

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
December 14, 2023
(Meeting recordings are 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 Barry Hayman, and Recording Secretary Danielle Gietler, all present. Chief Clerk Jessica Giebel – absent.

PUBLIC COMMENT: None

AMEND AGENDA

Comm. Grupp moved to amend agenda to move “Final Amended Agreement with Potter County Commissioners and T-Mobile Northeast LLC” from New Business to Contracts and Agreements. Heimel seconded; Grupp yes; Hayman yes; Heimel yes.

MINUTES – November 30, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

NEW BUSINESS

Resolution 13 of 2023 Authorizing Tax & Revenue Anticipation Note with Juniata Valley Bank of Coudersport. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded; Hayman yes; Heimel yes; Grupp yes.

Resolution 14 of 2023, Tax Levy for Budget Year 2024 and Per-Capita Tax Rate. Real estate tax to be 20.5 mills; collection of per-capita tax will once again be waived. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded; Grupp yes; Heimel yes; Hayman yes.

Accept a Municibid for 2011 Kia Sedona in the amount of \$2,450 from John Baum ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded; Hayman yes; Heimel yes; Grupp yes.

Resignation of Isaac Musser from Alcohol, Tobacco and Other Drugs Advisory Board, as he has served his maximum appointment of six years (December 2017-December 2023). ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman

Resignation of Angela Milford from Alcohol, Tobacco and Other Drugs Advisory Board, as she has served her maximum appointment of six years (December 2017-December 2023). **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

CONTRACTS AND AGREEMENTS

Final amended agreement with Potter County Commissioners and T-Mobile Northeast LLC for use of communications tower in Austin; extension of agreement from ending 12/31/2023 and be extended from 01/01/2024 for five years. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded; Hayman yes; Grupp yes; Heimel yes.

Contract with Christopher Bickel to remove snow for the Shinglehouse District Judge office at a rate of \$35/snow removal, effective 11/1/2023 - 03/2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract renewal with Anita J. Mead as Victim/Witness Coordinator at a rate of \$18 per hour, Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded; Hayman yes; Heimel yes; Grupp yes.

Agreement with Davis Ulmer Sprinkler Co. for fire alarm monitoring, term of Jan. 1, 2024, to Dec. 31, 2024. Fee of \$2,520. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded; Hayman yes; Heimel yes; Grupp yes.

Agreement with Marco for purchase of printer for judge’s chambers, at a cost of \$1,449.41 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS AGREEMENTS

22/23

23/24

■ **Aging (10/09/23 – 10/09/24)**

Marco - Copier Maintenance Agreement
Galeton Senior Center

\$285.00/mo.
\$0.009/copy

\$299.25/mo.
\$0.00945/copy

■ **Children & Youth (07/01/23 – 06/30/24)**

Tarra Koernig, Attorney
Attorney for FEI. Going to all trainings for FEI.
Attorney for FEI.

N/A

\$1,000.00/diem

Thomas Walrath, Attorney
Attorney for FEI. Going to all trainings for FEI.
Attorney for FEI

N/A

\$500.00/diem

■ **PCHS (12/01/2023 – 09/30/2024)**

William Hau, Contractor
Training for new Fiscal Officer

\$50.00/hr.

\$35.00/hr.

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

■ **Mental Health (12/01/23 – 12/01/28)**

Luke Watson, Cabin Investments LLC
Mental Health Housing Program House Rental

N/A

\$900.00/mo.

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

PERSONNEL

Sheriff Glenn Drake II has hired John Pekarski as a part-time courthouse security guard, effective Dec. 11, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded; Hayman yes; Grupp yes; Heimel yes.

District Judge Kari McCleaff has hired Amy Oharol, as a permanent full-time secretary/clerk, effective Nov. 30, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Warden Angela Milford requests hiring of Jason Bollinger as a part-time correctional officer with Potter County Jail, effective Dec. 11, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Resignation of Probation Officer Derick Morey, effective Dec. 29, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded; Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Grupp reported that the county will soon be receiving recommendations from MCM Consulting on improvements to the county's 911 emergency communications system.

Commissioner Heimel discussed an upcoming meeting he will be having with members of the Senate and House Veterans Affairs and Emergency Preparedness Committees.

