Summary – Tax Collectors –05/31/2022

<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	4495-4524			\$7,820.52
10	General Funds – A/P Manual Checks	26			\$10,016.17

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

Potter County Fiscal Summary – First of the Month – 06/01/2022

<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	General Fund – Accounts Payable	139346-139358			\$126,398.35
10	General Funds – A/P Manual Checks	28			\$35.00
16	911 Fund	3355-3356			\$456.15

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

PUBLIC COMMENT:

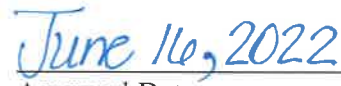
Citizen Mark Buffington requested that county personnel who are attending training report to the public on what they have learned. Comm. Grupp noted that results of training, much of which is mandatory, are often shared by attendees with other county employees. Mr. Buffington also expressed his opposition to a Local Economic Revitalization Tax Assistance (LERTA) ordinance under consideration in Genesee Township. The commissioners responded that townships and boroughs have certain authority under the LERTA law.

NEXT MEETING: Thursday, June 2, 2022 @ 11 a.m.

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



 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

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

RESOLUTION # 2 of 2022

THE POTTER COUNTY BOARD OF COMMISSIONERS APPOINTING A SECTION 504 COMPLIANCE OFFICER AND ESTABLISHING A GRIEVANCE PROCEDURE

WHEREAS, the County of Potter, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

WHEREAS, the County of Potter is statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations, as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973.

WHEREAS, the County of Potter must designate a Section 504 Compliance Officer who will serve as the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures.

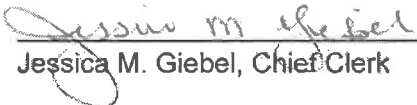
WHEREAS, the County of Potter has begun public outreach and consultation with interested parties to solicit input and feedback regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Potter as follows:

1. The Community Development Director is hereby designated as the County's Section 504 Compliance Officer.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all County owned facilities and programs.

I HEREBY CERTIFY that the above is a true and correct copy of a Resolution adopted at a regular meeting of the Board of Commissioners of the County of Potter, held on June 2, 2022.

ATTEST:



Jessica M. Giebel, Chief Clerk

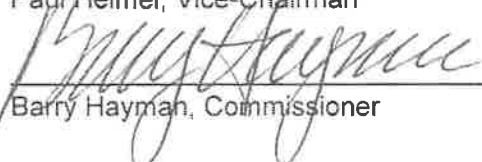




Nancy J. Grupp, Chairman



Paul Heimel, Vice-Chairman



Barry Hayman, Commissioner