

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

September 22, 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. Barry Hayman, Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel, all present. Comm. Heimel - absent

PUBLIC COMMENTS ON AGENDA

Citizen questioned the commissioners as to why there have been 4-6 deaths in the jail over the last several years & will Warden Milford be finding out why when she goes to this training that is listed on the agenda.

MINUTES – September 8, 2022, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

NEW BUSINESS

Resolution 5 Of 2022 - Tax Collectors to waive additional charges for real estate taxes.
~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Potter County Solid Waste 10-year plan. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

MATP FY 2022-2023 Allocation and Grant Agreement ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement for Telemental Health Services between CenClear and the Potter County Jail at a rate of \$181.00 per hour; effective October 1, 2022 – September 30, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging (09/01/2022 – 08/31/2023)**

Borough of Ulysses

Lease for Ulysses Sr. Center \$25.00/day of use \$25.00/day of use
Modifications made to include a bi-annual fire inspection, written permission for alterations to the premises and for liability for broken or damaged senior center property.

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

Mary Buzzard

Evaluation Nursing/Health Services \$29.69/15 mins. \$30.58/15 mins
Statewide increase rates for services

■ **Potter County Human Services (07/01/2022 – 06/30/2023)**

Dawn Bacon

Instructor for CPR & First Aid Training \$30.00/student No change
\$0.56/mile \$0.625/mile

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

TRAINING REQUESTS

Warden Milford to attend PCCA Fall Conference & Training Seminar; Harrisburg, PA. Requesting mileage & meals. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Warden Milford to attend PA Prison Warden Assoc. Fall Conference & Training Seminar in Washington, PA. Requests mileage & meals. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Treasurer Krista Miller to attend the 2022 Fall Workshop: Virtual attendance. Requests registration. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Treasurer Krista Miller to attend the CTA PA Fall Workshop; State College; Requests lodging; mileage; meals & parking. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Amanda Morey with PCHS Early Intervention to attend the 2022 Infant Toddler Early Intervention policy forum. Requests lodging; mileage & meals. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

PERSONNEL

Sheriff Glenn Drake has requesting to hire Joshua Jackson as part-time Courthouse Security Guard; effective September 19, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes.

Domestic Relations Director: Andrea L. Lehman is resigning her position effective September 29, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Domestic Relations PT Assistant Director: Rea Gible is resigning her position effective September 19, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Assistant Probation Administrator: Sarah Lieberman is resigning her position effective September 23, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Judge Stephen Minor has hired Sarah Lieberman as the Domestic Relations Director effective September 26, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes.

Prothonotary/Clerk of Courts; Kathy Schroeder has dismissed McKenzie Davis as part-time support clerk effective September 19, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Prothonotary/Clerk of Courts; Kathy Schroeder has hired Eric Bliss as full-time Secretary/Clerk II effective September 26, 2022. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes.

Deborah Lincoln; ID Program Specialist I will be retiring effective January 18, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

LIQUID FUELS TAX APPLICATIONS -

Applications received for 2022 Liquid Fuel Tax Funds from Sweden Township in the amount of \$2,253.99 and Shinglehouse Borough in the amount of \$2,090.66. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Hayman there are some small water/sewage programs; the public can get information on these programs by going to DCED or can email himself; Barry Hayman at bhayman@pottercountypa.net.

Commissioner Grupp reported that DEP has a program for abandoned wells in the state of PA and if you are aware of one you can contact 570-327-3636 for more information.

BILLS

Potter County Fiscal Summary –09/09/2022

<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 Checks	5002			\$267.06
10	Payroll – Direct Deposit	5497-5590			\$94,611.69
10	General Funds – Accounts Payable	140013-140105			\$229,611.85
10	General Funds – A/P Manual Checks	49			\$135,372.96
11	LEPC-Local Emergency Planning	2934-2938			\$1,523.24
14	Liquid Fuels	1756-1757			\$2,672.57
16	911 Fund	3404-3409			\$10,655.24
18	Automation Fund (Civil)	140051			\$1,123.92
32	Specialty Courts	140076			\$1,862.80
34	V.O.J.O.	140027; 140064; 140058			\$190.42
35	Victim Services/RASA	140027; 140064; 140058			\$1,142.52
38	Divorce Fund	140058			\$99.81
56	COVID-19 County Relief Grant	140015; 140078; 140098; 140015			\$26,438.17

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

Potter County Fiscal Summary – Special Run – 09/13/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	140106			\$272.64

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

PUBLIC COMMENT:

Citizen Lee Trayer was crushed to hear about the suicide at the jail & has a lot to say however she will say just a few things. How much will this recent death cost the taxpayers? The last one in 2017 ended with the county paying for funeral expenses and a trust for the individuals two daughters. Ms. Trayer questioned if Dawn Dovensky is still going into the jail, and she doesn't see where anything is being addressed regarding drug & alcohol addiction. Comm. Hayman responded that the Commissioners are just as saddened & appreciates the comments, questions, and concerns. Yes, Dawn is still going into the jail; & the board is trying to get other individuals in for mental health assessments and counseling and other services and it is very difficult.

