

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
March 23, 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: Comm. Nancy Grupp, Comm. Paul Heimel, Comm. Barry Hayman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

PUBLIC COMMENT ON AGENDA ITEMS

None

MINUTES – Amend the approved meeting minutes from February 23, 2023, under New Business to reflect repository property sale address as 111 Scoville Street rather than 6641 Gardeau Road. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

March 9, 2023, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

GUEST SPEAKER: Thomas Patterson, director of Potter County Children & Youth Services, discussed services being provided for those with autism spectrum disorder (ASD) and related issues. The department’s service dog has relieved anxiety for some clients. Director Patterson and Judge Stephen Minor are active on roundtables formed to reduce barriers to services for ASD clients. Commissioner Grupp said department heads from Potter County Human Services will be speaking at future meetings to apprise the public of available services.

NEW BUSINESS

Results of online bidding through Municibid on a 2002 Dodge Ram truck posted by the county. High bid was \$2,049 by Andre Dipanda. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

2019 PSA Amendment for CDBG Contract C000073350 administration in the amount of \$38,979.28. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

2021 PSA Amendment for CDBG Contract C000082276 administration in the amount of \$23,220.72. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Consultant agreement with Larson Design Group Inc., part of the Stormwater Management/Act 167 in cooperation with Tioga County. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Contact renewal with AMP Global Strategies with 911 emergency communication system/tower monitoring and maintenance, Jan. 1, 2023, though Dec. 31, 2023; cost \$234,820. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Service contract between Catalis Courts & Land Records LLC and Potter County Court of Common Pleas for jury selection software; initial fee of \$16,325 and monthly fee of \$1,494. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Children & Youth (07/01/2022 – 06/30/2023)**

Dr. Joseph F. McNamara, Ph.D

Licensed Psychologist

Psychological Evaluation

21/22

N/A

22/23

\$100.00/hr.

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

TRAINING REQUESTS

Chief Assessor Jacob Ostrom, 2023 AAP Annual Conference, May 3-5, 2023, Poconos, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Warden Angela Milford, PPWA Spring Training Symposium, April 20-23, 2023, King of Prussia, Pa.. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Krista Miller and Robin Pekarski, Treasurer’s Office, CTAPA Annual Conference, June 13-16, 2023, Harrisburg, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Register and Recorder Nicole Larsen, Register of Wills Spring Conference; April 19-10, 2023, State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Kira Perkins, Bryonna Swede, Potter County Mental Health Agency, CSH Supportive Housing Summit; May 31 to June 2, 2023, Philadelphia, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

PERSONNEL

Erica Hoadley, Aging Care Manager II with Potter County Human Services, has resigned her position effective March 7, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Prothonotary Kathy Schroeder has hired Shirley Raber as part-time support clerk, effective March 27, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

LIQUID FUELS TAX APPLICATIONS

Applications received for 2023 Liquid Fuel Tax funds from Allegany Township, \$2,069.80; Austin Borough \$1,083.89; Summit Township, \$780.45; Sylvania Township, \$363.37; Ulysses Township, \$2,219.71, Pike Township, \$1,074.17, Sharon Township, \$2,902.21; West Branch Township, \$1,752.72 and Eulalia Township, \$2,449.70. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

COMMISSIONERS’ REPORTS

Commissioner Heimel provided updates on DNCR’s plans to make multiple improvements to Cherry Springs State Park and the department’s efforts to contract with a private-sector partner to develop Denton Hill State Park into a four-season attraction.

Commissioner Hayman discussed the county’s Blight Reduction Program, following provisions of Pa. Act 153. A \$15 fee on records filed at the Register and Recorder office goes into a blight reduction fund that has grown to \$42,000. Townships and boroughs can apply for funds to help pay for demolition and site restoration qualifying properties. A committee uses specific criteria to review the applications. More information is available online at pottercountypa.net.

BILLS

Potter County Human Services Fiscal Summary (03/23/2023)

PAYROLL AUTOMATIC DEPOSITS	\$44,448.36
PAYROLL TAX TRANSFERS (EFTPS)	\$12,640.51
STATE TAX WITHHOLDINGS (ETIDES)	\$1,899.02
PAUC	\$43.47
Local W/H	\$618.59
Paytime P/R Charge	\$148.50
ACCOUNTS PAYABLE CHECKS – Check #75212-75314	\$156,117.66
ACCOUNTS PAYABLE CHECKS – Check #75122	\$63.75
Total Checks Written	\$215,979.86

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

Potter County Fiscal Summary –03/10/2023

<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	7027-7123			\$96,186.55
10	General Funds – Accounts Payable	141470-141556			\$327,658.80
10	General Funds – A/P Manual Checks	86			\$136,081.60
11	LEPC – Local Emergency Planning	2992-2996			\$1,174.07
16	911 Fund	3510-3514			\$12,403.57
34	V.O.J.O	141479; 141493			\$242.56
35	Victim Services/RASA	141479; 141493			\$1,457.00
38	Divorce Fund	141471			\$370.95
51	Capital Projects Fund	141525			\$200,000.00
64	Gas Well Impact-Capital Reserve	141514			\$350.00

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

Potter County Fiscal Summary – Special Run 03/15/2023

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	141557			\$50.63


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

NEXT MEETING: Thursday, April 6, 2023 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date