

~ *Minutes* ~
POTTER COUNTY COMMISSIONERS MEETING
December 15, 2022
(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:17 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

MINUTES – December 1, 2022, ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

AGENDA AMENDMENT

To add under New Business (below)- Approval for Potter County and Potter County Human Services pay increase for non-union and appointed employees for 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

NEW BUSINESS

Resolution #9 of 2022 – Plan Readoption; Residential Anti-Discrimination & Relocation Assistance Plan and Title VI of the Civil Rights Act of 1964 Complaint Procedure. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Resolution #10 of 2022 – Excessive Force Policy. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Resolution #11 of 2022 – Tax Levy for Budget Year 2023 and Per-Capita Tax Rate. Real estate tax will remain at 18.5 mills. Per-capita tax will not be collected. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Appointments to Potter County Planning Commission -- Tim Walck and Nicole Brown Zaun, terms of Jan. 2023 to Dec. 2026, filling expired terms of incumbents Rance Baxter and Curt Weinhold. The commissioners expressed their appreciation to Mr. Baxter and Mr. Weinhold for their volunteer service. **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

2023 Base-Rate Salary Schedule for non-union and appointed employees Potter County and Potter County Human Services, including an increase of 2% ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Potter County and PC Human Services 2.25% pay increase for non-union and appointed employees in 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Potter County Tax Claim Bureau accounts held with C&N Bank to require signatures by three commissioners, treasurer, and chief clerk. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Opening of sealed bid for camera system at the jail. One bid received from Linstar for \$119,907.77. ~ **Action** ~ Comm. Heimel moved to accept. Comm. Grupp seconded. Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Renewal of agreement John R. Thomas, Esq., and Rebecca Ann Krieg as co-conflict counsel for Potter County Court, Jan. 1, 2023, to Dec. 31, 2023, at \$100.00/hour. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Statement of work with Repeat Business System Inc., d/b/a Databranch, for IT technical support, effective 01/01/2023 to 12/31/2023 at a rate of \$3,295/month. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Agreement between Potter County and Northern Tier Children’s Home for court-referred women at Women’s Residential Rehabilitation Center, \$80 per day, 01/01/2023 – 12/31/2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Agreement between Potter County Register of Wills & Recorder of Deeds Office and Kofile Technologies Inc. for preservation of two deed books at a rate of \$7,970. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Grant to Bingham Township for \$20,000 (from Pa. Act 13 Restricted Use Local Bridge Fund). ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Contract for Service between Potter County EMA and McCutcheon Ent. (HAZMAT response), effective 01/01/2023 to 12/31/2023, for \$2,500. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

| <u>PCHS CONTRACTS AND AGREEMENTS</u> | <u>21/22</u> | <u>22/23</u> |
|---|--------------|-------------------|
| ■AGING (11/23/2022 – 11/23/2023) | | |
| <i>Karpinski's Office Systems (KOS)</i> | New Contract | \$.008/black copy |
| Maintenance Agreement – Aging | | \$.07/ color copy |

| | | |
|---|--------------|----------------|
| ■PCHS (11/23/2022 – 11/23/2023) | | |
| <i>Karpinski's Office Systems (KOS)</i> | New Contract | \$.297.00/year |
| Maintenance Agreement – Fiscal | | |

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

PERSONNEL

Larry Goodwin, Chief Sheriff Deputy, is retiring effective Jan. 3, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Grupp seconded. Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Grupp announced that Northern Tier Action Corp. will administer the new Whole-Home Repair Grant Program for Potter County. The county has been awarded \$200,000. Comm. Grupp also announced that a link will be placed on the county website to allow citizens to check the accuracy of a FCC database reflecting availability of high-speed internet service.

Commissioner Heimel discussed his conversation with officials from the Pa. Dept. of Conservation and Natural Resources concerning Denton Hill State Park. He emphasized to them the importance of the park to the Potter County economy and quality of life. DCNR is awaiting the results of its recent request for proposals from prospective vendors/partners before determining the next steps in rehabilitation and revitalization of the park.

BILLS

Potter County Human Services Fiscal Summary (12/15/2022)

| | |
|--|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$46,290.95 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$14,358.50 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$2,017.28 |
| PAUC | \$39.57 |
| Local W/H | \$657.07 |
| Paytime P/R Charge | \$152.00 |
| ACCOUNTS PAYABLE CHECKS – Check #74418-74529 | \$271,835.56 |
| Total Checks Written | \$335,350.93 |

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

Potter County Fiscal Summary –12/02/2022

| <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 | 6241-6337 | | | \$94,003.71 |
| 10 | General Funds – Accounts Payable | 140838; 140839-140841 & 140842 | 140696 & 140791 | | \$622,014.05 |

| | | | | | |
|----|--------------------------------------|---------------|--|--|--------------|
| 10 | General Funds – A/P Manual Checks | 68 | | | \$194,747.73 |
| 14 | Liquid Fuels | 1762 | | | \$1,458.53 |
| 16 | 911 Fund | 3457-3460 | | | \$6,678.60 |
| 32 | Specialty Courts | 140832 | | | \$25.07 |
| 34 | V.O.J.O | 140777;140791 | | | \$187.95 |
| 35 | Victim Services/RASA | 140777;140791 | | | \$1,56.45 |

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

NEXT MEETING: Thursday, December 29, 2022 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date



*Established
1804*

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*

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

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

POTTER COUNTY

PLAN READOPTION

RESOLUTION NO. 9 of 2022

A RESOLUTION of the County of Potter, Commonwealth of Pennsylvania, a subgrantee of federal Community Development Block Grant (CDBG) funding from the Pennsylvania Department of Community & Economic Development (DCED) to readopt plans/policies which must be maintained, addressing civil rights and other procedural requirements.