Comm. Grupp added that as you heard in this meeting; a tele mental contract was just approved and there is liability insurance that does cover a portion of these situations. Comm. Grupp added that Dawn does go into the jail 1 night a week for Drug & Alcohol counseling. As for the psychiatric issues, everyone is struggling to find help. There is a mobile crisis center and officers are aware of this now and utilizing it. Bradford & Olean are the only two hospitals can or will take the mental health patients and that is only if beds are available.

Theresa asked if the Commissioners have a copy of the paperwork from legislature regarding the Tax Collectors Resolutions.

Citizen Mark Buffington wanted to know where he can find a list for what the COVID money can be used for – Comm. Grupp explained that \$40,000 was awarded to Genesee which is ARPA money. The second clarification Mr. Buffington wanted was on the placement on of election signs. There was a very lengthy discussion regarding this matter.

NEXT MEETING: Thursday, October 6, 2022 @ 11 a.m.

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



Potter County Executive Secretary



Approval Date

RESOLUTION NO. 5 of 2022
County of Potter, Pennsylvania

**A Resolution Requiring Tax Collectors to
Waive Additional Charges for Real Estate Taxes
if the Taxpayer Complies With
All Requirements of Act 57 of 2022**

WHEREAS, the Pennsylvania Legislature passed House Bill 430 which was signed into law on July 11, 2022 as Act 57 of 2022;

WHEREAS, said Act 57 of 2022 requires a taxing district to pass a resolution or ordinance to implement Act 57;

WHEREAS, Act 57 requires taxing districts that impose taxes on the assessed value of real property to adopt a resolution or ordinance within 90 days of the effective date of the act, or not later than January 9, 2023, directing the tax collector to waive additional charges for real estate taxes in certain situations; and

WHEREAS, the Potter County Commissioners desire to comply with the requirements of Act 57 of 2022.

NOW, THEREFORE, BE IT RESOLVED, that all Tax Collectors collecting any real estate taxes on behalf of the County of Potter shall comply with the provisions of Act 57 and this resolution for tax years beginning on or after January 1, 2023.

DEFINITIONS:

The following words and phrases shall have the meanings given to them within this resolution unless the context clearly indicates otherwise:

Additional charge: Any interest, fee, penalty, or charge accruing to and in excess of the face amount of the real estate tax as provided in the real estate tax notice.

Qualifying event:

1. For the purposes of real property, the date of transfer of ownership.
2. For manufactured or mobile homes, the date of transfer of ownership or the date a lease

agreement commences for the original location or relocation of a manufactured or mobile home on a parcel of land not owned by the owner of the manufactured or mobile home. The term does not include the renewal of a lease for the same location.

Tax Collector: All elected tax collectors who collect real estate taxes for the County of Potter, any authorized or designated delinquent tax collector, the Potter County Tax Claim Bureau, or any alternative collector of taxes as provided for in the act of July 7, 1947 (P.L. 1368, No.542), known as the "Real Estate Tax Sale Law," an employee, agent or assignee authorized to collect the tax, a purchaser of claim for the tax or any other person authorized by law or contract to secure collection of, or take any action at law or in equity against the person or property of the taxpayer for the real estate tax or amounts, liens or claims derived from the real estate tax.

WAIVER:

The Tax Collector shall, for tax years beginning on and after January 1, 2023, grant a request to waive additional charges for real estate taxes if the taxpayer does all of the following:

A. Provides a waiver request of additional charges, on a form provided by the state Department of Community and Economic Development, to the Tax Collector in possession of the claim within twelve (12) months of a qualifying event;

B. Attests that a tax notice was not received; and

C. Provides the Tax Collector in possession of the claim with one of the following:

1. A copy of the deed showing the date of real property transfer; or

2. A copy of the title following the acquisition of a mobile or manufactured home

subject to taxation as real estate showing the date of issuance or a copy of an executed lease agreement between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated showing the date the lease commences; and

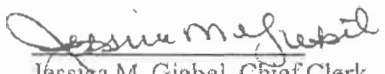
D. Pays the face value amount of the tax notice for the real estate tax with the waiver request.


ENACTED and ADOPTED this 22nd day of Sept., 2022.

POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chairperson

ATTEST


Jessica M. Giebel, Chief Clerk


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner