

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

May 16, 2024

(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 Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler, and Executive Assistant Paige Barroqueiro; all present.

PUBLIC COMMENT None

MINUTES – May 2, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

GUEST

Kal Logue, Potter County Community Development Coordinator
Geralee Zeigler, SEDA Council of Governments

NEW BUSINESS

CDBG FFY 2024 Application Preparation Schedule. Ms. Zeigler detailed the timetable for administration of the county's FY 2024 Community Development Block Grant (CDBG), which will total \$221,639. It begins with a public hearing and project development workshop on June 4. Project selection by the Board of Commissioners is scheduled for Aug. 8. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CDBG Notice of Modification of proposed FFY 2023, pertaining to Austin Borough Municipal Water Supply.

CDBG Subrecipient Agreement FFY 2020 budget revision for Genesee Township Water Authority ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CDBG Subrecipient Agreement FFY 2022 budget revision Galetton Borough Authority ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Resolution 1 of 2024 -- Approval of insurance settlement. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Resolution 2 of 2024 – Adoption of Potter County Hazard Mitigation Plan ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Davis-Ulmer for backflow preventer repair in the amount of \$2,042. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Agreement with Davis-Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Courthouse; annual fee of \$375, effective July 1, 2024, to June 30, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes

PCHS CONTRACTS AND AGREEMENTS

22/23

23/24

■ **Intellectual Disabilities (04/01/24 – 06/30/24)**

One Well Health Care

In-Home & Community Support (Level 2)

N/A

\$10.28 per unit

Companion Services (Level 2)

N/A

\$7.71 per unit

23/24

24/25

■ **Children and Youth (07/01/24 – 06/30/25)**

Avanco International, INC Addendum

Research Analyst

\$54.5/hr

\$54.5/hr

Junior Programmer

\$65.4/hr

\$65.4/hr

Junior Programmer Analyst

\$73/hr

\$73/hr

Programmer Analyst

\$76.2/hr

\$76.2/hr

Senior Programmer Analyst

\$78.7/hr

\$78.7/hr

Developer

\$92.5/hr

\$92.5/hr

Senior Developer

\$111.2/hr

\$111.2/hr

Project Developer

\$125.00/hr

\$125.00/hr

Not to Exceed \$20,000

Quarterly Fee

\$7,680.42

\$7,680.42

Maintenance Fee

\$1,888.18

Upgrade

\$1,526.32

■ **Mental Health (07/01/24 – 06/30/25)**

Cabin Investments, LLC

Homeless Housing

\$1250/month

\$1250/month

Erin Andrews, Dawn Dovensky, Katie Taylor– Independent

Contractors

Act 143 Designee Agreement

Mon. – Thur.

\$70.00

\$70.00

Fri.

\$100.00

\$100.00

Sat. & Sun.

\$140.00

\$140.00

Holiday

\$140.00

\$140.00

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

TRAINING REQUESTS

Kal Logue, Community Development – DCED & COSCDA Academy Sub-Grantee Training; June 24–27, 2024, in Indiana, Pa. Requests registration, hotel, mileage, meals & parking. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Mandy Andreano, Register & Recorder’s Office – Register of Wills Summer Conference; July 15–19, 2024, in York, Pa. Requests registration, hotel, mileage, meals, parking & tolls. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Nathan Powley, Probation Officer – 1. Basic Firearms Training Academy (classroom) ; May 28–31, 2024, in Harrisburg, Pa. Requests hotel, mileage, & meals. 2. Basic Firearms Training Academy (range); June 6-14, 2024, in Annville, Pa. Requests hotel, mileage, & meals. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Payden Bice, Probation Officer – County Adult Probation & Parole Basic Training Academy; June 10-14, 2024, in State College, Pa. Requests mileage, & meals. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Angela Milford, Warden & Ricky Hurler, Deputy Warden – Prison Risk Management Workshop; May 23, 2024, in Hershey, Pa. Requests mileage. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PERSONNEL

Resignation: Keiya Rupert, assistant director at Potter County Domestic Relations, has submitted her resignation to Judge Stephen Minor; effective May 17, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hiring: Register and Recorder Nicole Larsen has hired Michaelle Wilde to fill a full-time Deputy II vacancy in her office; effective May 20, 2024. ~ Action ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Promotion: Warden Angela Milford is requesting the promotion of Jason Bollinger from part-time to full-time Corrections Officer; effective May 7, 2024. ~ Action ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hiring: Judge Steve Minor has hired Kelly Harrison to fill the full-time assistant domestic relations director vacancy; effective May 15, 2024. ~ Action ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Comm. Heimel cited recent statistics reflecting a surge of military veterans enrolling for health care benefits through the U.S. Dept. of Veterans Affairs, adding that the commissioners' decision to establish a second full-time position in the county's Veterans Services Department was well-timed.

