

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**May 2, 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** – April 18, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUEST**

Members of the Alliance of Bikers Aimed Toward Education attended the meeting to draw the public’s attention to motorcycle safety and driver awareness. Gary MacKay, legislative officer for ABATE, thanked the commissioners for supporting the safety campaign. Comm. Heimel pointed out that the ranks of motorcyclists are growing, as is their support of local charitable organizations and impact on the local economy.

**NEW BUSINESS**

Proclamation for May 2024 as Motorcycle Awareness Month in Potter County. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Appointment of Adia Grinnell (student) to the Potter County Alcohol, Tobacco and Other Drugs Advisory Board, May 2024 to May 2027. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Contract with Christopher Bickel for lawn care at the Magisterial District Judge’s Office in Shinglehouse at a rate of \$40 per mowing, April 2024 to Oct. 1, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Agreement with UGI Energy gas service lock-in pricing for 18 months at \$3.149 per DTH at county buildings and at Potter County Human Services, May 2024 to October 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

	<u>22/23</u>	<u>23/24</u>
<b>■ Coordinated Services (03/21/23 – 06/30/24)</b>		
<u>UPMC Cole Skilled Nursing and Rehabilitation Addendum</u>		
Transportation	\$2.15/lb. Mi.	\$2.25/lb. Mi.
~ <b>Action</b> ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman no.		
<b>■ Mental Health (07/01/24 – 06/30/25)</b>		
<u>Kara Amidon, Erin Andrews, Dawn Dovensky, Katie Taylor, Kayla Wright – Independent Contractors</u>		
Act 143 Designee Agreement	Mon. – Thur.	\$70.00
	Fri.	\$100.00
	Sat. & Sun.	\$140.00
	Holiday	\$140.00
~ <b>Action</b> ~ Comm. Grupp moved to table. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.		
<u>Transitional Living – Rick Angood &amp; Todd Williams, Landlords</u>		
Provides Housing for individuals coming out of state institutions.	\$1500.00/mo.	\$1500.00/mo.
~ <b>Action</b> ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.		

**TRAINING REQUESTS**

Travel expenses for Galeton Magisterial District Judge Christopher Kalacinski to attend the 2024 Special Court Judges Assn. of Pa. Conference; June 17-20, 2024, in Valley Forge, Pa. Commissioner Rossman shared research findings leading him to conclude that the training expenses are the responsibility of the Commonwealth, rather than the county. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman no.

Travel expenses for Danielle Gietler to attend the 2024 GLIMPSE Workshop; May 9, 2024, in State College, Pa; mileage expense only. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

**PERSONNEL**

Andy Watson notified the board that he has hired Mason Millard as a summer intern in the District Attorney’s Office, May 13, 2024, to Aug. 2, 2024. Funds are included in the DA’s budget. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Director of Elections/Voter Registration Charlie Brown requests the hiring of Britney Hauber to fill the Elections and Voter Registration Clerk/Secretary vacancy in her office, effective May 8, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Linda Gambino, deputy director with the Potter County Tax Claim Bureau, is resigning her position effective Aug. 2, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**CHIEF CLERK REPORT**

Liquid Fuels Tax Fund request from Coudersport Borough, for \$4,807.68. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**COMMISSIONERS’ REPORTS**

Comm. Rossman reported that he and Community Development Coordinator Kal Logue are enrolled in a nine-week course online training course, one half-day per week, on Appalachian Regional Commission funding opportunities, grant management and related topics.

**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	5003			\$20.00
10	Payroll-Direct Deposit	10198-10288;5003			\$99,976.64
10	General Fund - Accounts Payable	144635-144723			\$248,040.80
10	General Fund – A/P Manual Checks	165			\$139,236.56
11	LEPC	3092-3093			\$2,377.00
14	Liquid Fuels	1798			\$5070.57
16	911 Wireless	3710-3715			\$34,448.31
18	Automation Fund (Civil)	144667			\$1197.33
28	Domestic Relations	1061			\$8,861.00
34	V.O.J.O.	144674;144692;144658			\$333.82
35	Victim Services	144658;144674			\$1,186.96
62	CDBG Entitlement	144684			\$1,723.03

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

**Potter County Fiscal Summary - Special Run – 04/30/2024**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll – Direct Deposit	10289-10318			\$7,828.08
10	General Fund – A/P Manual Checks	166			\$10,033.27

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

**Potter County Human Services Fiscal Summary (05/2/2024)**

PAYROLL AUTOMATIC DEPOSITS	\$ 43,127.24
PAYROLL TAX TRANSFERS (EFTPS)	\$12,783.64
STATE TAX WITHHOLDINGS (ETIDES)	\$1,863.38
PAUC	\$42.64
Local W/H	\$607.02
Paytime P/R Charge	\$723.37
ACCOUNTS PAYABLE CHECKS – Check #78084-78209	\$351,939.25
<b>Total Checks Written</b>	<b>\$411,086.54</b>

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

**PUBLIC COMMENT:**

A volunteer firefighter from Ulysses requested an update on the county’s 911 emergency communications system upgrades. Comm. Grupp advised public that work on the Southern Loop has been completed. Work will progress on the Northern Loop upon FCC licensure. Work continues on establishing response channels and fiber-related issues in Germania are being addressed.

**NEXT MEETING:** May 16, 2024

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

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

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



Established  
1804

## County of Potter Board of Commissioners

One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
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www.pottercountypa.net

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

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

### PROCLAMATION

### Motorcycle Safety and Awareness Month MAY 2024

**Whereas**, the safety of all Potter County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Potter; and

**Whereas**, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

**Whereas**, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques, and promoting motorcycle safety; and

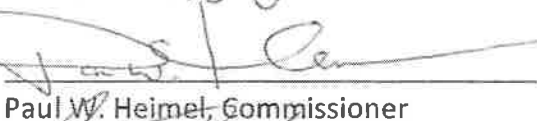
**Whereas**, during the month of May, God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E.) will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

**Now, Therefore**, in recognition of the importance of motorcycle safety on our county's roads and highways, the Potter County Board of Commissioners do hereby proclaim **May 2024** as **MOTORCYCLE SAFETY AND AWARENESS MONTH**. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

Given under our hands this 2<sup>nd</sup> day of **May 2024**.

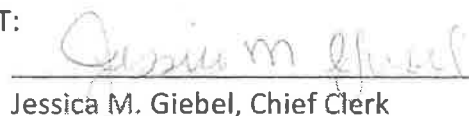
#### POTTER COUNTY BOARD OF COMMISSIONERS

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Robert W. Rossman, Commissioner

ATTEST:

  
Jessica M. Giebel, Chief Clerk