

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
April 4, 2024

(Meeting recordings are destroyed after minutes approval)

CALL TO ORDER Vice Chair Paul Heimel called the meeting to order at 11:35 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Nancy Grupp (by phone), Commissioner Robert Rossman, Commissioner Paul Heimel, Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel all present.

PUBLIC COMMENT ON AGENDA ITEMS

Marian Butler, Deputy II with Potter County Register & Recorder's Office, commented on factors that led her to resign her position, effective April 12, 2024.

MINUTES – March 21, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Community Development Block Grant (CDBG) Budget Revision Certification for FFY 2020 Ulysses; Genesee Contract #C000075695~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CDBG Budget Revision Certification/FFY 2022 Ulysses; Galetton Contract #C000086149 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Proclamation for 811 Safe Digging Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Proclamation for Child Abuse Prevention Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Argentieri Bros. Inc. rug services with Gunzburger Bldg., Courthouse, Human Services, Education Center, Domestic Relations, Emergency Services Bldg., Coudersport District Judge Office, Shinglehouse District Judge Office, ongoing. Prices vary depending on the need of rugs. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

TRAINING REQUESTS

Treasurer Krista Miller, CTAPA 2024 Annual Convention, June 11-14, 2024, in Butler County, Cranberry Township, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Veteran Affairs Director Michael Pepper, Pa. State Assn. of County Directors of Veterans Affairs; June 17-21, 2024, Scranton, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Probation Officer Payden Bice, Firearms Training (classroom); April 16-18, 2024, Harrisburg, Pa.; Basic Firearms Training Academy (range); April 29- May 5, 2024, Annville, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PERSONNEL

Donna Sallade, part-time secretary/clerk with Potter County Voter Registration Office, is retiring effective June 14, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Marian Butler, Deputy II with Potter County Register & Recorder's Office, is resigning her position effective April 12, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sandra Pekarski, Courthouse Security Guard with Potter County Sheriff's Office, is resigning her position effective April 17, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Public Defender Walter Stenhach requests hiring of Cathy Popielarczyk as administrative assistant effective March 25, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Thomas Patterson, PCHS Director, requests the hiring of Zachary Williams as an Aging Care Manager I effective April 8, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Oswayo Township, \$1,583.90, Pike Township, \$1,113.94. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

BILLS

Potter County Fiscal Summary – 03/22/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	5001			\$20.00
10	Payroll – Direct Deposit	9989-10075			\$100,017.47
10	General Fund – Accounts Payable	144435-144520			\$326,972.56
10	General Fund – A/P Manual Checks	159			\$140,037.95
11	LEPC – Local Emergency Planning	3085-3086			\$187.63
14	Liquid Fuels	1796			\$2,538.58
15	North Fork Dam	144508			\$30.00
16	911 Fund	3692-3699			\$31,016.05
17	Saulter Preserve	144508			\$30.00
18	Automation Fund (Civil)	144473			\$1,197.33
28	Domestic Relations IV-D	1060			\$9,662.00
34	V.O.J.O	144464			\$180.00
35	Victim Services/RASA	144464			\$1,080.00
38	Divorce Fund	144439			\$285.35
52	Operational Reserve Fund	144488			\$70,000.00

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