Comm. Grupp encouraged residents to reach out to state lawmakers asking for an increase in funding for county-delivered services for senior citizens. State allotments have not increased since 2009. The Potter County Area Agency on Aging has been forced to establish waiting lists for some of its services. She added that the state is carrying a surplus into negotiations on the 2024-25 budget and should dedicate a portion of the revenue for counties.

BILLS

Potter County Fiscal Summary – 04/26/2024 Special Run

<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	144724	144715	\$837.55	\$837.55
16	911 Fund	3716			\$5.54

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

Potter County Fiscal Summary – 05/01/2024 Special Run

<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	144725-144741			\$117,857.46
10	General Fund – A/P Manual Checks	169			\$35.00
11	LEPC – Local Emergency Planning	3094			\$579.00
16	911 Fund	3717-3718			\$408.76
32	Specialty Courts	144739			\$407.11
34	V.O.J.O.	144726			\$7.95
35	Victim Services/RASA	144726			\$47.70

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

Potter County Fiscal Summary – 05/03/2024

<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	144742-144823			\$100,251.80
10	General Fund – A/P Manual Checks	170			\$141,888.03
11	LEPC	3095			\$19,537.62
14	Liquid Fuels	1799			\$4,313.78
15	North Fork Dam	144812			\$30.00
16	911 Funds	3719-3723			\$4,795.44
17	Saulter Preserve	144767; 144812			\$80.85
20	Supervision Fee (County) (CO)	144746			\$402.00
34	V.O.J.O.	144761			\$180.00
35	Victim Services/RASA	144761			\$1,080.00
38	Divorce Fund	144744;144791; 144803			\$25,117.86

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

Potter County Fiscal Summary – 05/07/2024 Special Run

<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	144824-144981			\$28,459.06

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

Potter County Tax Claim Bureau Fiscal Summary (05/16/2024)

ACCOUNTS PAYABLE CHECKS – Check #17592-17628	\$175,445.26
Total Checks Written	\$175,445.26

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

Potter County Human Services Fiscal Summary (05/17/2024)

PAYROLL AUTOMATIC DEPOSITS	\$42,865.17
PAYROLL TAX TRANSFERS (EFTPS)	\$12,736.95
STATE TAX WITHHOLDINGS (ETIDES)	\$1,854.68
PAUC	\$42.44
Local W/H	\$604.17
Paytime P/R Charge	\$158.79
ACCOUNTS PAYABLE CHECKS – Check #78210-78306	\$379,596.60
Total Checks Written	\$437,858.80

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

PUBLIC COMMENT:

A citizen from the Potter County Housing Authority asked about public access to Resolution #2 and details regarding the approved software contract for Human Services. Comm. Grupp assured him she would contact EMA Coordinator Glenn Dunn and Human Services Director Thomas Patterson for clarification.

A representative from Friends of the Potter County pool asked the commissioners to spread awareness of that group's fundraiser to help parents pay for swimming lessons this summer. They are aiming to double the current \$3,000 raised for Coudersport Borough's fund.


American Legion Post 192 Adjutant Ted Parsell announced that disabled military veterans arriving for this year's Project Healing Waters fly-fishing retreat, being organized by Trout Unlimited, will pass through Coudersport at 2 pm on May 21 and thanked the commissioners for allowing employees to greet them as they pass through town. He also announced that Post 192 will again sponsor the Memorial Day parade and ceremony at the county seat. Lastly, he commended Potter County Maintenance Director Joe Kurtz and his crew for renovations underway at the former VA Medical Clinic in east Coudersport.

NEXT MEETING: May 30, 2024

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



Potter County Executive Administrative Assistant



Approval Date