

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 3, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:07 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel, and Executive Administrative Assistant Paige Barroqueiro, all present

PUBLIC COMMENT

MINUTES – September 19, 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

In recognition of Domestic Violence Awareness Month, Dave Hyde from A Way Out discussed trends and factors affecting Potter County. He also detailed services provided to victims of domestic violence and sexual abuse. Lack of available and affordable housing remains one of the agency's main challenges.

Jeff Grubbs, representing Dickinson Center Inc., attended to spread awareness of services that are available to facilitate employment of disabled citizens. He emphasized the contributions that people with disabilities bring to workplaces and the economy. Dickinson Center has resources available for families and employers. He said the theme for National Disability Employment Awareness Month is "Important Jobs for All."

NEW BUSINESS

Proclamation – Domestic Violence Awareness Month ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Proclamation – National Disability Employment Awareness Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

MOU between Potter County Commissioners and Association of Probation Officers ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

One Time Bonus for Probation Department Support Staff ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

2025 Tax Anticipation Loan Proposals ~ **Action** ~ Comm. Heimel moved to accept Juniata Valley Bank's proposal. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Special Presentation - Strategic Management Planning Program (STMP) Overview by Kafferlin Strategies LLC

CONTRACTS AND AGREEMENTS

PERSONNEL

New Hire: GIS/Planning/Community Director Will Hunt has requested the hiring of Taylor Lent to fill the Full-Time Secretary position; effective September 30, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation: Sarah Lieberman, Domestic Relations Director, has resigned her position effective September 23, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire: Judge Minor has hired Sarah Lieberman to fill the Temporary Part-Time Domestic Relations Trainer; effective September 23, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Promotion: Judge Minor has hired Kelly Harrison to fill the Domestic Relations Director position; effective September 23, 2024. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

New Hire: Judge Minor has hired Sarah Wright to fill the Domestic Relations Assistant Director position; effective September 23, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Resignation – Pamela Tinder, Jail Secretary, has resigned her position effective September 12, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS None.

COMMISSIONERS' REPORTS None.

BILLS

Potter County Fiscal Summary – 09/20/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll - Direct Deposit	11379-11467			\$108,982.05
10	General Fund - Accounts Payable	145837-145938			\$265,987.05
10	General Fund - A/P Manual Checks	197			\$152,819.73
11	LEPC - Local Emergency Planning	3121-3122			\$325.15
14	Liquid Fuels	1811			\$1,113.94
15	North Fork Dam	145924			\$30.31
16	911 Fund	3791-3798			\$13,427.63
17	Saulter Preserve	145924			\$39.63
18	Automation Fund (Civil)	145874			\$1,197.33
32	Specialty Courts	145859			\$1,219.00
34	V.O.J.O.	145867;145884			\$188.23
35	Victim Services/RASA	145867;145884			\$1,189.66
62	CDBG Entitlement	145848;145880			\$437,163.23
65	Gas Well-Highway Bridge Improvement	145938			\$40,000.00

Potter County Fiscal Summary – 09/26/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	145939			\$228.68

Potter County Fiscal Summary – 09/30/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll - Direct Deposit	11469-11498			\$7,808.14
10	General Fund - A/P Manual Checks	198			\$10,033.21

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

Potter County Human Services Fiscal Summary (09/20/2024)

PAYROLL AUTOMATIC DEPOSITS	\$40,286.64
PAYROLL TAX TRANSFERS (EFTPS)	\$12,047.72
STATE TAX WITHHOLDINGS (ETIDES)	\$1,744.59
PAUC	\$40.42
Local W/H	\$568.26
Paytime P/R Charge	\$452.78
ACCOUNTS PAYABLE CHECKS – Check #79168-79259	\$172,221.58
Total Checks Written	\$227,361.99

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

NEXT MEETING: October 17, 2024

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


 Potter County Executive Administrative Assistant

October 17, 2024
 Approval Date

