

~ Minutes ~

POTTER COUNTY COMMISSIONERS MEETING

November 17, 2022

(Meetings recorded and destroyed after meeting minutes 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. Barry Hayman, Comm. Paul Heimel, Comm. Nancy Grupp, Recording Secretary Danielle Gietler, and Chief Clerk Jessica Giebel, all present.

PUBLIC COMMENTS ON AGENDA ITEMS –

MINUTES – November 3, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes.

Special Meeting November 9, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

NEW BUSINESS

Resolution #7 of 2022 – Area Transportation Authority Local Match FY 2023-24 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Resolution #8 of 2022 – Tax and Revenue Anticipation Note 2024 with Juniata Valley Bank of Coudersport ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Appointment of Georgianna Leete to the Potter County Hospital Authority, term effective January 1, 2023 - December 31, 2027. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

CONTRACTS AND AGREEMENTS

FY 2022 State Homeland Security Grant Program Agreement ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreements with Davis Ulmer Sprinkler Co. for sprinkler system monitoring at Gunzburger Building, \$2,520; and fire alarm monitoring as follows: Gunzburger Building, \$1,665; District Judge/VA Clinic, \$370; Emergency Services Building, \$370; Courthouse, \$725; Education Center/Water Street, \$400; Jail, \$1,875. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Agreement renewal with Thomas R. Shaffer, Esq., to serve as county solicitor and Daniel F. Glassmire, Esq., to serve as assistant county solicitor, Jan. 1, 2023 to Dec. 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

One-year agreement renewals with KOS Inc., for maintenance service of the copy machines at Jail, \$342; Domestic Relations, \$342; Elections/Voter Registration Office, \$.0085 per copy. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Work Experience/Community Service Agreement with Pa. CareerLink Inc. for Workforce Innovation and Opportunity temporary employee in the Potter County Register & Recorder Office. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ Mental Health

Transitional Living (12/01/22 – 06/30/23)

Provides housing for individuals in Potter County coming out of state institutions

\$950.00/mo.

\$1,500.00/mo.

Warren General Hospital

Short-term inpatient hospitalization for individuals
Suffering from mental illness.

No Cost-MA Fund

No Change

■Children & Youth (07/01/22 – 06/30/23)

The Guidance Center-Project Rapport & PAT

Project Rapport (per unit)

N/A

\$15.62/15 min.

Parent as Teachers (per unit)

N/A

\$15.62/15 min.

■Intellectual Disabilities (07/01/22 – 06/30/23)

Service Access & Management, Inc. (SAM Inc.) rate revision to prior contract.

Support/coordination for the Intellectual Disabilities Program

\$21.12/ qtr. hr.

■Aging (11/11/22 – 06/30/23)

Barbara Busch, Pa.-Medi Assistant – Required by the Pa Dept. of Aging. Will assist Pa.-Medi Counselor w/data entry, annual open enrollment & other activities on an as needed basis.

\$25/hr. + exp.

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

TRAINING REQUESTS

Erica Hoadley and Michele Mather, PCHS Area of the Aging, National Council of Certified Dementia Practitioners. Registration fee only. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PERSONNEL

Judge Stephen Minor clarified that the compensation for Mark Spencer, temporary trainer for Domestic Relations Office, includes travel reimbursement from residence in Tioga County. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Potter County Jail Corrections Officer Andrew Fry resigning, effective Nov. 22, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Sheriff Glenn Drake has hired Randall Franklin as part-time Courthouse Security Guard, effective Nov. 7, 2022. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

COMMISSIONERS' REPORTS

Commissioner Grupp responded to inquiries about election worker training and related topics. Voting machines at some polling places in the Nov. 8 general election were not function when voters arrived at 7 am because keys had inadvertently been omitted when supplies were distributed by the County Elections Office. This error was discovered at 5:30 am and officials began delivering the keys shortly thereafter. The Commissioners have conferred with the Elections Office and established a procedure whereby all of the materials will be double-checked prior to being distributed. Some changes in the training of local poll workers will also be implemented.

Commissioner Hayman added that poll workers on Nov. 8 had been provided with emergency ballots and provisionary ballots which could be used in lieu of machine-voting if, for any reason, the voting machines were not properly function. He added that most or all of the voting precincts had all machines operational by 8 am.

