

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
JANUARY 25, 2024
(Meetings recorded and destroyed after mtg. mins. 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 Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT ON AGENDA ITEMS

Marian Butler asked for clarification of the Professional Service Agreement for the County Sheriff's Office appearing on the meeting agenda and shared her views on it.

MINUTES – January 11, 2024, ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

NEW BUSINESS

Change in election polling locations: Coudersport Ward 2: from St. Eulalia Catholic Church to Coudersport Vol. Assn. building; Galeton Ward 1: from St. Bibiana's Catholic Church to Galeton Public Library. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Shannon Work to the Human Services Advisory Board, Dec. 1, 2023, to Nov. 30, 2026. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Reappointment of Stephen Pifer to Solid Waste Authority, Jan. 1, 2024, to Dec. 31, 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Reappointment of Gary Morley to Solid Waste Authority, Jan. 1, 2024, to Dec. 31, 2028. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment of C. Robert Wicker as the Industry Representative, and Kelly Bruno as the Economic Development Representative, to six-county Comprehensive Economic Development Strategy Committee, Jan. 1, 2024, to Dec. 31, 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Kal Logue as Planning/Community Development Representative, and Ellen Russell as the At-Large Member to six-county Comprehensive Economic Development Strategy Committee, Jan. 1, 2024, to Dec. 31, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Memorandum of Understanding between Potter County Commissioners and Teamsters Local Union No. 110 for provision of sign-on bonuses for newly hired part-time corrections officers. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Professional Service Agreement with AMP Global Strategies for 911 communications system maintenance, Jan. 1, 2024, to Dec. 31, 2024; cost, \$234,820. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Professional Service Agreement with ZA (Zelenkofske Axelrod LLC) for audit services for Potter County Commissioners & Potter County Human Services as follows:

<u>Commissioners:</u>	<u>PCHS:</u>
2023:\$27,300	\$35,200
2024:\$28,100	\$36,250
2025:\$28,900	\$37,300

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

Agreement renewal with Marco for maintenance on the copier in the Veterans Affairs Office at a fee of \$300, Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Funding for bridge project in Sylvania Township in the amount of \$40,000, provided through Pa. Act 13 Shale Gas Impact Fee Restricted Use Funding for local bridges. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Professional Service Agreement with the Sheriff's Office for Paula Weber to temporary provide secretarial services for two days per week at a rate of \$25 per hour. ~ **Action** ~ Comm. Heibel moved to table. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

PCHS AGREEMENTS

23/24

24/25

■ **Aging (3/01/2024-03/01/2025)**

CSRB Holdings

Lease agreement for Coudersport Sr. Center

N/A

\$1,500/mo.

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

TRAINING REQUESTS

Treasurer Krista Miller, CTAPA Spring Seminar, April 17, 2024, in State College, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Glenn Dunn, Kathleen Brooks and James O'Shea, PEMA training, Feb 12, 2024, virtually. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.

Crystal Thomas, Drug/Alcohol Dir., PACDAA Meeting, March 13-15, 2024, Harrisburg, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

PERSONNEL

Promotion of Mary Freeman from Aging Care Manager 2 to Aging Deputy Administrator, effective Feb. 12, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Rossman said that the board is working on a plan to address concerns about the need for additional staffing in the Veterans Affairs Department.

Commissioner Heibel announced that the county is soliciting proposals for consultants to conduct a review of county finances, operations and staffing, through the Pa. Dept. of Economic and Community Development's Strategic Management Planning Program.

Commissioner Grupp reported that the Potter County Hazardous Materials Mitigation Plan is posted on the county website for public comment, which is due by Feb. 4.

BILLS

Potter County Fiscal Summary – Special Run 01/05/2024

<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	143915			\$267.13

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

Potter County Fiscal Summary – 01/12/2024

<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 – Direct Deposit	9463-9550			\$102,292.43
10	General Fund – Accounts Payable	143916 – 144016			\$306,562.88
10	General Fund – A/P Manual Checks	158			\$145,847.47
11	LEPC – Local Emergency Planning	3053-3074			\$10,462.86
16	911 Fund	3663-3671			\$22,245.93
18	Automation Fund (Civil)	143955			\$1,143.89
22	Farmland Preserv. & Rollback	143982			\$6.56
32	Specialty Courts	143920			\$80.78
34	V.O.J.O	143944; 143964			\$184.05
35	Victim Services/RASA	143944; 143964			\$1,104.30
38	Divorce Fund	143920			\$46.96
51	Capital Project Fund	143981			\$200,000.00
55	Phare Grant	14397			\$18,750.00
59	P.C. Victim Impact Panel	143986			\$132.00

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

Potter County Fiscal Summary – Special Run - 01/12/2024

<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 – A/P Manual Checks	149			\$183.06

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

Potter County Human Services Fiscal Summary (1/25/2024)

PAYROLL AUTOMATIC DEPOSITS	\$42,651.85
PAYROLL TAX TRANSFERS (EFTPS)	\$12,469.96
STATE TAX WITHHOLDINGS (ETIDES)	\$1,844.65
PAUC	\$42.20
Local W/H	\$600.89
Paytime P/R	\$625.92
ACCOUNTS PAYABLE CHECKS – Check #77356-77474	\$219,897.41
Total Checks Written	\$278,132.88

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

Potter County Tax Claim Bureau Fiscal Summary (01/26/2024)

ACCOUNTS PAYABLE CHECKS – Check #17469-17472	VOIDED
ACCOUNTS PAYABLE CHECKS – Check #17473-17476	\$29,823.76
Total Checks Written	\$29,823.76

~ **Action** ~ Comm. Heibel moved to Table. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

PUBLIC COMMENT

Potter County Health Nurse Christy Hill and Administrator Sarah Stafford reported that the Pa. Dept. of Health office and clinic in Coudersport has reopened at 295 U.S. Rt. 6 West. Multiple cost-free services are available. Operation hours are Monday through Friday, 8 am to 4 pm.

Coudersport Volunteer Fire Department Chief Bryan Phelps thanked the commissioners for providing 911 emergency communication network and commended them for appointing Glenn Dunn as 911/EMA Director. He also expressed his disagreement with the board’s decision to contract with AMP Global Strategies. Firefighter Tony Cowburn echoed his concerns.

NEXT MEETING: Thursday, Feb. 8, 2024 @ 11 a.m.

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



Potter County Executive Secretary



Approval Date