

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

October 6, 2022

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:16 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS ON AGENDA - None

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

GUEST

Director David Hyde from A Way Out provided an update on the agency's programs and services as well as trends over the past year. Of the new clients serviced by A Way Out over the past 12 months, 158 were women, 41 children, and 55 men. The latter figure has been rising steadily. He detailed the agency's addition of shelter services for victims and a new mobile advocacy team being rolled out in partnership with Cameron and Elk counties. Mr. Hyde also noted that A Way Out has been responding to more exceedingly violent attacks over the past two years.

NEW BUSINESS

Proclamation for October as Domestic Violence Awareness Month ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Resolution 5 of 2022 for repurposing of revolving loan/program income. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

Amendment to extend the use of Community Development Block Grant FFY 2019 funds for Galeton Borough. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

2022 CDBG application disclosure report ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

Appointment of Gail Allen to be appointed to Potter County Human Services Advisory Board. Term of 11/1/2022 to 11/01/2025. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Memorandum of understanding between Potter County Commissioners, Northern Tier Community Action Corp., Potter County Housing Authority, Potter County Human Services and A Way Out for administration of the state PHARE grant for rent/utility assistance benefitting low-income households. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heibel yes.

2023 Tax Anticipation Loan proposals were received from First Citizens Community Bank, C&N and Juniata Valley Bank. Lowest interest rate of 2.55 percent with no fees was offered by JVB. ~ **Action** ~ Comm. Hayman moved to approve JVB quote. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Snow-removal contract with Gary Leach for Galeton District Judge office at rate of \$45 per removal, effective 11/1/2022 to 03/2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

2022 9-1-1 Statewide Interconnectivity Grant Agreement. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance service of the copier in the Potter County Sheriff's office, \$342.00 per year, effective Oct. 8, 2022 to Oct. 8, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heibel yes.

Amendment to agreement for telemental health services between CenClear and the Potter County Jail. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging (07/01/2022 – 06/30/2023)**

Jennifer Ann Davis, RDN, LDN

Dietician monitoring home-delivered/congregate meals \$ 55.45/hr. No Change
(plus expenses at the state-approved rate)

■ **Children & Youth (07/01/2022 – 06/30/2023)**

Leon Kaple, Independent Living

Dependent/Delinquent – Transitional Living Program IL Coordinator/Contracted \$25.00/hr. No Change

Northern Potter School District

School-based caseworker \$6,000.00 No Change

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

CARE for Children

Evaluation Occupation Therapy	\$ 33.69/15 mins	\$34.70/15 mins
Occupational Therapy	\$ 33.69/15 mins	\$34.70/15 mins
IFSP Teaming Occupational Therapy	\$ 33.69/15 mins	\$34.70/15mins
Evaluation Speech Pathology	\$243.90/eval	\$251.22/eval
Speech Pathology	\$ 33.69/15 mins	\$34.70/15 mins
IFSP Teaming Speech Pathology	\$ 33.69/15 mins	\$34.70/15mins
Evaluation Special Instruction	\$ 29.69/15 mins	\$30.58/15 mins
Special Instruction	\$ 29.69/15 mins	\$30.58/15 mins
IFSP Teaming Special Instruction	\$ 26.69/15 mins	\$30.58/15mins
Evaluation Physical Therapy	\$ 33.69/15 mins	\$34.70/15 mins
Physical Therapy	\$ 33.69/15 mins	\$34.70/15 mins
IFSP Teaming Physical Therapy	\$ 33.69/15 mins	\$34.70/15mins

