

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**April 18, 2024**  
 (Meeting recordings are destroyed after minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:21 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Robert Rossman, Commissioner Paul Heimel, Commissioner Nancy Grupp, Chief Clerk Jessica Giebel, and Recording Secretary Danielle Gietler; all present.

**PUBLIC COMMENT ON AGENDA ITEMS** None

**MINUTES** – April 4, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUEST**

In observance of Conservation District Week, Potter County Conservation District Manager Jason Childs, shared an update on projects and events with which the district is engaged, ranging from assistance to farmers and local governments to public education and youth development.

**NEW BUSINESS**

Proclamation - Conservation District Week 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation from the Alcohol, Tobacco and Other Drugs Advisory Board from Niccola Wood after serving one term. (March 2021 - March 2024). ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Labor agreement between Potter County Commissioners and Potter County Probation Officers for 2024 - 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Linkage agreement between Potter County Commissioners and Dickinson Center Inc. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Agreement renewal with the County of Erie for part-time use of Forensic Pathologist Eric Lee Vey, M.D., January 1, 2024, to December 31, 2024, with a retainer fee of \$1,600. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement with Davis Ulmer Fire Protection for fire monitoring at the F. W. Gunzburger County Office Building, March 1, 2024, to February 28, 2025, at a fee of \$550. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Agreements with Cleveland Brothers Equipment Company for annual maintenance of the generators at F.W. Gunzburger County Office Building, \$1,155; and Potter County Jail, \$1,120. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

<b><u>PCHS CONTRACTS AND AGREEMENTS</u></b>	<b><u>22/23</u></b>	<b><u>23/24</u></b>
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■ **Coordinated Services**

<i>Sweden Valley Manor Addendum (03/21/24 – 06/30/24)</i>		
Transportation	\$2.15/l.d. Mi.	\$2.25/l.d. Mi.
<i>Potter County Veterans Services Committee (04/01/24 – 06/30/24)</i>		
Transportation	\$2.25/l.d. Mi.	\$2.25/l.d. Mi.

■ **Mental Health**

<i>Warren General Hospital (07/01/23 – 06/30/24)</i>		
Short-term inpatient hospital stay	Authorized/Approved Medical Asst. Rate	Authorized/Approved Medical Asst. Rate

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

23/24

24/25

■ **Mental Health**

Warren General Hospital (07/01/24 – 06/30/25)

Short-term inpatient hospital stay

Authorized/Approved  
Medical Asst. Rate

Authorized/Approved  
Medical Asst. Rate

■ **PCHS**

Monitoring Service Agreement (03/15/24 – 03/15/26)

2-Year Renewal Intrusion/Fire

\$29.92/mo.

\$41.10/mo.

Quarterly Pmts.

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

**TRAINING REQUESTS**

District Judge Christopher Kalacinski (Galeton) to attend the 2024 Special Court Judges Assn. of Pa. Conference; June 17-20, 2024, in Valley Forge, Pa. Commissioner Rossman questioned whether the county or the state is responsible for training EXPENSES. ~ **Action** ~ Comm. Grupp moved to table for further investigation. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.

Chief Assessor Jake Ostrom to attend the Developing a Winning Team training; April 26, 2024, in Towanda, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Chief Probation Officer Brian Abel to attend the Pa. Problem-Solving Courts Coordinators Symposium; May 2-3, 2024, in Lancaster, Pa. Training is paid through AOPC. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

James O'Shea, Dept. of Emergency Services, Operations & Training Officer to attend First Aid Training; April 20, 2024, in Austin, Pa. Registration fee only. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**PERSONNEL**

Promotion of Darcy Shutt, Potter County Human Services, from Children & Youth Caseworker 2 to C&Y Casework Supervisor 1, effective May 6, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Sheriff Kevin Siska has hired Brenda Baker to fill part-time Courthouse Security Guard vacancy, effective April 22, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Warden Angela Milford has requested the hiring of Daniel Allen to fill full-time Jail Cook vacancy; effective April 22, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

**CHIEF CLERK REPORT**

Liquid Fuels Tax Fund requests from Oswayo Borough, \$390.04; Hector Township, \$2,940.09; Bingham Township, \$2,599.97. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**COMMISSIONERS' REPORTS**

Commissioner Rossman reported that a stakeholders' meeting on the Potter County Site Promotion Project, designed to make potential employers aware of sites that could be developed for new or expanded businesses, will be held on Thursday, April 18, at the Gunzburger Building.

