

~ *Minutes* ~
POTTER COUNTY COMMISSIONERS MEETING
January 12, 2023
(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:03 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL: Comm. Nancy Grupp, Comm. Paul Heimel, Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel, all present. Comm. Barry Hayman absent.

MINUTES – December 29, 2022, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

NEW BUSINESS

Consideration to appoint Gail Bailey to the Potter County ATOD Advisory Board for a term of three years, effective Jan. 2023 thru Jan. 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Resolution 1 of 2023 Whole-Home Repairs ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Ordinance 1 of 2023 the Potter County Subdivision and Land Development Ordinance ~ **Action** ~ Comm. Grupp moved to approve the ordinance with the recommended updates to page one and page 13. Comm. Heimel seconded. Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Bridge Funding Agreement for Austin Borough in the amount of \$20,000.00. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Services Contract Renewal with Priority One Consulting formerly MPS Consulting Firm for 911 Fund management and consulting services. Cost is \$32,255.96; term of Jan. 1, 2023, through Dec. 31, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Agreement Renewal with Thomas A. Walrath, Jr. Esquire as Juvenile Defender, Dependency Matters for Potter County, Jan. 1, 2023 to Dec. 31, 2023 at an annual salary of \$17,500. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

Maintenance Agreement Renewal with KOS, Inc. for maintenance services of the copier in the Potter County Judges Chambers at an annual rate of \$290.00, effective January 10, 2023 to January 10, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Maintenance Agreement Renewal with KOS, Inc. for maintenance on the copier in the Victim Services at a rate of \$.009 per copy for black and white and \$.07 per copy for color. Term of January 06, 2023 to January 06, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes.

Intergovernmental Cooperative Agreement with Centre County Correctional Facility at a rate of \$75.00/day effective 01/12/2023 – 12/31/2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

None

TRAINING REQUESTS – None

PERSONNEL - None

LIQUID FUELS TAX APPLICATIONS - None

COMMISSIONERS' REPORTS

Commissioner Grupp wanted to make the public aware of the Homestead Tax Exemption for those individuals that are homeowners and have fulltime occupancy. This is for school tax break. In 2022 the following school districts reported tax breaks of the following:

Austin: \$438.18; Coudersport: \$234.20; Galeton: \$286.03; Oswayo Valley: \$202.04; Northern Potter: \$286.03; Port Allegany: \$277.24; and Keystone: \$270.36. These forms need to be submitted to the Tax Assessment Department by March 1st, 2023. If you have any questions, please feel free to reach out to Tax Assessment @ 814-274-0517.

Commissioner Heibel reported that he attended a meeting this past week regarding the Veteran's Medical Services located at the Maple Valley Health Clinic. The Finger Lake Region is having difficulties finding providers for facilities including our local clinic. They are asking that the county get the word out in order to get providers so that they can keep the clinic open and operating on its own without having to partner with other larger organizations. Comm. Grupp added that Potter County also has VA Healthcare rides available for those that qualify.

BILLS

Potter County Tax Claim Bureau Fiscal Summary (01/12/2023)

ACCOUNTS PAYABLE CHECKS – Check #17003-17038	\$57,052.87
Total Checks Written	\$57,052.87

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

Potter County Human Services Fiscal Summary (01/13/2023)

PAYROLL AUTOMATIC DEPOSITS	\$44,813.00
PAYROLL TAX TRANSFERS (EFTPS)	\$13,521.72
STATE TAX WITHHOLDINGS (ETIDES)	\$1,939.69
PAUC	\$38.05
Local W/H	\$631.81
Paytime P/R Charge	\$488.00
ACCOUNTS PAYABLE CHECKS – Check #74629-74727	\$234,302.62
ACCOUNTS PAYABLE CHECKS – Check #74628	\$1,724.90
Total Checks Written	\$297,459.79

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

Potter County Fiscal Summary –12/30/2022

<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	6436-6465; 6466-6562			\$106,036.35
10	General Funds – Accounts Payable	140977-141043, 141044; 141046	141002	\$606.00	\$89,306.76
10	General Funds – A/P Manual Checks	71; 73			\$147,319.00
11	LEPC – Local Emergency Planning	2958-2977			\$10,128.92
15	North Fork Dam	141029			\$22.02
16	911 Fund	3476-3479			\$84,350.44
17	Saulter Preserve	141029			\$25.00
34	V.O.J.O	140992; 141045	140992	\$180.00	\$180.00
35	Victim Services/RASA	140992; 141045	140992	\$1,080.00	\$1,080.00

