

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
FEBRUARY 8, 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, Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel, all present.

PUBLIC COMMENT ON AGENDA ITEMS None

MINUTES – January 25, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUEST

Katie Lenze from Northcentral Pa. Regional Planning and Development Commission attended to share updates on some of the agency's activities. North Central is administering a DCNR Greenways mini-grant program. Up to \$25,000 is available for qualifying projects. Funds must be matched by grant recipients with either cash or in-kind services. The program supports small conservation, water-protection and natural resource projects identified in the Regional Greenways Plan. Applications are due by Feb. 29. Lenze also said that North Central has launched a data dashboard to track county and regional progress toward the Comprehensive Economic Development Strategy and Resiliency Plan.

NEW BUSINESS

One bid was received for the former Shinglehouse Senior Center. Frank Carr offered a sum of \$37,200. ~ **Action** ~ Comm. Heimel moved to table the bid for review. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Donna Foust to the Potter County Human Services Advisory Board for a term of 02/01/2024 to 02/01/2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Request to hold the 2024 Pennsylvania Wilds Big Idea Contest Outreach Event in Potter County. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Marco for maintenance on the copier in the Judge's Chambers at a monthly rate of \$34.75. Term of 36 months. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Rental contract with the American Legion Post 192 for the 2024 Pennsylvania Wilds Big Idea Outreach Event at a cost of \$380, to be reimbursed by the Ben Franklin Technology Partnership. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Duly enrolled membership for Potter County Emergency Management Program for 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

TRAINING REQUESTS

Register & Recorder Nicole Larsen to attend the Register of Wills/Clerk of Orphan's Court Assn. Meeting, April 17-18, 2024, in State College, Pa. ~ **Action** ~ Comm Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

PERSONNEL

Regan Fuller, Potter County Human Services, has resigned her position as County Case Worker 2 effective 02/09/2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Hiring of Larae Franklin as a part-time van driver for PCHS, effective February 13, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Hiring of James O’Shea as Operations & Training Officer with Potter County Dept. of Emergency Services, effective February 5, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Potter County Jail Board is requesting the promotion of Rick Hurler from Corrections Officer to fill Deputy Warden vacancy, effective March 1, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

COMMISSIONERS’ REPORTS

Commissioner Heimel reported that he will be participating in the annual National Assn. of Counties Legislative Conference in Washington, D.C. Among the sessions he will be attending is a meeting with the U.S. Secretary of Agriculture in support of rural community and economic development initiatives in the proposed 2024 Farm Bill as well as a military veterans’ advocacy meeting.

Commissioner Rossman presented an update on the board’s efforts to expand services for military veterans. Among recent activities is research into options for increasing veterans affairs staffing through the U.S. Dept. of Defense SkillBridge partnership program, and engaging with the VA for support through that agency’s Work Study Program. Additional staffing for the county’s Veterans Services Department will require more office space, which could be addressed by relocating the department to the county-owned building at Mapleview that previously housed the VA Medical Clinic.

BILLS

Potter County Fiscal Summary – 01/26/2024

<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	144019-144108			\$157,680.97
10	General Fund – A/P Manual Checks	150			\$153,874.84
11	LEPC – Local Emergency Planning	3075			\$39.32
15	North Fork Dam	144089			\$30.00
16	911 Fund	3672-3674			\$1,743.33
17	Saulter Preserve	144089			\$32.29
28	Domestic Relations IV-D	1057			\$3,476.00
34	V.O.J.O	144038; 144054			\$188.56
35	Victim Services/RASA	144054; 144038			\$1,131.34
38	Divorce Fund	144021; 144054			\$25.89
64	Gas Well Impact-Capital Reserve	144069			\$13,321.51

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

Potter County Fiscal Summary – Special Run - 01/23/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
64	Gas Well Impact-Capital Reserve	144017-144018			\$310,000.00

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

Potter County Fiscal Summary – Special Run - 01/24/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
64	Gas Well Impact-Capital Reserve	144109			\$297,089.96

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

Potter County Fiscal Summary – Special Run - 01/30/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
16	911 Fund	3675			\$64,254.39

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

Potter County Fiscal Summary – First of the Month 02/01/2024

<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	144110-144122			\$25,996.67
10	General Fund – A/P Manual Checks	153			\$35.00
11	LEPC – Local Emergency Planning	3076			\$579.03
16	911 Fund	3676-3677			\$233.38
34	V.O.J.O	144111			\$7.95
35	Victim Services/RASA	144111			\$47.70

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

Potter County Human Services Fiscal Summary (2/08/2024)

PAYROLL AUTOMATIC DEPOSITS	\$43,136.32
PAYROLL TAX TRANSFERS (EFTPS)	\$12,551.57
STATE TAX WITHHOLDINGS (ETIDES)	\$1,861.76
PAUC	\$42.61

Local W/H	\$606.46
Paytime P/R	\$714.01
3 rd PSP EFTPS (from 12/29/203)	415.31
ACCOUNTS PAYABLE CHECKS – Check #77475	\$7,870.23
ACCOUNTS PAYABLE CHECKS – Check #77476-77569	\$346,319.45
Total Checks Written	\$413,517.72

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

Potter County Tax Claim Bureau Fiscal Summary (02/08/2024)

ACCOUNTS PAYABLE CHECKS – Check #17479-17509	\$114,272.21
Total Checks Written	\$114,272.21

~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp 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 member Mike Spencer expressed concerns about the contract renewal with AMP Global Strategies for continued 911 system maintenance services in 2024.

Ted Parsell from American Legion Post 192 and American Legion District Commander Curtis Campbell reiterated the importance in expanding Veterans Services Office staffing as soon as possible.

John Wright, Potter County Housing and Redevelopment Authorities executive director, inquired about the status of the county's Pa. Act 52 Blight Removal Program Fund. He was referred to Planning/Community Development Director Will Hunt.

Coudersport resident Teresa Kisiel posed questions about door-locking policies at the Gunzburger Building.

NEXT MEETING: Thursday, Feb. 22, 2024 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date