Commissioner Heibel reported that the county is seeking state and/or federal grants for a window and entranceway project at the Gunzburger Building. Costs are estimated to exceed \$1 million dollars due to the presence of more than 250 windows within the structure. He said Maintenance Director Joe Kurtz has confirmed that the project is necessary to preserve the integrity of the historic building.

Commissioner Grupp issued a reminder for the Tuesday, April 23, Primary Election; and of the West Penn Power outage planned for May 1 that will affect much of the Coudersport area.

**BILLS**

**Potter County Fiscal Summary – 04/05/2024**

<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	Payroll-Checks	5002			\$20.00
10	Payroll-Direct Deposit	10106-10196			\$101,595.58
10	General Fund - Accounts Payable	144541-144632			\$105,705.12
10	General Fund – A/P Manual Checks	164			\$143,067.61
11	LEPC	3089-3091			\$1,289.08
14	Liquid Fuels	1797			\$1,630.15
16	911 Wireless	3703-3709			\$65,935.62
18	Automation Fund (Civil)	144542			\$132.20
20	Supervision Fees (County) (CO)	144544			\$479.29
34	V.O.J.O.	144568			\$180.00
35	Victim Services	144568			\$1,080.00
38	Divorce Fund	144544			\$41.98
51	Capital Projects Fund	144598			\$20,000.00
55	Phare Grant	144595			\$18,750.00
62	CDBG Entitlement	144552			\$359,687.10

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

**Potter County Special Run – 04/08/2024**

<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	144633	144619	\$1,010.19	\$832.37
51	Capital Projects Fund	144634			\$17,636.74

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

**Potter County Tax Claim Bureau Fiscal Summary (04/18/2024)**

ACCOUNTS PAYABLE CHECKS – Check #17553-17591	\$162,159.23
<b>Total Checks Written</b>	\$162,159.23

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

**Potter County Human Services Fiscal Summary (04/18/2024)**

PAYROLL AUTOMATIC DEPOSITS	\$42,149.19
PAYROLL TAX TRANSFERS (EFTPS)	\$12,530.37
STATE TAX WITHHOLDINGS (ETIDES)	\$1,825.06
PAUC	\$41.76
Local W/H	\$594.54
Paytime P/R Charge	\$155.05
ACCOUNTS PAYABLE CHECKS – Check #77936-78083	\$336,119.46
<b>Total Checks Written</b>	\$393,415.43

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

**PUBLIC COMMENT:**

American Legion Post 192 Adjutant Ted Parsell thanked the Commissioners for creation of a new full-time Veterans Services Officer position.

Patty Allen from Potter County Human Services shared statistics concerning mental health issues and economic challenges facing many Potter County families. She noted that many people are not aware of the difficulties that such a large proportion of county residents are facing.

A local property owner raised questions about increases in her tax bills. She was referred to the Assessment Office to discuss potential appeal options and related issues.

**NEXT MEETING:** Thursday, May 2, 2024 @ 11 a.m.

**ADJOURNMENT:** ~ Action ~ Comm. Heimel moved to adjourn at 12:06 P.M. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

  
\_\_\_\_\_  
Potter County Executive Secretary

  
\_\_\_\_\_  
Approval Date



Established  
1804

## County of Potter Board of Commissioners

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Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Daniel F. Glassmire Esquire, Solicitor

### PROCLAMATION

### Conservation District Week 2024

**Whereas**, conservation districts are local units of government established under state law to carry out natural resource management programs; and

**Whereas**, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands; and

**Whereas**, Conservation districts were created in PA in 1945 in response to the dust bowl of the 1930's to improve soil and water conservation; and

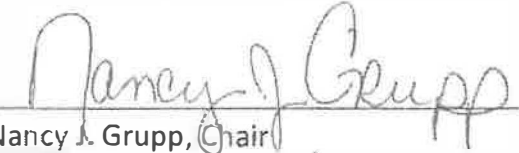
**Whereas**, each county in PA has a conservation district except for Philadelphia; and

**Whereas**, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment; and

**Whereas**, districts also work with many partners, including government agencies, private organizations, businesses, and others, to accomplish their mission of helping landowners to conserve natural resources; and


**Whereas**, the districts are each led by a volunteer board of directors with farmers, public members, and a member of county government, which identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan.

**NOW, THEREFORE, be it resolved that**, the Potter County Commissioners, do hereby proclaim **April 28-May 4, 2024 as Conservation District Week** to commemorate the great work accomplished by Pennsylvania's 66 Conservation Districts.

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Robert W. Rossman, Commissioner

ATTEST:  
  
Jessica M. Giebel, Chief Clerk