Concern Professional Service for Children, Youth & Families

Dependent/Delinquent – Visitation, Visit Coaching, other services

Description	Prior Cost	Current Cost
Visit Coaching*	\$45.73	\$55.75
Supervised Visitation**	\$39.37	\$52.87
Intensive Family Reunification Services***	\$61.00	\$64.49
Parenting Education****	\$50.51	\$54.00
Transportation (Portal to Portal)	\$30.60	\$32.96
Intensive Foster Care age 0-21	\$109.74 (No change)	\$146.16
Intermediate Foster Care Ages 0-21	\$84.34 (No change)	\$109.93
Traditional Foster Care Ages 0-18	\$56.10 (No change)	\$70.73
Medical Level I Foster Care	\$96.49 (No change)	\$129.75
Medical Level II Foster Care	\$80.85 (No change)	\$107.86
Medical Level III Foster Care	\$64.25 (No change)	\$86.44
Medical Level IV Foster Care	\$50.44 (No change)	\$68.62
Mother/Baby Foster Care	\$141.40 (No change)	\$181.56
Community Residential Rehabilitation Board Rate	\$50.28 (No change)	\$60.61
Treatment Unit for Boys	\$223.89 (No change)	\$284.95
SAAY – Psycho-Sexual Assessment	\$150.00 per hour (No change)	\$150.00 per hour (No change)
SAAY – Clinical Services (Individual/Family)	\$90.00 per hour (No change)	\$90.00 per hour (No change)
SAAY – Clinical Services (group)	\$42.00 per Client/per Session	\$42.00 per Client/per Session
Recruitment of Foster Families	\$20,470.00	\$9,750.00

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

TRAINING REQUESTS

Billie Jean Guinther, secretary in Sheriff’s Department, real estate training, Hershey, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Chief Assessor Jake Ostrom, AAP Fall Conference, Lancaster, Pa. Required for recertification. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

PERSONNEL

Sandy Hoffman, first deputy, Treasurer Office, resignation effective 9/23/22 ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Judge Stephen Minor has hired Sandy Hoffman as the Domestic Relations assistant director, effective 9/26/22. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Treasurer Krista Miller has hired Robin Pekarski as first deputy, effective 9/29/22. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Gail Allen, PCHS Coordinated Services, resignation effective 10/31/22/ ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

COMMISSIONERS’ REPORTS

Commissioner Grupp reported that the 92nd annual conference of the Potter County Assn. of Township Official will be held in Oct. 29 at the Coudersport Fire Department Training Center. She also reported that there were 40 COVID-19 coronavirus and/or flu shots administered during a clinic held as part of the Falling Leaves Outdoors Show in Coudersport.

Commissioner Heimel discussed his communication with representatives of the National Sheriffs Assn. about the NSA’s new IGNITE program. NSA has offered to work with county jail administrators to implement programs that have been proven to reduce the number of offenders who commit crimes after their release. He also reported on the recent brainstorming session for the county’s pilot program, “Using Arts/Culture for Economic and Community Development.” Potter was one of six counties chosen nationwide for free consulting services as part of a federal initiative.

BILLS

Potter County Human Services Fiscal Summary (10/06/2022)

PAYROLL AUTOMATIC DEPOSITS	\$46,151.33
PAYROLL TAX TRANSFERS (EFTPS)	\$14,143.40
STATE TAX WITHHOLDINGS (ETIDES)	\$2,001.80
PAUC	
	\$39.24
Local W/H	\$652.05
Paytime P/R Charge	\$496.75
ACCOUNTS PAYABLE CHECKS – Check #73896-73995	\$106,983.01
ACCOUNTS PAYABLE CHECKS – Check #73894	\$481.69
ACCOUNTS PAYABLE CHECKS – Check #73895	\$2,386.13
Total Checks Written	\$173,335.40

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

Potter County Fiscal Summary –09/23/2022

<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	Payroll – Direct Deposit	5592-5686			\$96,720.92
10	General Funds – Accounts Payable	140107-140170			\$107,858.88
10	General Funds – A/P Manual Checks	50			\$137,106.97
11	LEPC-Local Emergency Planning	2939-2940			\$1,227.86
15	North Fork Dam	140158			\$25.00
16	911 Fund	3410-3418			\$16,173.55
17	Saulter Preserve	140158			\$33.01
28	Domestic Relations IV-D	1048			\$660.00
34	V.O.J.O.	140134; 140139			\$229.76
35	Victim Services/RASA	140134; 140139			\$1,380.24
56	COVID-19 County Relief Grant	140109; 140163			\$8,173.25
59	P.C.Victim Impact Panel (CO)	140150			\$120.00
64	Gas Well Impact-Capital Reserve	140135			\$700.00

