

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**May 5, 2022**

(Meeting recordings are destroyed after meeting minutes are approved.)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:03 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

- None -

**MINUTES** – Meeting Minutes – April 21, 2022 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel abstain.

**GUESTS**

A.B.A.T.E Members were presented with a proclamation recognizing May 2021 as Motorcycle Safety and Awareness Month. The group thanked the commissioners for their continued support.

**NEW BUSINESS**

Proclamation for Motorcycle Safety and Awareness Month ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Proclamation for May 2022 as Mental Health Awareness Month. Details of the ongoing mental health services and current issues in Potter County were shared during a previous meeting by Bryonna Mann, director of mental health services. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Shannon Work from Potter County Human Services has resigned from the Alcohol, Tobacco and Other Drugs Advisory Board due to term limits. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Appointment of David Shalkowski to ATOD Advisory Board; Term 04/01/2022 – 04/01/2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel; yes; Hayman yes.

Reappointment of Thomas Patterson to the ATOD Advisory Board; Second Term 04/01/2022 – 04/01/2025. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Agreements with Cleveland Brothers Equipment Company for annual maintenance services of the generators at F.W. Gunzburger County Office Building, \$1,038.00, and the Potter County Jail, \$1,007.00. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel; yes; Hayman yes.

Renewal with KOS Inc. for maintenance of office equipment for Potter County Courts. Rate of \$84.00 per machine/per service call on copiers and \$84.00 per machine/per service call on typewriters, printers, fax machines; April 1, 2022 through March 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

**20/21**

**21/22**

**■ Children & Youth**

<u>Mariah Morris, Independent Living</u> (04/05/21 – 06/30/2022) IL Coordinator	New Contract	\$35,000/yr.
<u>Concern Professional Srv. For CY &amp; Families</u> (12/10/21 – 06/30/2022) Recruitment of Foster Families	New Contract	\$20,470/yr.

**21/22**

**22/23**

**■ Children & Youth**

<u>Avanco International, Inc.</u> (07/01/22 – 06/30/2023) CAPS (Avanco)	\$29,242.00/yr.	
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**■ Coordinated Services**

<u>Sweden Valley Cabins</u> (07/01/22 – 06/30/2023) Homeless	Current Hotel Rate	No Change
<u>A WAY OUT</u> (07/01/22 – 06/30/2023) Homeless	Current Hotel Rate	No Change
<u>Heart Response (Christmas House)</u> (07/01/22 – 06/30/2023) Client Services	\$45.00/family	No Change
<u>Gail Allen</u> (07/01/22 – 06/30/2023) Escort for Mental Health Transports	0-4 hrs. \$ 70.00 4-8 hrs. \$120.00 8 + hrs. \$240.00	No Change
<u>Sweden Valley Manor</u> (07/01/22 – 06/30/2023) Transportation	\$2.15/loaded mi.	No Change
<u>Health Ride Plus</u> (07/01/22 – 06/30/2023) Transportation	\$2.25/loaded mi.	No Change
<u>Health Ride Plus – Addendum</u> (07/01/22 – 06/30/2023) Transportation	\$2.25/loaded mi.	\$2.15/ld. mi.
<u>Northern Tier Children's Home</u> (07/01/22 – 06/30/2023) Transportation	\$45.00/day \$ 5.00/meal	No Change
<u>UPMC Cole Skilled Nursing &amp; Rehabilitation</u> (07/01/22 – 06/30/2023) Transportation	\$2.15/loaded mi.	No Change

**■ Mental Health**

Concern

Intensive Behavioral Health Services

Maximum of \$20,000 at a rate of \$12.87/15 minute unit for individuals with Medical Assistance only and \$29,000/15-minute unit for individuals without Medical Assistance and Community Care Behavioral Health, both with prior approval from Mental Health Director. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**TRAINING REQUESTS**

Will Hunt & Pete DiBiase GIS/Planning to attend Pa. GIS Conference, June 13-15, 2022. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman; yes; Heimel yes.

Katie Taylor with PCHS Drug and Alcohol to attend the Commonwealth Prevention Alliance Conference virtually. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Bryonna Mann and Patrick Harris with PCHS to attend the 2022 Forensics/Criminal Justice Conference, State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

**PERSONNEL**

Hiring of Parker Glover for the Summer Intern in the Administration/Fiscal Office, effective May 18, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

David Apple, part-time seasonal maintenance employee, has resigned his position effective April 7, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Susan Widnikiewicz, Senior Center Operator with PCHS, has resigned her position effective May 27, 2022. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Robert and Monica Bowman, van drivers with PCHS, have resigned their positions effective April 26, 2022. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2022 Liquid Fuel Tax Funds from Bingham Township, \$2,406.99; Oswayo Borough, \$363.19; Oswayo Township, \$1,458.53; and Roulette Township, \$2,538.58. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Hayman reported that progress continues on the Community Garden, being established on Water Street in Coudersport. Initially developed as a community service program for inmates and those on probation, its mission has expanded to also address food insecurity. A grant to help cover expenses was received from UPMC Health Plan. Penn State Extension and the Potter County Conservation District are playing major roles. Volunteers are needed to help plant and maintain the raised boxes.

Commissioner Heimel reported that officials from Potter, Cameron and Clinton are spearheading a lobbying campaign in support of higher payments in lieu of taxes (PILT) for state forest land and a portion of timber sale and gas/oil lease revenue being shared by the state with school districts, local governments and counties. A similar campaign in 2015-16 resulted in a considerable increase in PILT payments continuing to be received by those same taxing bodies each year.

Commissioner Grupp announced that the board's quarterly Town Hall/Listening Session scheduled for May 11 has been cancelled due to scheduling conflicts. Next public session is planned for 6 pm on August 10, 2022, at the Gunzburger Building.

