

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
February 23, 2023
 (Meetings recorded and destroyed after meeting 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: Comm. Barry Hayman, Comm. Paul Heimel, Comm. Nancy Grupp, Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel, all present.

MINUTES – February 9, 2023, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Budget Revision Certification FFY 2019 (CDBG) & Budget Revision Certification FFY 2021(CDBG).
 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Sale of Repository Property at 6641 Gardeau Rd. Port Allegany, PA, for offer of \$500. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Lease Agreement with USPS Galeton for the lease of the USPS Building for the Galeton MDJ Office at a rate of \$1,222.53/month. Effective March 1, 2023 – February 29, 2028. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Maintenance Agreement Renewal with KOS, Inc. for maintenance services of the copier in the Potter County Public Defender's Office at a rate of \$.007 per copy for black/white and \$.069 percopy for color. Effective February 18, 2023, to February 18, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Mental Health (07/01/2022 – 06/30/2023)**

Crossroads Counseling, Inc.

No Change

Mental Health Psychiatric Outpatient Services

Subject to the availability of local, state, federal and other funds, and the other terms and conditions of this contract, the MH Department will reimburse Contractor in accordance with the budget for the costs incurred in providing the services described in this contract up to the maximum contract cost of \$20,000.00.

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

Austin Area School District (01/01/2023 – 06/30/2023)

The Student Assistance Program and available training

Up to \$325/person, up to 5 individuals

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

TRAINING REQUESTS

Kathy Schroeder & Ashley Gledhill from the Prothonotary to attend Register of Wills/Clerk of O.C. Association Spring Conference; April 19th & 20th, 2023.State College, Pa. Requests registration, mileage, and lodging. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Crystal Thomas with PCHS Drug & Alcohol to attend PACDAA Rate Setting Mtg. March 31, 2023, in Altoona PA; Requests mileage; meals; and lodging. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Crystal Thomas with PCHS Drug & Alcohol to attend the March Membership Meeting (PACDAA); March 21st – 23rd, 2023 in State College PA; Requests mileage; meals; registration; and lodging. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Amanda Morey with PCHS MR-EI to attend Statewide Leadership Meeting; February 24, 2023 in Pittsburgh PA; Requests mileage; meals; and lodging. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Pete DiBiase with GIS to attend Intro. to Python for ArcGIS & Advanced Python for ArcGIS workshop; April 10th, 2023. State College, Pa. Requests registration, and mileage. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Will Hunt & Pete DiBiase with GIS to attend Keystone GIS, PA Conference; April 10th – 12th, 2023. State College, Pa. Requests registration; lodging; mileage; meals; parking and tolls. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PERSONNEL

Jonathan Gallup, Aging Care Manager I has resigned his position with PCHS effective February 9, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

LIQUID FUELS TAX APPLICATIONS - None

COMMISSIONERS' REPORTS

Commissioner Heimel is looking into grant writing for the county as there is a lot of revenue out there. Comm. Heimel stated he is looking at trying to formulate a plan to be able to write grants in order to apply for a multitude of funds that would benefit the county and the communities. Comm. Heimel will be attending some appropriate trainings.

Commissioner Grupp reported that over the last year and half different businesses have contacted the treasurers office with concerns regarding Airbnb's and verbo's. Comm. Grupp confirmed that there is an Ordinance in place for such businesses to report and pay hotel tax and that money goes to Potter-Tioga Visitor and Tourism. 4% goes into revenue. There is currently 54 overnight stays registered.

BILLS

Potter County Human Services Fiscal Summary (02/23/2023)

PAYROLL AUTOMATIC DEPOSITS	\$47,607.20
PAYROLL TAX TRANSFERS (EFTPS)	\$13,675.47
STATE TAX WITHHOLDINGS (ETIDES)	\$2,042.48
PAUC	\$46.71
Local W/H	\$665.34
Paytime P/R Charge	\$154.00
3 rd PSP EFTPS	\$51.91
ACCOUNTS PAYABLE CHECKS – Check #74981-75121	\$207,810.81
ACCOUNTS PAYABLE CHECKS – Check #74978	\$99.00
ACCOUNTS PAYABLE CHECKS – Check #74979	\$952.85
ACCOUNTS PAYABLE CHECKS – Check #74980	\$5,708.97
Total Checks Written	\$278,514.74

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

Potter County Fiscal Summary – Special run - 02/08/2023

<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	80			\$1.89

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

Potter County Tax Claim Bureau Fiscal Summary (02/09/2023)

ACCOUNTS PAYABLE CHECKS – Check #17039-17061	\$133,340.03
Total Checks Written	\$133,340.03

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

Potter County Fiscal Summary –02/10/2023

<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 – Direct Deposit	6758-6855			\$97,945.66
10	General Funds – Accounts Payable	141250-141352			\$233,779.97
10	General Funds – A/P Manual Checks	81			\$138,330.64
11	LEPC – Local Emergency Planning	2988-2991			\$1,539.45
16	911 Fund	3495-3501			\$195,997.56
18	Automation Fund (Civil)	141345; 141349			\$1,526.47
34	V.O.J.O	141264; 141279; 141344; 141346; 141350			\$264.93
35	Victim Services/RASA	141264; 141279; 141344; 141346; 141350; 141352			\$3,160.71
38	Divorce Fund	141343; 141346			\$82.70
60	Hotel Excise Tax Fund	141349; 141351			\$55,093.14
62	CDBG Entitlement	141348			\$2,340.00
64	Gas Well Impact-Capital Reserve	141347; 141349			\$150,700.00

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

Potter County Fiscal Summary – Special run – CDBG 02/15/2023

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	141353			\$1,606.83

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

PUBLIC COMMENT:

Commissioner Grupp answered a question for citizen regarding minutes being sent to the media and papers; up to them if they report or publish.

Citizen asked Commissioners to think about the 2nd Amendment Sanctuary Ordinance for the county.

Citizen also questioned if they could go back to paper ballots in Potter County.

A strong representation of EMA and Volunteer Firefighters were present and voiced their concerns of the poor radio service with the current contractor in Potter County. They ask that the commissioners consider a different contractor or address the matters with the current contractor as they are the first line of defense, and it is crucial that they are able to communicate.

NEXT MEETING: Thursday, March 9, 2023 @ 11 a.m.

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



Potter County Executive Secretary



Approval Date