BILLS

Potter County Fiscal Summary – Special Run 11/22/2023

<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	143478			\$6,130.19

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

Potter County Fiscal Summary – 12/01/2023

<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	9169-9255			\$95,041.64
10	General Fund – Accounts Payable	143479-143633; 143634-143714			\$326,837.34
10	General Fund – A/P Manual Checks	140-141			\$135,109.05
11	LEPC – Local Emergency Planning	3047			\$579.03
14	Liquid Fuels	1789			\$2,505.10
15	North Fork Dam	143699; 143707			\$56.40
16	911 Fund	3642-3648			\$76,164.40
18	Automation Fund (Civil)	143638			\$2,188.00
32	Specialty Courts	143637			\$104.86
34	V.O.J.O	143645; 143654			\$187.95
35	Victim Services/RASA	143645; 143654			\$1,157.83
51	Capital Project Fund	143634; 143714			\$121,537.87
64	Gas Well Impact-Capital Reserve	143672; 143659			\$1,990.00

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

Potter County Human Services CORRECTED Fiscal Summary (12/01/2023)

PAYROLL AUTOMATIC DEPOSITS	\$43,405.08
PAYROLL TAX TRANSFERS (EFTPS)	\$12,489.53
STATE TAX WITHHOLDINGS (ETIDES)	\$1,861.89
PAUC	\$42.59
Local W/H	\$606.53
Paytime P/R	\$409.22
ACCOUNTS PAYABLE CHECKS – Check #76978	\$864.86
ACCOUNTS PAYABLE CHECKS – Check #76979-77065	\$282,840.44
Total Checks Written	\$342,601.14

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

Potter County Fiscal Summary – Special Run 12/05/2023

<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	143716-143717			\$1,901.17

32	Specialty Courts	143717			\$564.86
62	CDBG Entitlement	143715			\$589.00

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

Potter County Tax Claim Bureau Fiscal Summary (12/07/2023)

ACCOUNTS PAYABLE CHECKS – Check #17397-17429	\$52,003.86
Total Checks Written	\$52,003.86

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

Potter County Tax Claim Bureau Fiscal Summary (12/12/2023)

ACCOUNTS PAYABLE CHECKS – Check #17431 – 17434 CK#17430 - Voided	\$10,693.12
Total Checks Written	\$10,693.12

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

Potter County Human Services Fiscal Summary (12/14/2023)

PAYROLL AUTOMATIC DEPOSITS	\$41,541.90
PAYROLL TAX TRANSFERS (EFTPS)	\$12,081.85
STATE TAX WITHHOLDINGS (ETIDES)	\$1,788.04
PAUC	\$40.93
Local W/H	\$582.47
Paytime P/R	\$156.92
ACCOUNTS PAYABLE CHECKS – Check #77066-77128	\$241,362.62
Total Checks Written	\$297,554.73

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

NEXT MEETING: Thursday, Dec. 14, 2023, at 11 am.

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


Potter County Executive Secretary


Approval Date



Established
1804

Nancy J. Grupp, Chair
Paul W. Heimel, Commissioner
Barry Hayman, Commissioner

County of Potter Board of Commissioners

One North Main Street, Suite 207
Coudersport, Pennsylvania 16915
Telephone: 814-274-8290 Fax: 814-274-8284
www.pottercountypa.net

Jessica M. Giebel, Chief Clerk
Thomas R. Shaffer, Solicitor

RESOLUTION #13 OF 2023 *Potter County, Pennsylvania*

RESOLUTION AUTHORIZING TAX AND REVENUE ANTICIPATION NOTE

Whereas, the Board of Commissioners, of Potter County, Pennsylvania, hereinafter called the Local Government Unit, anticipates current revenues as yet uncollected; and

Whereas, the said Local Government Unit has inadequate funds for current expenditures; and

Whereas, the said Local Government Unit has determined that it is necessary to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated revenues; and

Whereas, The Juniata Valley Bank has submitted to the said Local Government Unit a proposal to purchase a tax anticipation note of the Local Government Unit and the Local Government Unit desires by the adoption of this resolution to accept such proposal and authorize the issuance and sale of its tax and revenue anticipation note;

Now therefore, Be It Resolved that:

(1) The Local Government Unit hereby authorizes the issuance of a tax and revenue anticipation note in the amount of \$1,000,000.00 in anticipation of the receipt of current taxes and revenues to be sold at private sale.

(2) There shall be twenty (20) notes each in the denomination of \$50,000.00, each shall be redeemable at any time at the option of the officers of the Local Government Unit without penalty or premium, shall be fully registered without coupons, as of the date issued and sold, bear interest at the rate of 5.13 percent, shall mature on December 31, 2024, and shall be payable at the 52 West Main St., Port Allegany office of the Lender, shall be substantially in the form annexed to the resolution as Exhibit A and hereby made a part of the resolution as though fully set forth in this place.

(3) The proposal of The Juniata Valley Bank to purchase the note dated September 28, 2023, is hereby accepted and shall be incorporated into the minutes of this meeting. A true and correct copy of said Proposal is attached hereto as Exhibit B, and the appropriate executive officers are hereby authorized and directed to execute and deliver a duplicate original of the acceptance of said proposal to the Lender.

(4) The Local Government Unit hereby pledges to the Lender and grants to the Lender a first lien and charge on its taxes and revenues to be received during the period when the note is outstanding to secure the payment of the indebtedness evidenced hereby and the interest thereon.

