

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
FEBRUARY 22, 2024
(Meeting recordings are destroyed after 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 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 None

MINUTES – February 8, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

NEW BUSINESS

Community Development Block Grant (CDBG) Amendment 2 to Sub-recipient Agreement FFY 2020, Ulysses Water System Improvement, to extend termination date from January 2024 to November 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CDBG Amendment 2 to Sub-recipient Agreement FFY 2020 (Ulysses Water) to extend termination date and costs not to exceed \$609,594.25. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CDBG Amendment 2 to Sub-recipient Agreement FFY 2021, Genesee Twp. Water Authority/Water Main Replacement, to extend termination date and not to exceed \$609,594.25. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Kayla Wright, Potter County Human Services, mental health services director, to the Alcohol, Tobacco and Other Drugs Advisory Board, Jan. 2024 – Jan. 2027. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with North Central Sight Services Inc. for document shredding. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Request from Potter County Recorder of Deeds for approval of a merchant agreement with Worldpay/AllPaid Inc. for credit card processing machine; no fees to county. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Professional service agreement between Sheriff’s Office and Paula Weber as emergency temporary office secretary for two days per week, at a rate of \$25/hour. Contract to be terminated upon hiring and training of permanent secretary. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PCHS AGREEMENTS

23/24

24/25

■ **Marco**

Copier Maintenance Agreement Administrative Office
(Parts, Toner, & Labor) 11/17/23 – 11/16/2024 \$297.00/yr. No Change

Copier Maintenance Agreement Fiscal Office
(Parts, Toner, & Labor) 11/23/23-11/22/24 \$297.00/yr. No Change

Copier Maintenance Agreement
Aging, C&Y, ID/EI, and MH Office B&W Copies .07-.11 B&W .07-.08
12/01/2023 – 11/30/2024 Color Copies .065-.07 No Change

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

TRAINING REQUESTS

Mary Freeman, PCHS Aging Dept., 2024 PA MEDI Spring Conference, April 30 and May 1, 2024, in

State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Chief Assessor Jake Ostrom attend Assessment Admin. Basic & Real Estate Litigation, Feb. 12, 2024, online. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Sarah Lieberman, Domestic Relations Director, Criminal Justice Advisory Board Conference, April 9-10, 2024, in State College, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PERSONNEL

Treasurer Krista Miller has hired Carol Empson to fill on-call part-time secretary/clerk vacancy, effective Feb. 22, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge, Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Eulalia Township, \$2,538; Harrison Township, \$4,313.78. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

COMMISSIONERS' REPORTS

Commissioner Heimel provided the board's update on the county's seven Operational Improvement Initiatives: Information Technology Upgrade, completed; Risk Management at Potter County Jail, assessment completed, recommendations being implemented; Grant Writing/Administration, in progress; Short/Long-Term Financial/Operational Management Planning, state grant approved, bids being reviewed; Update of Human Resources Policy, recommendations received, implementation pending; Strategic Economic & Community Development (Revitalize Potter County), one grant approved, second grant requested, partnerships being pursued; Improvement of 911 Emergency Communications Systems, consultant's recommendations received, implementation pending.

Commissioner Rossman reported that county is working on applying for engagement with the U.S. Defense Department SkillBridge Program for transitioning military service members' employment, training and internships. He also reported that the vacant former VA Medical Clinic in east Coudersport is being evaluated for potential relocation of the Potter County Veterans Services Department.

BILLS

Potter County Fiscal Summary – 02/09/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	5009			\$613.99
10	Payroll – Direct Deposit	9642-9727			\$96,452.95
10	General Fund – Accounts Payable	144123-144228			\$256,112.56
10	General Fund – A/P Manual Checks	154			\$136,830.27
11	LEPC – Local Emergency Planning	3077-3080			\$1,586.00
14	Liquid Fuels	1792			\$363.37
16	911 Fund	3678-3682			\$31,449.20
18	Automation Fund (Civil)	144167			\$1,197.33
28	Domestic Relations IV-D	1058			\$7,903.00

34	V.O.J.O	144152			\$180.00
35	Victim Services/RASA	144217; 144152			\$2,440.53
38	Divorce Fund	144126; 144176			\$376.58
52	Operational Reserve Fund	144189; 144229	144189	\$200,000.00	\$400,000.00
59	P.C. Victim Impact Panel (CO)	144210			\$575.00
62	CDBG Entitlement	144186			\$1,890.83
64	Gas Well Impact-Capital Reserve	144139; 144178			\$6,240.64

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

Potter County Human Services Fiscal Summary (2/22/2024)

PAYROLL AUTOMATIC DEPOSITS	\$44,035.97
PAYROLL TAX TRANSFERS (EFTPS)	\$12,744.39
STATE TAX WITHHOLDINGS (ETIDES)	\$1,896.18
PAUC	\$43.39
Local W/H	\$617.69
Paytime P/R	\$158.79
ACCOUNTS PAYABLE CHECKS – Check #77570-77670	\$192,433.81
Total Checks Written	\$251,930.22

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

PUBLIC COMMENT:

American Legion Post 192 adjutant Ted Parsell expressed his appreciation for efforts being made by the board to expand staffing of the county’s Veterans Services Department and commended Commissioner Rossman for his role.

NEXT MEETING: Thursday, March 7, 2024 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date