Commissioner Heimel presented an update on the State Land Tax Fairness Coalition. The group is plotting strategies for effective lobbying in Harrisburg. Members are also seeking support from County Commissioners Assn. of Pa., Pa. State Assn. of Township Supervisors, Pa. School Boards Assn., Pa. Assn of Rural and Small Schools, Pa. State Grange and Pa. Assn. of Realtors. Goal is to increase the amount of money paid to townships, school districts and the county in lieu of taxes for state-owned forest, game and park lands, which are all tax-exempt; and obtain a share of the money paid to the state from timber sales and gas/oil leasing with the local taxing bodies.

BILLS

Potter County Human Services Fiscal Summary (11/17/2022)

PAYROLL AUTOMATIC DEPOSITS	\$48,110.89
PAYROLL TAX TRANSFERS (EFTPS)	\$14,822.91
STATE TAX WITHHOLDINGS (ETIDES)	\$2,085.56

PAUC	\$40.90
Local W/H	\$679.33
Paytime P/R Charge	\$153.75
ACCOUNTS PAYABLE CHECKS – Check #74219-74312	\$169,107.48
ACCOUNTS PAYABLE CHECKS – Check #74218	\$462.50
Total Checks Written	\$235,463.32

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

Potter County Fiscal Summary –11/04/2022

<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	5941-6037			\$91,074.72
10	General Funds – Accounts Payable	140393-140484			\$123,807.25
10	General Funds – A/P Manual Checks	61			\$128,552.02
14	Liquid Fuels	1758-1759			\$7,305.29
15	North Fork Dam	140465			\$150.89
16	911 Fund	3437-3444			\$8,790.81
20	Supervision Fee (County) (CO)	140476			\$599.60
32	Specialty Courts	140394; 140433; 140461; 140480			\$789.34
34	V.O.J.O.	140417			\$184.09
35	Victim Services/RASA	140417; 140478			\$2,641.48
59	P.C. Victim Impact Panel (CO)	140451			\$120.00
60	Hotel Excise Tax Fund	140444; 140477			\$89,581.47

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

Potter County Fiscal Summary – Special Run – 10/26/2022

<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	140389-140392			\$27,498.23

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

Potter County Fiscal Summary –11/18/2022

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #s</i>	<i>Voided Check #s</i>	<i>Voided Check Amt</i>	<i>Total</i>
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10	Payroll – Checks	5003			\$210.40
10	Payroll – Direct Deposit	6038-6134			\$100,869.87
10	General Funds – Accounts Payable	140485-140594			\$238,563.74
10	General Funds – A/P Manual Checks	63			\$143,66.84
11	LEPC – Local Emergency Planning	2949-2951			\$212.71
14	Liquid Fuels	1760-1761			\$4,238.43
15	North Fork Dam	140579			\$25.00
16	911 Fund	3445-3454			\$33,900.31
17	Saulter Preserve	140579			\$26.36
18	Automation Fund (Civil)	140534			\$737.85
34	V.O.J.O.	140521; 140540			\$242.34
35	Victim Services/RASA	140521; 140540			\$1,488.21
38	Divorce Fund	140540			\$726.05
56	COVID-19 County Relief Grant	140532; 140560; 140485			\$68,159.88
64	Gas Well Impact-Capital Reserve	140492; 140496; 140505			\$15,000.00

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

PUBLIC COMMENT:

Citizens Kim Goodenough and Mark Buffington shared their concerns about election administration in the county. Mr. Buffington said he has documented multiple occasions when local poll workers have not complied with all elements of their training and suggested that the Commissioners appoint a separate Potter County Board of Elections rather than serving in that capacity themselves.

NEXT MEETING: Thursday, December 1, 2022 @ 11 a.m.

ADJOURNMENT: ~ **Action** ~ Comm. Heimel moved to adjourn. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman 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

One North Main Street, Suite 207
Coudersport, Pennsylvania 16915
Telephone: 814-274-8290 Fax: 814-274-8284
www.pottercountypa.net

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

RESOLUTION #7 of 2022

Potter County, Pennsylvania

RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2023-2024

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$40,236.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year July 1, 2023-June 30, 2024.

