

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
March 7, 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 22, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Appointment of Robert Rossman (Commissioner) and James O’Shea (Emergency Services Training & Operations) to the Potter County Local Emergency Planning Committee. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes. Rossman abstained.

PCHS AGREEMENTS

	<u>23/24</u>	<u>24/25</u>
■ Children & Youth (01/01/2024-06/30/2024)		
<i>Concern Professional Services for Children and Youth & Families Addendum</i>		
Recruitment of Foster Families	\$5,000	\$10,000
■ Drug & Alcohol (08/31/2023-06/30/2024)		
<i>Warren General Hospital; Facility #627022 Amendment</i>		
Adult Drug & Alcohol Inpatient; Level 4.0WM	\$800/day	\$840/day
Inpatient 4.0 Withdrawal Management		
■ Intellectual Disabilities (02/01/2024-06/30/2024)		
<i>Community Service of Venango County Addendum</i>		
IM4Q Consumer Surveys for Individuals	\$650/survey	\$706/survey
Independent Monitoring for Quality Program		
<i>Freedom Supports Brokerage (10/01/2023-06/30/2024)</i>		
Broker supports for individuals in self-directing services and supports	N/A	\$18.02/unit

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

TRAINING REQUESTS

Will Hunt & Pete DiBiase, Planning/GIS/Community Development, GIS Conference; April 10-12, 2024, in State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Kal Logue, Community Development Coordinator, 2024 Pa. Economic Development Assn. Spring Legislative Conference; April 14–17, 2024, in Harrisburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Ricky Hurler, Deputy Warden, Potter County Jail, PCCA Spring Conference & Training; April 7–10, 2024, in York, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PERSONNEL

Hiring of Nathan Powley to fill full-time DUI/Drug Treatment Court Coordinator Probation Officer vacancy; effective March 19, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Genesee Township, \$2,195.96; Homer Township, \$1,617.72 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Grupp announced that a Skywarn Training Class is being held on Thursday, April 25, at 6 pm at the Gunzburger Building.

Commissioner Heibel reported that the county has partnered with the Potter County Education Council to equip the F.W. Gunzburger Building auditorium with a modern video conferencing system. PCEC owns the equipment, while the county or other organizations will be able to use it for training, conferences and other approved uses.

BILLS

Potter County Fiscal Summary – Special Run 02/14/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	144230			\$3,351.73

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

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

PAYROLL AUTOMATIC DEPOSITS	\$44,035.97
PAYROLL TAX TRANSFERS (EFTPS)	\$12,774.39
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	\$251,960.22

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

Potter County Fiscal Summary – 02/23/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll – Direct Deposit	9729-9814			\$97,060.96
10	General Fund – Accounts Payable	144231-144309			\$92,915.63
10	General Fund – A/P Manual Checks	155			\$135,509.74
11	LEPC – Local Emergency Planning	3081			\$98.99
14	Liquid Fuels	1793			\$4,649.82
15	North Fork Dam	144298			\$30.00
16	911 Fund	3683-3686			\$15,172.56
17	Saulter Preserve	144298			\$30.00

34	V.O.J.O	144247			\$180.00
35	Victim Services/RASA	144247			\$1,117.52
38	Divorce Fund	144273			\$24,642.72
51	Capital Projects Fund	144273			\$100,000.00
60	Hotel Excise Tax Fund	144273; 144301			\$54,148.64
64	Gas Well Impact-Capital Reserve	144268			\$4,879.72

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

Potter County Fiscal Summary – First of the Month 03/01/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	144310-144327			\$49,873.80
10	General Fund – A/P Manual Checks	157			\$35.00
11	LEPC – Local Emergency Planning	3082			\$579.03
16	911 Fund	3687-3688			\$4,208.76
32	Specialty Courts	144325			\$203.02
34	V.O.J.O	144311			\$7.95
35	Victim Services/RASA	144311			\$47.70

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

Potter County Human Services Fiscal Summary (3/07/2024)

PAYROLL AUTOMATIC DEPOSITS	\$43,731.72
PAYROLL TAX TRANSFERS (EFTPS)	\$12,836.88
STATE TAX WITHHOLDINGS (ETIDES)	\$1,889.63
PAUC	\$43.23
Local W/H	\$615.53
Paytime P/R	\$477.92
ACCOUNTS PAYABLE CHECKS – Check #77671	\$25,920.00
ACCOUNTS PAYABLE CHECKS – Check #77672-77774	\$192,767.88
Total Checks Written	\$278,282.79

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

PUBLIC COMMENT:

Several representatives of the veterans' community in Potter County attended the meeting to ask the commissioners to set a timeline for the creation and filling of a second full-time position in the County Director of Veterans Services offices. Spokesmen discussed the need to expedite the process, as the number and complexity of veterans' claims continue to rise based on new federal legislation and other factors.

Coudersport Volunteer Fire Dept. Chief Bryan Phelps requested county support to address issues related to 911 dispatching. He noted that there is duplication and inconsistency with some road/street names and numbers, while acknowledging that townships and boroughs have the primary responsibility.

Potter County Planning/GIS/Community Development Director Will Hunt announced that his department is hosting a series of Community Planning Workshops geared toward borough, township and county officials March 27, April 3 and April 10.

NEXT MEETING: Thursday, March 21, 2024 @ 11 a.m.

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



Potter County Executive Secretary



Approval Date