WHEREAS, the County of Potter ensures that the plans and policies have been prepared and maintained in accordance with the federal and state regulations of the CDBG Program; and

WHEREAS, the required plans and policies are maintained by SEDA-Council of Governments on behalf of the County of Potter in the administration of the County's CDBG Program; and

WHEREAS, DCED has informed the County of Potter that it now requires the plans and policies to be readopted every five years; and

WHEREAS, SEDA-Council of Governments shall ensure that the plans and policies are compliant with federal and state regulations; and

WHEREAS, a schedule of the County of Potter's plans and policies to be readopted are delineated below:

1. Anti-Displacement and Relocation Assistance Plan – Previously adopted on August 13, 2020
2. Complaint Procedure – Previously adopted on September 26, 2019
3. Excessive Force Policy – Previously adopted on September 12, 2019

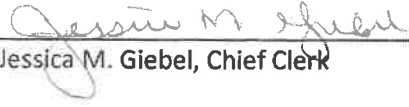
NOW, THEREFORE, BE IT RESOLVED by the Potter County Commissioners that the SEDA-Council of Governments Community Development Program staff are hereby authorized to review, revise, maintain, and present the plans and policies to the County of Potter no less than every five (5) years;

BE IT FURTHER RESOLVED, that this authorization and designation shall expire should there cease to be a Professional and Administrative Services Agreement by and between SEDA-Council of Governments and the County of Potter for administration of the County's CDBG Program.

By adoption of this Resolution during the Potter County Commissioners regular meeting, the plans and policies delineated above are hereby adopted effective December 15, 2022.

POTTER COUNTY

ATTEST:




Jessica M. Giebel, Chief Clerk



Nancy J. Grupp, Chairperson



Paul Helm, Vice-Chairman



Barry Hayman, Commissioner



*Established
1804*

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

County of Potter
Choose an item:
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

**POTTER COUNTY
RESOLUTION NUMBER 10 of 2022**

EXCESSIVE FORCE POLICY

A RESOLUTION of the County of Potter, Commonwealth of Pennsylvania regarding non-violent civil rights demonstrations in accordance with P.L. 101-144, Section 519.

WHEREAS, the County of Potter supports the prohibition of excessive force by law enforcement agencies against any individuals engaged in non-violent civil rights demonstrations; and

WHEREAS, the County of Potter supports the applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations; and

WHEREAS, it is a requirement of the Community Development Block Grant program; and

NOW, THEREFORE, BE IT RESOLVED that the County of Potter adopts this as the County's policy against excessive force relative to non-violent civil rights demonstrations.

Adopted by the Potter County Commissioners at a regular public meeting on December 15, 2022.

ATTEST:



Jessica M. Giebel, Chief Clerk

POTTER COUNTY



Nancy J. Grupp, Chairperson



Paul Heimel, Vice-Chairman



Barry Hayman, Commissioner



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1804

County of Potter Board of Commissioners

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

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

RESOLUTION #11 OF 2022 County of Potter, Pennsylvania

Tax Levy for Budget Year 2023 And Per Capita Tax Rate

WHEREAS, the law of Pennsylvania (16 P.S. 1 et seq. – “The County Code”) authorizes the Board of Commissioners of the County of Potter to adopt a budget and to levy a rate of taxation on real estate subject to taxation located within Potter County;

WHEREAS, the Board of Commissioners of Potter County desires to adopt and approve a budget for calendar year 2023 for the County of Potter and to set a tax levy for county taxes and real estate subject to taxation located within Potter County;

WHEREAS, additional revenues are required to meet the essential services which the County provides, and the obligations imposed upon the County; and

WHEREAS, the Commissioners desire to keep taxes as low as possible for the residents of Potter County while still providing the necessary and useful services of County Government.

NOW THEREFORE, be it resolved, and it is hereby resolved as follows:

1. **RESOLVED**, that the rate of taxation for County tax purposes for the calendar year 2023 shall be 18.50 mill on every thousand dollars of 2023 valuation of real estate subject to taxation located in Potter County, Pennsylvania. The rate of taxation on each 100 dollars assessed valuation of taxable property amounts to \$1.85 (one dollar, eighty-five cents per one hundred dollars of assessed valuation).

2. **RESOLVED**, that the temporary suspension of per capita tax which, in calendar year 2013, was reduced from the prior rate of \$5.00 per person on all those subject to taxation to the new rate of \$0.00 per person, shall continue to be \$0.00 per person for calendar year 2023. In other words, the per capita tax will continue to be temporarily suspended and will not be collected in 2023.

This resolution shall become effective immediately.

DULY ADOPTED at the regular meeting of Potter County this 15th day of December, 2022.

POTTER COUNTY COMMISSIONERS



Nancy J. Grupp, Chair

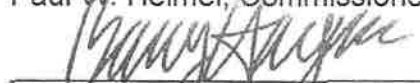
Attest:



Paul W. Heimel, Commissioner



Jessica J. Giebel, Chief Clerk



Barry Hayman, Commissioner