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

Potter County Fiscal Summary – Special Run – 09/29/2022

<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	140183			\$1,136.41

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

Potter County Fiscal Summary – Special Run – 09/30/2022

<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	5687-5716			\$7,820.39
10	General Funds – Accounts Payable	51			\$10,016.30

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

Potter County Fiscal Summary – First of the Month 10/01/2022

<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 Funds – Accounts Payable	140171-140182			\$237,623.99
10	General Funds – A/P Manual Checks	54			\$35.00
16	911 Fund	3419-3420			\$421.15

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

Potter County Fiscal Summary –10/07/2022

<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	5717-5813			\$94,805.52
10	General Funds – Accounts Payable	140184-140274			\$176,136.20
10	General Funds – A/P Manual Checks	55			\$134,079.13
11	LEPC-Local Emergency Planning	2941-2946			\$3,650.85
16	911 Fund	3421-3429			\$6,969.87
18	Automation Fund (Civil)	140225			\$737.85
34	V.O.J.O.	140192; 140229; 140216			\$193.98
35	Victim Services/RASA	140192; 140229; 140216			\$1,163.85
56	COVID-19 County Relief Grant	140206; 140244			\$54,186.14
62	CDBG Entitlement	140190; 140240; 140250			\$48,568.38

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

PUBLIC COMMENT:

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

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



 Potter County Executive Secretary



 Approval Date



Established
1804

COUNTY SEAL
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

RESOLUTION # 5 OF 2022
**RESOLUTION OF THE COMMISSIONERS OF POTTER COUNTY RESCINDING THE ECONOMIC
DEVELOPMENT LOAN REVOLVING FUND**

WHEREAS, the County of Potter receives an annual allocation of federal Community Development Block Grant (CDBG) funds under Act 179 of the Commonwealth of Pennsylvania, Department of Community and Economic Development; and

WHEREAS, the County has used CDBG funds to fund several business loans and then used loan repayments to fund new loans which is considered a revolving loan fund; and

WHEREAS, the County has not offered loans for several years and funds repaid on Economic Development Loans were placed into the CDBG program bank account; and

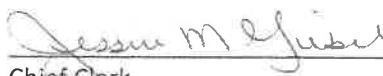
WHEREAS, the County wishes to use these funds for activities other than economic development loans; and

WHEREAS, a public hearing was held to provide an opportunity for public comment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Potter that, the modification dated October 6, 2022, be approved and that the Chairperson is hereby authorized to submit the same to the Pennsylvania Department of Community and Economic Development.

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 October 6, 2022.

ATTEST



Chief Clerk

POTTER COUNTY



Nancy J. Grupp, Chairperson


Paul Heimel, Vice-Chairperson


Barry Hayman, Commissioner



Established
1804

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

County of Potter Board of Commissioners

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PROCLAMATION

Domestic Violence Awareness Month

October 2022

WHEREAS, the crime of domestic violence violates an individual's privacy and dignity, security and humanity due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse;

WHEREAS, the problems of domestic violence cut across all economic, racial, gender, age, sexual orientation, and societal barriers, and are supported by indifferences, and;

WHEREAS, the impact of domestic violence is wide-ranging, directly affecting individuals and society here in Potter County, throughout the United States and the world, and;

WHEREAS, it is victims of domestic violence that have been in the forefront of efforts to bring peace and equality to the home,

NOW THEREFORE, in recognition of the important work done by domestic violence programs generally, and A Way Out in particular, the Potter County Commissioners do hereby proclaim the month of October 2022, as "**Domestic Violence Awareness Month**" and urges all Potter County citizens to actively work toward improving victim safety and holding perpetrators of domestic violence abuse accountable for their actions.

Given under our hands this 6th day of **October, 2022**.



Nancy J. Grupp, Chair




Paul W. Heimel, Commissioner



Barry Hayman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk