

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

September 19, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11 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, all present

PUBLIC COMMENT None.

MINUTES – September 5, 2024, ~ **Action** ~ Comm. Rossman moved to approve as amended. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS Kassie Shumac, Recovery Specialist with Alcohol and Drug Abuse Services, and Crystal Thomas, Director of Potter County Drug and Alcohol Services, informed the board of the upcoming Potter County Recovery Event being held at the courthouse square Sept. 29 in recognition of National Recovery Month. They have hopes of making this an annual event.

NEW BUSINESS

Resolution #10 of 2024 Amendment to the Articles of Incorporation for the Area Transportation Authority of Northcentral Pennsylvania extending ATA services beyond initial 50-year term. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Appointment to the Potter County Hospital Authority to fill the unexpired term of Georgianna Leete expiring December 31, 2027. ~ **Action** ~ Comm. Grupp moved to appoint Jessica Songster, Esq. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Reappointment of Charles E. Bach Jr. to the Potter County Hospital Authority for a five- year term, January 1, 2024, through December 31, 2029. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreement – Davis-Ulmer Inc. for the annual inspection of fire extinguishers with all Potter County facilities. Term of November 1, 2024, to October 31, 2025, at a fee of \$1,230. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Children and Youth (07/01/2024 - 06/30/2025)**

Merakey - Foster Care Service

<u>Description</u>	<u>23/24</u> <u>Prior Cost</u>	<u>24/25</u> <u>Current Cost</u>
Therapeutic Foster Care - (TFC) R&B	\$43.87	\$56.10
Therapeutic Foster Car - (R&B + Treatment)	\$161.15	\$174.22
Therapeutic Foster Care Mother with Infant	\$106.97	\$135.82
Respite Foster Care (Unit CC)	\$104.20	\$115.09
Respite Foster Care (Unit CA)	\$99.22	\$115.09
Emergency Respite (Unit HH)	\$116.67	\$126.22
Emergency Respite (Unit HI)	\$120.96	\$126.22
Foster Care Plus (Unit BB)	\$95.37	\$114.02
Foster Care Plus (Unit BC)	\$100.20	\$114.02
Foster Care Infant Only	\$88.61	\$104.81
Enhanced Foster Care	\$142.43	\$166.95
Foster Care Mother with Infant (Unit TF)	\$145.61	\$173.21
Foster Care Mother with Infant (Unit TG)	\$145.61	\$173.21
Foster Care with Two Infants	\$210.05	\$248.88
CRR ITP	\$12.25	\$19.18
Enhanced Foster Care with Peer Support (Unit JK)	N/A	\$213.07
Enhanced Foster Care with Peer Support (Unit JL)	N/A	\$215.90

United Methodist Home for Children

Dependant/Delinquent - Emergency Shelter; Group Home Placement Program

<u>Description</u>	<u>Prior Cost-Per Diem</u>	<u>Current Cost-Per Diem</u>
A Cottage	\$471.98	N/A
Therapeutic Foster Car - (R&B + Treatment)	\$471.98	\$540.00*
Therapeutic Foster Care Mother with Infant	\$471.98	\$540.00
Respite Foster Care (Unit CC)	\$471.98	N/A
Respite Foster Care (Unit CA)	\$471.98	\$540.00
Emergency Respite (Unit HH)	\$471.98	\$540.00

■ **Drug and Alcohol (07/01/2024 - 06/30/2025)**

Alcohol and Drug Abuse Services, Inc.

Drug and alcohol case management services	N/A	Maximum of \$65,000
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■ **Mental Health**

Dickinson Center, Inc. - Addendum

Mental Health Drop-In Center Services	Maximum of \$8,356.00	No Change
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Contract Period: July 1, 2023 - June 30, 2024

Austin Area School District

Student Assistance Program & Available Training	\$325/person Up to 5 Individuals	No Change
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Contract Period: July 1, 2024 - June 30, 2025

Coudersport Area School District

Student Assistance Program & Available Training	\$325/person Up to 5 Individuals	No Change
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Contract Period: July 1, 2024 - June 30, 2025

Galeton Area School District

Student Assistance Program & Available Training	\$325/person Up to 5 Individuals	No Change
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Contract Period: July 1, 2024 - June 30, 2025

Northern Potter School District

Student Assistance Program & Available Training	\$325/person Up to 5 Individuals	No Change
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Contract Period: July 1, 2024 - June 30, 2025

Oswayo Valley School District

Student Assistance Program & Available Training	\$325/person Up to 5 Individuals	No Change
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Contract Period: July 1, 2024 - June 30, 2025

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

PERSONNEL

New Hire: Warden Angela Milford has requested the hiring of Justin R. Lloyd to fill a part-time Corrections Officer vacancy; effective September 9, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

New Hire: Warden Angela Milford has requested the hiring of Kurt Lefever to fill a part-time Corrections Officer vacancy; effective September 16, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

New Hire: Warden Angela Milford has requested the hiring of Brady Streich to fill a part-time Corrections Officer vacancy; effective September 23, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

New Hire – Potter County Human Services (PCHS) Administrator Thomas Patterson requests the hiring of Ashley Scoville as a full-time Children and Youth Caseworker I effective October 7, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resignation – James Douglas, Van Driver with PCHS, is resigning his position effective September 4, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUEST

Sweden Township \$2,418.67

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

COMMISSIONERS' REPORTS

Commissioner Grupp informed the public that Federal Emergency Management Agency personnel are now on the ground in the flood zone and for the next three weeks will be going door to door to verify forms and begin distributing relief funds. She noted that \$1.3 million has been approved so far for individuals affected, which does not include funds for municipalities or PennDOT. FEMA assistance can be requested by phone, through a mobile office, or via the agency website. She also announced that Northcentral Pa. Regional Planning and Development Commission is holding a public meeting on Oct. 2 for input on highway safety projects in the region.

