

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**October 20, 2022**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:19 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENTS ON AGENDA** - None

**MINUTES** – September 22, 2022 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

**GUESTS**

Marsha Dippold, employee support director at Dickinson Center Inc., appeared in conjunction with October as National Disability Awareness Month. Its purpose is to acknowledge the talents and contributions of people with disabilities and to educate the public about employment issues and support services.

Representatives of food banks in Potter County attended to receive \$10,000 checks from the county to support their operations in a time of growing demand and higher expenses. Funding comes from the county's allotment of federal COVID-19 coronavirus relief funds. Attending were Dawn Bacon, Austin; Brenda West, Shinglehouse; Ruth Davis, Ulysses; and Keri Powell, Coudersport. Payments were also provided to food banks in Galeton and Roulette.

**NEW BUSINESS**

Proclamation declaring October 2022 as National Disability Employment Awareness Month in Potter County. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Acceptance of high bid from Desmond Grant for a surplus microphone sound system advertised through Municibid. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Curt Weinhold notified the board that will not seek re-appointment on the Potter County Planning Commission when his term expires on Dec. 31, 2022. The commissioners thanked him for his 12 years of service. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Amendment to lease with the U.S. Dept. of Veterans Affairs for veterans medical clinic in county building at Mapleview; monthly rate \$625 from 10/1/2022 to 09/30/2023. Comm. Heimel said the board has requested that the VA expand operational hours at the local clinic after reducing them in 2021. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Agreement with KOS Inc. for maintenance of map plotter in the Potter County GIS Department, at an annual rate of \$1,250; October 1, 2022, to October 1, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Business Associate Agreement with Cen-Clear Inc. for provision of telepsychiatry services in county jail. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Harris Local Government proposal for IRS Form 1099 Year-End Assistance/Consultant Services at a fee of \$750. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes.

Contract with Christopher Bickel to remove snow for the Shinglehouse District Judge office at a rate of \$35/snow removal, effective Nov. 1, 2022 to March /2023. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes.

**TRAINING REQUESTS**

Nicola Wood, Jamie Wood and Kristen Gordon with Children and Youth Services to attend 2022 SWAN/IL Fall Quarterly Meeting, Clarion, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes.

Nicola Wood with Children and Youth Services to attend Foundation Modules 2-9, Meadville, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes.

Erica Hoadley and Michele Mather with Potter County Area Agency on Aging to attend National Council of Certified Dementia and Practitioners certification training, Wysox, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes.

**PERSONNEL**

Thomas Powell, records preservation clerk for the Prothonotary/Clerk of Courts Office, resignation effective Oct. 5, 2022. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Grupp seconded. Heibel yes; Grupp yes.

Kathy Schroeder has hired Thomas Powell as the part-time support clerk, effective Oct. 6, 2022. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Grupp seconded. Heibel yes; Grupp yes.

Warden Angela Milford is requesting promotion of Andrew Fry and Nicholas Bowman from part-time correction officers to full-time correction officers, effective Oct. 17, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes.

**LIQUID FUELS TAX APPLICATIONS** -

Applications received for 2022 Liquid Fuel Tax funds from Wharton Township, \$688.78, and Keating Township, \$1,503.94. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes.

**COMMISSIONERS' REPORTS**

Commissioner Grupp reminded the public that Oct. 24 is the last day to register in order to be eligible to vote in the Nov. 8 election.

Commissioner Heibel reported on the resurrection the Pennsylvania State Land Tax Fairness Coalition to seek an increase in payments-in-lieu-of-taxes (PILT) for state-owned land to school districts, counties and local governments. The group also believes that a portion of money paid to the state for timber sales and oil/gas leases on this tax-exempt land should be shared with the taxing bodies. A previous lobbying campaign by the coalition in 2016-17 has resulted in an increase of nearly \$4 million in PILT payments to Potter County to date. Comm. Heibel also reported that the local steering committee for the national pilot program, "Developing Arts & Culture for Community and Economic Development," is working on its strategic plan.

**BILLS**

**Potter County Human Services Fiscal Summary (10/20/2022)**

PAYROLL AUTOMATIC DEPOSITS	\$46,762.22
PAYROLL TAX TRANSFERS (EFTPS)	\$14,404.74
STATE TAX WITHHOLDINGS (ETIDES)	\$2,027.90
PAUC	\$39.75
Local W/H	\$660.57
Paytime P/R Charge	\$153.75

ACCOUNTS PAYABLE CHECKS – Check #73997-74106	\$205,907.25
ACCOUNTS PAYABLE CHECKS – Check #73996	\$170.00
<b>Total Checks Written</b>	<b>\$270,126.18</b>

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

**Potter County Fiscal Summary – Special Run – 10/20/2022**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
56	COVID-19 County Relief Grant	140275-140280			\$60,000.00

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

**NEXT MEETING:** Thursday, October 22, 2022 @ 11 a.m.

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

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

  
 \_\_\_\_\_  
 Approval Date



Established  
1804

## County of Potter Board of Commissioners

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Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Barry Hayman, Commissioner

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

### PROCLAMATION

#### National Disability Employment Awareness Month

October 2022

**WHEREAS**, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy;

**WHEREAS**, in this spirit, the County of Potter, Pennsylvania is recognizing National Disability Employment Awareness Month this October to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities;

**WHEREAS**, this month reinforces the value and talent people with disabilities add to our workplaces and communities and affirm Potter County's commitment to an inclusive community;

**NOW THEREFORE**, the Commissioners of Potter County, Pennsylvania do hereby proclaim October 2022 as "**National Disability Employment Awareness Month**". In doing so, we call upon employers, schools and other community organizations in Potter County, Pennsylvania to observe this month, and to advance its important message that people with disabilities are equal to the task throughout the year.

Given under our hands this 20<sup>th</sup> day of **October 2022**.

Nancy J. Grupp, Chair

Paul W. Heimel, Commissioner

Barry Hayman, Commissioner

ATTEST:

Jessica M. Giebel, Chief Clerk