**BILLS**

**Potter County Human Services Fiscal Summary (05/05/2022)**

PAYROLL CHECK (CHECK #5 )	\$2,197.94
PAYROLL AUTOMATIC DEPOSITS	\$46,571.84
PAYROLL TAX TRANSFERS (EFTPS)	\$15,440.58
STATE TAX WITHHOLDINGS (ETIDES)	\$2,145.34
PAUC	\$42.00
Local W/H	\$698.80
Paytime P/R Charge	\$511.50
ACCOUNTS PAYABLE CHECKS – #72623-72728	\$380,351.11

ACCOUNTS PAYABLE CHECKS – #72621	\$248.53
ACCOUNTS PAYABLE CHECKS – #72622	\$359.58
<b>Total Checks Written</b>	\$448,567.22

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

**Potter County Fiscal Summary – 04/22/2022**

<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	3861-3960			\$100,254.47
10	General Funds – Accounts Payable	138878-138973			\$143,036.18
10	General Funds – A/P Manual Checks	20			\$142,934.54
11	LEPC-Local Emergency Planning	2900			\$1,800.00
15	North Fork Dam	138962			\$26.25
16	911 Fund	3340-3343			\$30,774.45
17	Saulter Preserve	138962			\$25.00
18	Automation Fund (Civil)	138934			\$3,564.11
20	Supervision Fees (County) (CO)	138934; 138951			\$166.60
22	Farmland Preserv. & Rollback	138935			\$50.00
32	Specialty Courts	138881			\$178.80
34	V.O.J.O.	138926			\$180.00
35	Victim Services/RASA	138926			\$1,080.00
56	COVID-19 County Relief Grant	138896			\$32,443.50

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

**Potter County Fiscal Summary – Special Run: 04/25/2022**

<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 Fund – Accounts Payable	138974-138978	138914; 138960	\$4,152.06	\$27,433.03

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

**Potter County Fiscal Summary – Special Run: 04/26/2022**

<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	138979			\$1,318.50

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

**Potter County Fiscal Summary – Special Run: 04/29/2022**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll – Direct Deposit	3961-3990			\$7,820.52
10	General Fund – A/P Manual	21			\$10,016.17

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

**Potter County Fiscal Summary – First of the Month – 05/02/2022**

<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	General Fund – Accounts Payable	138980-138991			\$116,113.35
10	General Fund – A/P Manual Checks	23			\$35.00
16	911 Fund	3344-3345			\$421.15

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

**NEXT MEETING:** Thursday, May 5, 2022 @ 11 a.m.

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

### PROCLAMATION

#### Motorcycle Safety and Awareness Month MAY 2022

**Whereas**, the safety of all Potter County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Potter; and

**Whereas**, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

**Whereas**, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques, and promoting motorcycle safety; and

**Whereas**, during the month of May, God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E.) will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

**Now, Therefore**, in recognition of the importance of motorcycle safety on our county's roads and highways, the Potter County Board of Commissioners do hereby proclaim **May 2022** as **MOTORCYCLE SAFETY AND AWARENESS MONTH**. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

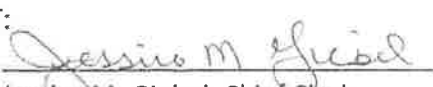
Given under our hands this 5<sup>th</sup> day of **May 2022**.

#### POTTER COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Nancy J. Grupp, Chairman

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Barry Hayman, Commissioner

ATTEST:   
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk



*Established  
1804*

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

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### PROCLAMATION

#### **Mental Health Awareness Month**

**May 2022**

**WHEREAS**, mental health is essential to everyone's overall health and well-being; and

**WHEREAS**, one in five Americans live with a mental health condition; and

**WHEREAS**, stigma and stereotypes associated with mental illnesses often keep people from seeking treatment that could improve their quality of life; and

**WHEREAS**, all Americans experience times of difficulty and stress in their lives, and should feel comfortable in seeking help and support to manage these times; and

**WHEREAS**, one in ten children has a serious emotional disturbance, if untreated, can lead to school failure, physical illness, substance use, jail, and even suicide; and

**WHEREAS**, suicide is the tenth leading cause of death in the United States and the second leading cause of death for our Nation's youth today; and

**WHEREAS**, mental health recovery is a journey of healing and transformation, enabling people with a mental illness to live in a community of his or her choice while striving to achieve his or her full potential; and

**WHEREAS**, research has shown that diet, exercise, sleep, and stress management can help Americans protect their mental health and well-being; and

**WHEREAS**, each citizen, business, school, government agency, healthcare provider, and organization has a responsibility to promote mental health and well-being for all.


**NOW, THEREFORE,** Potter County Board of Commissioners, do hereby recognize May 2022 as Mental Health Awareness Month in Potter County and call this observance to the attention of our citizens.

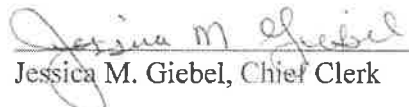
Given under our hands this 5<sup>th</sup> day of **May 2022.**

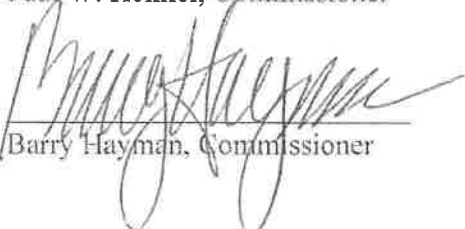
**POTTER COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Nancy J. Grupp, Chair

ATTEST:

  
\_\_\_\_\_  
Paul W. Heimel, Commissioner

  
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk

  
\_\_\_\_\_  
Barry Hayman, Commissioner