

~ *Minutes* ~
POTTER COUNTY COMMISSIONERS MEETING
October 5, 2023

(Meeting recordings are destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:02 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT ON AGENDA ITEMS

MINUTES – Sept. 21, 2023, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

GUESTS:

In recognition of Domestic Violence Awareness Month, Dave Hyde and Ann Heitzenrater from A Way Out discussed trends and factors affecting Potter County. They also detailed services provided to victims of domestic violence and sexual abuse. Lack of available and affordable housing remains one of the agency's stiffest challenges.

Marsha Dippold, employee support director with Dickinson Center Inc., attended to spread awareness of services that are available to facilitate employment of disabled citizens. She emphasized the contributions that people with disabilities bring to workplaces and the economy. Dickinson Center has resources available for families and employers. She said the theme for National Disability Employment Awareness Month is "Advancing Access and Equity."

NEW BUSINESS

Domestic Violence Awareness Month Proclamation ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

National Disability Employment Awareness Month Proclamation ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Proclamation of Fire Prevention Week, Oct. 8-14. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

Proposals for proving the county's 2024 tax anticipation loan were received from JVB and C&N. JVB offered the lowest interest rate in this line of credit at 5.13 percent with no fees. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Memorandum of understanding to administer the Pennsylvania Home Investment Partnership Program between Potter County Commissioners, Northern Tier Community Action Corp, Potter County Housing Authority, Potter County Human Services and A Way Out. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreement renewal with Davis-Ulmer for annual inspection of fire suppression system at the Potter County Jail, \$1,875. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Contract with Amy Oharold for cleaning services at the Shinglehouse District Judge Office at a rate of \$20/week, Sept. 25, 2023, to Dec. 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

Quote with Databranch for SMARTnet hardware and software maintenance for \$7,238, effective Oct. 31, 2023, to Nov. 1, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

Service contract with ROK Technologies for Planning/GIS Department at a monthly cost of \$4,277.59, effective Oct. 1, 2023, to Sept. 30, 2025. Department employee Pete DiBiase described the value of the ROK services for data storage and security, supporting creation of maps and related geospatial information services for use by the county, emergency response organizations and businesses/professions who pay a fee. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

<u>PCHS AGREEMENTS</u>	<u>22/23</u>	<u>23/24</u>
■ Aging (07/01/23 – 06/30/24)		
<i>Schweigart, Charlotte</i>		
Senior Center Operator Substitute	\$7.25/hr.	\$13.00/hr.
■ Children & Youth (07/01/23 – 06/30/24)		
<i>Concern Professional Service for Children, Youth, & Families</i>		
Recruitment of Foster Families	\$9,750.00	\$5,000.00
■ Drug & Alcohol (07/01/23 – 06/30/24)		
<i>Davis Archway; Facility # 107036 and #107112</i>		
Drug and Alcohol Treatment-Inpatient/Halfway House		
Level 3.7 WM	\$350.00/day	No Change
Level 3.5	\$250.00/day	No Change
Level 3.1	\$122.00/day	No Change

<u>PCHS AGREEMENTS</u>	<u>22/23</u>	<u>23/24</u>
■ Mental Health (07/01/23 – 06/30/24)		
<i>Coudersport Area School District</i>		
Student Assistance program/available training	Up to \$325.00/person Up to 5 individuals	No Change
<i>MHS Multi-Health Systems, Inc.</i>		
Juvenile Inventory For Functioning (JIFF)		
FAS Maintenance	\$454.00	\$485.00
JIFF	\$652.00	\$697.00

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

TRAINING REQUESTS

Treasurer Krista Miller, CTAPA Fall Seminar, Oct. 17, 2023, in State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

Potter County Treatment Court Team, PATCP 2023 Conference, Oct. 11-13, 2023, in State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

BillieJean Guinther, sheriff's secretary, Sheriff Sale Training Seminar, Oct. 20, 2023, in Shippensburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Comm. Heimel yes; Grupp yes; Hayman yes.

Chief Assessor Jake Ostrom AAP Fall Conference, Nov. 2-3, 2023, in State College. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

Shayleen Tucker, Drug & Alcohol Services, Screening and Assessment training, online, Oct. 15-19, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Shayleen Tucker, Drug & Alcohol Services, Case Management Skills training, online, Oct. 26-27. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

Thomas Patterson, PCHS Director, PACHSA Fall Conference, Oct. 24, 2023, in Harrisburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Comm. Heimel yes; Grupp yes; Hayman yes.

Thomas Patterson, PCHS Director, PACA MHPS, Nov. 16, 2023, in Bedford, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Sheriff Drake has terminated the employment of Phillip Lauer, part-time courthouse security guard, effective Sept. 20, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

Judge Stephen Minor has hired Payden Bice to fill full-time adult probation officer position, effective Oct. 16, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

Promotion of Kayla Wright to Mental Health Program Specialist II (director), filling a vacancy, effective Oct. 9, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

Revised effective date for resignation of Maureen Mahaley, PCHS fiscal director, to Oct. 20, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

LIQUID FUELS TAX APPLICATIONS

Applications received for 2023 Liquid Fuel Tax funds from Abbott Township, \$1,921.25, and Coudersport Borough, \$4,649.82. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

COMMISSIONERS' REPORTS

Commissioner Hayman noted that the commissioners are seeking bids for sale of the former Oswayo Valley Senior Center in Shinglehouse. Those interested in inspecting the property can attend an opening house from 9 am to 2 pm on Oct. 11, 2023.

Commissioner Heimel detailed initiatives he is pursuing for military veterans and their families through his service on the National Veterans and Military Services Committee. These include spreading awareness of veterans benefits and service through the PACT Act, support for veterans caregivers, pursuing federal funding for county veterans service officers, addressing veterans' homelessness, breaking down barriers for civilian employment, and support of Operation Green Light, a project to light up buildings in green to express appreciation of veterans raise awareness of their needs.