(5) Payment of principal and interest shall be made in the following amounts and on the following dates: Each of the twenty (20) fifty thousand dollar (\$50,000.00) denomination notes shall, if sold, be repaid on or before December 31, 2024 with principle amount of \$50,000.00 to be repaid plus interest at a rate of 5.13% per annum with a maximum interest payment amount for the entire year of \$2,565.00 with the actual amount of interest to be paid calculated by multiplying said maximum interest amount of \$2,565.00 times a ratio which has as its numerator the number of days between the date the note was issued and sold and the date the note was repaid and has as its denominator 360 days.

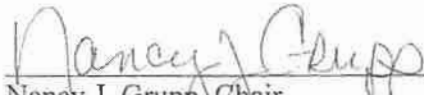
(6) The appropriate executive officer be and hereby is authorized and directed to execute and deliver in the name of, on behalf of, and under the seal of, the Local Government Unit, the tax and revenue anticipation note in the form and containing terms described above, and the Secretary of the Local Government Unit be and hereby is authorized and directed to attest the same.

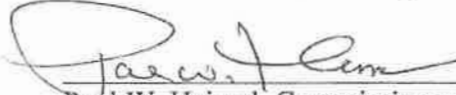
(7) The appropriate executive or fiscal officer be and hereby is authorized and directed to prepare or cause to be prepared and to file a Certificate as to Taxes and Revenues to be Collected as required by Section 8128 of the Local Government Unit Debt Act. A true and correct copy of said Certificate is attached hereto as Exhibit C.

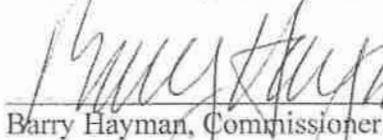
(8) The executive officers of the Local Government Unit be and hereby are authorized and directed to perform all acts which are necessary and proper for the valid issuance and securing of the note.

IN WITNESS WHEREOF, the undersigned has hereunto set their hand and affixed the seal of the Local Government Unit this 14th day of December 2023.

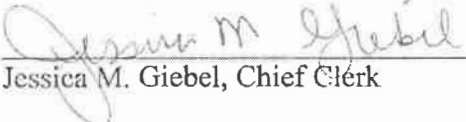
POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Heimel, Commissioner


Barry Hayman, Commissioner

Attest:


Jessica M. Giebel, Chief Clerk



Established
1804

Nancy J. Grupp, Chair
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RESOLUTION #14 OF 2023 County of Potter, Pennsylvania

Tax Levy for Budget Year 2024 And Per Capita Tax Rate

WHEREAS, the law of Pennsylvania (16 P.S. 1 et seq. – “The County Code”) authorizes the Board of Commissioners of the County of Potter to adopt a budget and to levy a rate of taxation on real estate subject to taxation located within Potter County;

WHEREAS, the Board of Commissioners of Potter County desires to adopt and approve a budget for calendar year 2024 for the County of Potter and to set a tax levy for county taxes and real estate subject to taxation located within Potter County;

WHEREAS, additional revenues are required to meet the essential services which the County provides, and the obligations imposed upon the County; and

WHEREAS, the Commissioners desire to keep taxes as low as possible for the residents of Potter County while still providing the necessary and useful services of County Government.

NOW THEREFORE, be it resolved, and it is hereby resolved as follows:

1. **RESOLVED**, that the rate of taxation for County tax purposes for the calendar year 2024 shall be 20.50 mill on every thousand dollars of 2024 valuation of real estate subject to taxation located in Potter County, Pennsylvania. The rate of taxation on each 100 dollars assessed valuation of taxable property amounts to \$2.05 (two dollars, five cents per one hundred dollars of assessed valuation).

2. **RESOLVED**, that the temporary suspension of per capita tax which, in calendar year 2013, was reduced from the prior rate of \$5.00 per person on all those subject to taxation to the new rate of \$0.00 per person, shall continue to be \$0.00 per person for calendar year 2024. In other words, the per capita tax will continue to be temporarily suspended and will not be collected in 2024.

This resolution shall become effective immediately.

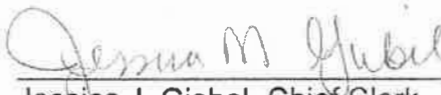
DULY ADOPTED at the regular meeting of Potter County this 14 day of December, 2023.

POTTER COUNTY COMMISSIONERS

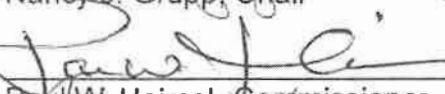


Nancy J. Grupp, Chair

Attest:



Jessica J. Giebel, Chief Clerk



Paul W. Heimel, Commissioner



Barry Hayman, Commissioner