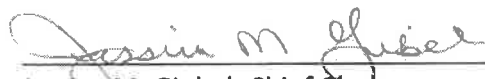
Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT	
	DUE	PAYMENT DUE BY
July 1, 2023 – September 30, 2023	\$10,059.00	August 15, 2023
October 1, 2023 - December 31, 2023	\$10,059.00	November 15, 2023
January 1, 2024 – March 31, 2024	\$10,059.00	February 15, 2024
April 1, 2024 – June 30, 2024	\$10,059.00	May 15, 2024

We, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 17th day of November, 2022.

POTTER COUNTY COMMISSIONERS

ATTEST:



Jessica M. Giebel, Chief Clerk



Nancy J. Grupp, Chair



Paul Heimel, Vice-Chair



Barry Hayman, Commissioner



Established
1804

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RESOLUTION #8 OF 2022 *Potter County, Pennsylvania*

RESOLUTION AUTHORIZING TAX AND REVENUE ANTICIPATION NOTE

Whereas, the Board of Commissioners, of Potter County, Pennsylvania, hereinafter called the Local Government Unit, anticipates current revenues as yet uncollected; and

Whereas, the said Local Government Unit has inadequate funds for current expenditures; and

Whereas, the said Local Government Unit has determined that it is necessary to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated revenues; and

Whereas, The Juniata Valley Bank has submitted to the said Local Government Unit a proposal to purchase a tax anticipation note of the Local Government Unit and the Local Government Unit desires by the adoption of this resolution to accept such proposal and authorize the issuance and sale of its tax and revenue anticipation note;

Now therefore, Be It Resolved that:

(1) The Local Government Unit hereby authorizes the issuance of a tax and revenue anticipation note in the amount of \$1,000,000.00 in anticipation of the receipt of current taxes and revenues to be sold at private sale.

(2) There shall be twenty (20) notes each in the denomination of \$50,000.00, each shall be redeemable at any time at the option of the officers of the Local Government Unit without penalty or premium, shall be fully registered without coupons, as of the date issued and sold, bear interest at the rate of 2.55 percent, shall mature on December 31, 2023, and shall be payable at the 64 Main St., Port Allegany office of the Lender, shall be substantially in the form annexed to the resolution as Exhibit A and hereby made a part of the resolution as though fully set forth in this place.

(3) The proposal of The Juniata Valley Bank to purchase the note dated September 29, 2022, is hereby accepted and shall be incorporated into the minutes of this meeting. A true and correct copy of said Proposal is attached hereto as Exhibit B, and the appropriate executive officers are hereby authorized and directed to execute and deliver a duplicate original of the acceptance of said proposal to the Lender.

(4) The Local Government Unit hereby pledges to the Lender and grants to the Lender a first lien and charge on its taxes and revenues to be received during the period when the note is outstanding to secure the payment of the indebtedness evidenced hereby and the interest thereon.

(5) Payment of principal and interest shall be made in the following amounts and on the following dates: Each of the twenty (20) fifty thousand dollar (\$50,000.00) denomination notes shall, if sold, be repaid on or before December 31, 2023 with principle amount of \$50,000.00 to be repaid plus interest at a rate of 2.55% per annum with a maximum interest payment amount for the entire year of \$1,275.00 with the actual amount of interest to be paid calculated by multiplying said maximum interest amount of \$1,275.00 times a ratio which has as its numerator the number of days between the date the note was issued and sold and the date the note was repaid and has as its denominator 360 days.

(6) The appropriate executive officer be and hereby is authorized and directed to execute and deliver in the name of, on behalf of, and under the seal of, the Local Government Unit, the tax and revenue anticipation note in the form and containing terms described above, and the Secretary of the Local Government Unit be and hereby is authorized and directed to attest the same.

(7) The appropriate executive or fiscal officer be and hereby is authorized and directed to prepare or cause to be prepared and to file a Certificate as to Taxes and Revenues to be Collected as required by Section 8128 of the Local Government Unit Debt Act. A true and correct copy of said Certificate is attached hereto as Exhibit C.

(8) The executive officers of the Local Government Unit be and hereby are authorized and directed to perform all acts which are necessary and proper for the valid issuance and securing of the note.

IN WITNESS WHEREOF, the undersigned has hereunto set their hand and affixed the seal of the Local Government Unit this 17th day of November 2022.


POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner

Attest:


Jessica M. Giebel, Chief Clerk