Commissioner Heimel noted that the highway safety meeting is a proper forum to advocate or traffic safety measures at the Rt. 6/Rt. 872 intersection in east Coudersport. He also announced that Potter County has been approved to receive a \$90,000 state grant to support indigent defense. He explained that the public defender's caseload is currently very high. Funds can be used for conflict counsel, paralegal, investigator and/or social worker to alleviate some of the caseload.

Commissioner Rossman reported that he has met with FEMA officials who have been conducting damage assessments in flood-affected communities. He emphasized the importance of these assessments in ensuring proper aid distribution and thanked FEMA for its response. Additionally, he announced that an open house will be held at the new Potter County Veterans Services Office on Sept. 28.

BILLS

Potter County Fiscal Summary – 09/06/2024

<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 Checks	5009			\$28.49
10	Payroll - Direct Deposit	11289-11377			\$111,647.20
10	General Fund - Accounts Payable	145771-145836	145714	\$475.00	\$317,722.60
10	General Fund - A/P Manual Checks	196			\$156,790.44
11	LEPC - Local Emergency Planning	3118-3119			\$734.41
14	Liquid Fuels	1809			\$4,356.04
16	911 Fund	3782-3790			\$174,969.82
18	Automation Fund (Civil)	145771			\$485.24
34	V.O.J.O.	145787			\$180.00
35	Victim Services/RASA	145787			\$1,110.82
38	Divorce Fund	145814			\$23,889.14
52	Operational Reserve Fund	145800			\$25,480.07
62	CDBG Entitlement	145804			\$189,000.00

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

Potter County Tax Claim Bureau Fiscal Summary (09/19/2024)

ACCOUNTS PAYABLE CHECKS – Check #17744 - 17880	\$176,336.52
Total Checks Written	\$176,336.52

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

Potter County Tax Claim Bureau Fiscal Summary (09/19/2024)

ACCOUNTS PAYABLE CHECKS – Check #17781 - Voided	
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ACCOUNTS PAYABLE CHECKS – Check #17782	\$1,172.10
Total Checks Written	\$1,172.10

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

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

PAYROLL AUTOMATIC DEPOSITS	\$40,142.11
PAYROLL TAX TRANSFERS (EFTPS)	\$11,967.92
STATE TAX WITHHOLDINGS (ETIDES)	\$1,739.95
PAUC	\$40.32
Local W/H	\$566.77
Paytime P/R Charge	\$155.05
ACCOUNTS PAYABLE CHECKS – Check #79083-79167	\$245,912.46
Total Checks Written	\$300,577.51

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

NEXT MEETING: October 3, 2024

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


 Potter County Executive Administrative Assistant

October 3, 2024
 Approval Date



Established
1804

County of Potter Board of Commissioners

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Nancy J. Grupp, Chair
Paul W. Heimel, Commissioner
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk
Daniel F. Glassmire Esquire, Solicitor

RESOLUTION # 10 OF 2024

RESOLUTION OF THE BOARD OF COMMISSIONERS OF POTTER COUNTY, PENNSYLVANIA TO ADOPT AN AMENDMENT TO THE ARTICLES OF INCORPORATION FOR THE AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA TO EXTEND ITS TERM OF EXISTENCE FOR A PERIOD NOT TO EXCEED 50 YEARS FROM THE DATE OF THE APPROVAL OF THE ARTICLES OF AMENDMENT AND TO TAKE ANY AND ALL OTHER ACTIONS RELATED THERETO.

WHEREAS, the Area Transportation Authority of North Central Pennsylvania (hereinafter "Authority") is a body corporate and politic, incorporated by the Boards of Cameron County, Clearfield County, Elk County, Jefferson County, McKean County and Potter County, and is existing under and is governed by the provisions of the Municipalities Authorities Act, 53 Pa.C.S.A. § 5601 et seq., which codifies and amends the Municipalities Authorities Act of 1945, as amended and supplemented (hereinafter the "Act"); and

WHEREAS, by this duly adopted Resolution dated August 21, 2024 the Authority proposes to amend its Articles of Incorporation to add a provision to increase its existence to a date not exceeding fifty (50) years from the date of the approval of the Articles of Amendment pursuant to the powers vested in it by the Act; and

WHEREAS, the Authority thereafter confirms that the County Boards consent to this amendment to its Articles of Incorporation by the Boards of Cameron County, Clearfield County, Elk County, Jefferson County, McKean County and Potter County, Pennsylvania for adoption in accordance with the applicable provisions of the Act; and

NOW THEREFORE BE IT RESOLVED that:

1. The Board of Commissioners of Potter County, Pennsylvania hereby adopts this resolution proposed by the Authority to amend its Articles of Incorporation to add a provision to extend its existence to a date not to exceed a period of 50 years from the date of Authority's approval of the Articles of Incorporation.

2. This Resolution shall be effective immediately.

ADOPTED, this 19th day of September, 2024

ATTEST:

Jessie M. Eguil

Potter County COMMISSIONERS

By

Mary J. Grupp

By

David W. Jones

By

John Miller