Commissioner Grupp announced that the Coudersport Senior Center will host a countywide gathering of senior center attendees from 10 am to 2 pm on Oct. 25. She also noted that there will be a General Recovery Hub listening session on the effectiveness of mental health services at 5 pm on Thursday, Nov. 2. The purpose of the listening session is to find out what is working in Potter County, and ways we can improve these vital services.

BILLS

Potter County Fiscal Summary – 09/22/2023

<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 – Direct Deposit	8624-8715			\$96,005.26
10	General Fund – Accounts Payable	143006-143083; 143084	143066; 143068		\$118,063.53
10	General Fund – A/P Manual Checks	125			\$136,876.14
11	LEPC – Local Emergency Planning	3034-3036			\$375.31
14	Liquid Fuels	1783			\$2,334.53

15	North Fork Dam	143069			\$30.00
16	911 Fund	3601 - 3611			\$32,461.08
17	Saulter Preserve	143069			\$37.03
32	Specialty Courts	143077			\$1,526.40
34	V.O.J.O	143029			\$180.00
35	Victim Services/RASA	143029			\$1,080.00
64	Gas Well Impact-Capital Reserve	143044			\$4,899.70

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

Potter County Fiscal Summary – 09/25/2023

<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 Fun – Accounts Payable	143089-143091			\$482,718.50

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

Potter County Fiscal Summary – 09/25/2023

<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 – Direct Deposit	8716 – 8745			\$7,841.73
10	General Fund – A/P Manual Fund	128			\$10,049.79

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

Potter County Fiscal Summary – First of the Month 10/01/2023

<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 Fund – Accounts Payable	143092 - 143106			\$76,031.64
10	General Fund – A/P Manual Checks	129			\$35.00
11	LEPC – Local Emergency Planning	3037			\$579.03
16	911 Fund	3612-3613			\$421.15
34	V.O.J.O	143093			\$7.95

Case # 6-Harris-EPMA-11130

35	Victim Services/RASA	143093			\$47.70
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~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Potter County Human Services Fiscal Summary (10/05/2023)

PAYROLL AUTOMATIC DEPOSITS	\$41,890.12
PAYROLL TAX TRANSFERS (EFTPS)	\$11,858.15
STATE TAX WITHHOLDINGS (ETIDES)	\$1,788.30
PAUC	\$40.93
Local W/H	\$582.55
Paytime P/R Charge	\$484.34
ACCOUNTS PAYABLE CHECKS – Check #76633-76701	\$43,212.19
ACCOUNTS PAYABLE CHECKS – Check #766632	\$5,494.32
Total Checks Written	\$105,350.90

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

PUBLIC COMMENT:

Two county residents expressed concern about short-term rental units and their impact in Potter County. They questioned whether the Airbnb lodging facilities are in compliance with building code regulations as well as tax provisions. The commissioners noted that many of the issues raised are regulated by the state or township/borough governments. They also agreed to review tax assessment issues raised during the discussion.

NEXT MEETING: Thursday, Oct. 19, 2023, at 11 a.m.

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



 Potter County Executive Secretary

October 19, 2023
 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

PROCLAMATION Domestic Violence Awareness Month October 2023

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 2023, 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 5th day of October 2023.



Nancy J. Grupp, Chair




Paul W. Heimel, Commissioner



Barry Hayman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk



Established
1804

Nancy J. Grupp, Chair
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PROCLAMATION

National Disability Employment Awareness Month

October 2023

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;

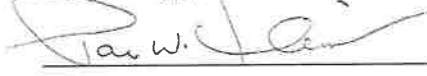
WHEREAS, this month reinforces the value and talent people with disabilities add to our workplaces and communities and affirm Potter County's commitment to an inclusive community;

NOW THEREFORE, the Commissioners of Potter County, Pennsylvania do hereby proclaim October 2023 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 5th day of October 2023.



Nancy J. Grupp, Chair

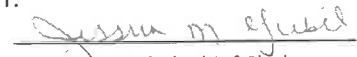


Paul W. Heimel, Commissioner



Barry Hayman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk



*Established
1804*

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Board of Commissioners**

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PROCLAMATION

2023 Fire Prevention Week

October 8 – 14, 2023

WHEREAS, the County of Potter is committed to ensuring the safety and security of all those living in and visiting our state; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,800 people in the United States in 2021, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 338,000 home fires; and

WHEREAS, cooking is the leading cause of home fires in the United States and fire departments responded to more than 166,400 annually between 2016 and 2020; and

WHEREAS, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

WHEREAS, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

WHEREAS, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and

WHEREAS, Potter County's residents should turn pot handles toward the back of the stove; always keep a lid nearby when cooking; keep a three-foot kid-free zone around the stove, oven, and other things that could get hot; watch what they heat; and set a timer to remind them that they are cooking; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires almost in half; and

WHEREAS, Potter County's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Potter County residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2023 Fire Prevention Week™ theme, "Cooking safety starts with YOU. Pay attention to fire prevention™," effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

THEREFORE, we, the Commissioners of Potter County do hereby proclaim October 8-14, 2023, as Fire Prevention Week throughout this county, and we urge all the people of Potter County to check their kitchens for fire hazards and use safe cooking practices during Fire Prevention Week 2023, and to support the many public safety activities and efforts of Potter County's fire and emergency services

Given under our hands this 5th day of October 2023.

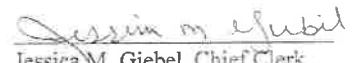
POTTER COUNTY BOARD OF COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner

ATTEST:


Jessica M. Giebel, Chief Clerk