64	Gas Well Impact-Capital Reserve	141001			\$700.00
66	Statewide Interconnectivity Grant	141010; 140980			\$86,792.47

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

Potter County Fiscal Summary – First of the Month - 01/02/2023

<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 Funds – Accounts Payable	141047-141056			\$27,078.60
10	General Funds – A/P Manual Checks	74			\$35.00
16	911 Fund	3480-3481			\$421.15

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

PUBLIC COMMENT:

Citizen wanted an update on the training for the election boards; Commissioner Grupp answered that they are still looking into training accordingly.

Citizen wanted to know if any of the Commissioners were aware of the Omnibus Bill that was just passed by Congress last week and how it affects the Veterans who have Mental Health matters. The Commissioners are unable to over-ride any federal government laws.

Citizen questioned if they could review the reports from the trainings for PCHS. Commissioner Grupp stated that yes, they could view.

Citizen questioned if the contract with the other county is for females; and if so why pay someone else when there is room at our facility.

NEXT MEETING: Thursday, January 12, 2023 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date

RESOLUTION # 2 OF 2023
POTTER COUNTY, PENNSYLVANIA

A resolution of Potter County, Commonwealth of Pennsylvania, establishing a schedule of fees for the Potter County Subdivision and Land Development Ordinance.

WHEREAS, the Potter County Board of Commissioners enacted a new, updated Subdivision and Land Development Ordinance January 12, 2023 to take effect 30 days thereafter; and

WHEREAS, Section 302 of said ordinance, as further authorized by the Pennsylvania Municipalities Planning Code, provides for establishment, by resolution of the Potter County Board of Commissioners, of a schedule of fees to be paid accompanying applications for subdivisions and land developments;

NOW, THEREFORE, BE IT RESOLVED by the Potter County Board of Commissioners that a schedule of subdivision and land development application and review fees attached hereto is hereby established and shall take effect on the effective date of the new, updated Potter County Subdivision and Land Development Ordinance.


Adopted by the Potter County Board of Commissioners at the regular meeting of January 26, 2023.


Chair


Vice Chair


Commissioner

ATTEST:


Chief Clerk

FEE SCHEDULE
FOR APPLICATIONS AND REVIEWS UNDER THE
POTTER COUNTY SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
FEBRUARY 2023

TYPE OF APPLICATION OR REVIEW	FEE	
MINOR SUBDIVISION – Up to 4 lots and other divisions of land with no public improvements		
Final plan for lot line revisions, including lot combinations, and non-building adjoiners	\$70	
Final plan for all other minor subdivisions	\$70 plus \$10 per lot	
MAJOR SUBDIVISION – 5 or more lots and other divisions of land or any subdivision with public improvements		
Combined preliminary and final plan, where permitted by Potter County Planning Commission, or separate preliminary and final plans	\$125 plus \$15 per lot	
LAND DEVELOPMENT including mobile home park and campground		
Residential land development – combined preliminary and final plan, where permitted by Potter County Planning Commission, or separate preliminary and final plans	\$150	
Non-residential land development – combined preliminary and final plan, where permitted by Potter County Planning Commission, or separate preliminary and final plans	Development total area	Fee
	0-24.99 acres	\$150
	25-99.99 acres	\$300
	100+ acres	\$600
ADDITIONAL REVIEW FEES		
Request for a modification or waiver	\$100	
Delinquent application submitted after a subdivision or land development has been initiated or undertaken	\$100	
If and as needed, applicants shall pay charges by the County's professional consultants for review of an application. Such charges shall be reasonable and consistent with the ordinary and customary charges for similar services in the County and shall conform to requirements prescribed by the PA Municipalities Planning Code.		
Where public improvements are required and installed as part of a subdivision or land development, applicants shall reimburse the County for necessary expenses incurred in connection with inspection of the improvements. Such charges shall be reasonable and consistent with the ordinary and customary charges for similar services in the County and shall conform to requirements prescribed by the PA Municipalities Planning Code.		

The above fee schedule shall also apply to reviews by the Potter County Planning Department and Planning Commission of subdivision and land development applications submitted to municipalities that have their own subdivision and land development ordinances.