

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

November 14, 2024

(Meetings recorded and 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 Robert Rossman, Chief Clerk Jessica Giebel, and Executive Administrative Assistant Paige Barroqueiro, all present.

PUBLIC COMMENT None.

MINUTES – October 31, 2024, ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Potter County Register and Recorder Nicole Larsen informed the public about the launch of a new Record Alert System designed to help detect fraudulent activity involving property documents. The system will notify individuals whenever a document is processed in the office under their name or property. Larsen emphasized the importance of early detection, as fraudulent activities like forged notary signatures or fraudulent mortgages are harder to reverse the longer they go undetected. Residents can sign up for the alert system on the Register and Recorder's website, where they will need to provide their name and Tax ID for verification.

NEW BUSINESS

Memorandum of Understanding between SEIU 668 Pa. Human Services Union and the Potter County Commissioners ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Two bids for the Radio & Microwave 911 System Review and Maintenance in 2025 were opened, one from Centre Communications and the other from Capital Area Communications. The bids were referred to Emergency Services Director Glenn Dunn, in preparation for review by himself and MCM Consulting Group Inc. prior to any action being taken.

CONTRACTS AND AGREEMENTS

Agreement – Davis-Ulmer Sprinkler Co. for fire alarm inspection service at the courthouse for an annual service fee of \$810. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Snow Removal Contract - Christopher Bickel to service the Shinglehouse District Judge Office. Term Nov. 1, 2024 – March 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Contract Renewal – Anita J. Mead as Victim/Witness Coordinator at a rate of \$21.00 per hour, Jan. 1, 2025, to Dec. 31, 2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Commissioner Heimel clarified that this position is fully grant-funded with the pay increase to come from a fund administered by the court. Grupp yes; Heimel yes; Rossman abstain.

PERSONNEL

Promotion: Sheriff Kevin Siska has promoted Deputy Ray Inman to Chief Deputy; effective Nov. 4, 2024. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation: Brady Streich, Corrections Officer at the Potter County Jail, is resigning his position effective Nov. 10, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS None.

COMMISSIONERS' REPORTS

Commissioner Heimel showed a recent newspaper article detailing the closure of another downtown Coudersport business as an example of the ongoing challenges facing the local economy. He urged community members to actively engage in the "Revitalize Potter County" long-term strategic planning process to guide community and economic development, being funded by a Pa. Dept of Community and Economic Development grant.

Commissioner Rossman discussed his attendance at the American Legion Post 192 Veterans Day Dinner, during which guest speaker Daniel Butler spoke movingly about how his life was saved by his Christian faith. Commissioner Rossman expressed his gratitude for the service and sacrifice of all veterans and highlighted the importance of honoring and supporting veterans, not just on special occasions, but year-round.

Commissioner Grupp commended Elections Director Charlie Brown and the entire elections team for executing a flawless election across the county. She acknowledged the hard work and dedication of the team, especially under the pressure of a high-stakes election. Commissioner Grupp noted that while there has been notification of a statewide recount for the U.S. Senate race, it is unrelated to the county's efforts.

BILLS

Potter County Fiscal Summary – 11/05/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	146225-146226			\$152,732.60

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

Potter County Fiscal Summary – 11/08/2024

<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 - A/P Manual Checks	210			\$1.40

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

Potter County Human Services Fiscal Summary (11/12/2024)

PAYROLL AUTOMATIC DEPOSITS	\$40,684.93
PAYROLL TAX TRANSFERS (EFTPS)	\$12,101.07
STATE TAX WITHHOLDINGS (ETIDES)	\$1,759.68
PAUC	\$40.75
Local W/H	\$573.19
Paytime P/R Charge	\$405.05
ACCOUNTS PAYABLE CHECKS – Check #79433	\$20,653.61
ACCOUNTS PAYABLE CHECKS – Check #79434	\$4,565.34
ACCOUNTS PAYABLE CHECKS – Check #79435-79513	\$240,848.80
Total Checks Written	\$321,632.42

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

NEXT MEETING: November 27, 2024

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


 Potter County Executive Administrative Assistant

November 27, 2024
 Approval Date