

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

November 27, 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 Secretary Danielle Gietler, all present.

PUBLIC COMMENT

A member of the public questioned Potter County Redevelopment Authority member Stephen Green's description of his resignation after serving briefly as a member of the panel as a "declination." He was advised that County Solicitor Dan Glassmire advised that it can be recorded as such in the business records as long as it is formally accepted by the commissioners to create a vacancy.

Mike Spencer, an officer with the Coudersport Volunteer Fire Department (CVFD), commended the commissioners for seeking competitive bids on the 911 Radio and Microwave System Maintenance Contract for 2025-2026. He suggested that the board engage in quality assurance discussions with operators of the Tioga County 911 Dispatch Center.

CVFD Chief Bryan Phelps echoed the comments on the bidding process. He also expressed his support for county-led community and economic development initiatives. Commissioner Grupp noted that a planned expansion of tax incentives offered by the county through the Local Economic Revitalization Tax Assistance (LERTA) Act is designed to encourage business and residential development.

MINUTES – November 14, 2024

NEW BUSINESS

Approval of 2025 Solicitor Proposal ~ Quotes were received by Daniel F. Glassmire of Coudersport and the firm Gabriel Fera of Pittsburgh. **Action** ~ Comm. Rossman moved to appoint Gabriel Fera. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes. Heimel commended Solicitors Glassmire and Shaffer for many years of dedicated service.

Appointment to the Potter County Planning Commission ~ **Action** ~ Comm. Rossman moved to appoint Mark Lewis to fill the unexpired term of Helen Turner. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment of Matt Shimkanin to the Potter County Human Services Alcohol, Tobacco and Other Drugs Advisory Board for a three-year term from March 2024 to March 2027 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment of John Stilson to the Potter County Solid Waste Authority for a term of January 2025 to December 2029 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Stephen Green declination/resignation from Potter County Redevelopment Authority ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Ronald Rapp to the Potter County Redevelopment Authority to fill the unexpired term of Stephen Green, expiring 7/12/2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Appointment of Jason Fourness to the Potter County Housing Authority for a five-year term to succeed Dennis Goodenough, whose term is expiring, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resolution #11 of 2024 – Area Transportation Authority (ATA) Local Match FY 2025-2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resolution #12 of 2024 – Tax Anticipation Loan proposal from Juniata Valley Bank. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Review of bids for 911 Radio & Microwave System Maintenance, 2025-2026. ~ **Action** ~ Comm. Grupp moved to accept Emergency Services Director Glenn Dunn’s recommendation that the contract be awarded to Capital Area Communications. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

CONTRACTS AND AGREEMENTS

Contract Renewal – Potter County Human Services for utilization of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, annual cost of \$40,857.59. Term of January 1, 2025, to December 31, 2025. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

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

Concern Professional Service for Children, Youth, and Families - Addendum

Dependent/Delinquent - Visitation, Visit Coaching, and Other Services

Dependent/Delinquent - Emergency Shelter, Residential Placement Program, and Transitional Living

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Visiting Coaching*	\$61.79	\$18.07 p/15 min
Supervised Visitation	\$58.78	\$17.32 p/15 min
Intensive Family Reunification Services ***	\$70.45	\$20.35 p/15 min
Parenting Education****	\$59.96	\$20.58 p/15 min
Transportation (Portal to Portal)	\$34.38	\$10.04 p/15 min
Triple P		\$23.77 p/15 min
(NEW) Crisis Rapid Response		\$18.53 p/15 min
(NEW) Finding Family Services		\$18.07 p/15 min
(NEW) Truency Services / School Engagement Program		\$18.05 p/15 min
Family Group Decision Making - Successful Referral		\$1,000.00
Family Group Decision Making - Unsuccessful Referral		\$250.00
<u>Foster Care</u>		
Intensive Foster Care age 0-21	\$179.00	\$185.42
Intermediate Foster Care ages 0-21	\$132.52	\$135.75
Traditional Foster Care ages 0-18	\$82.89	\$85.08
Medical Level I Foster Care	\$155.59	\$166.21
Medical Level II Foster Care	\$122.12	\$129.92
Medical Level III Foster Care	\$83.33	\$130.07
Medical Level IV Foster Care	\$68.88	\$113.20
Mother / Baby Foster Care	\$215.54	\$211.83
Community Residential Rehabilitation Board Rate	\$66.41	\$67.31
Treatment Unit for Boys	\$293.82	\$339.65
Trauma Focused Foster Care	\$249.04	\$255.70
SIL Program	\$314.64	\$362.35
SAAY - Psycho-Sexual Assesment	\$150 per hour	\$500 total
SAAY - Clinical Services (Individual/Family)	\$90 per hour	\$100 per hour
SAYY - Clinical Services (Group)	\$42 per client / session	\$50 per client / session

■ **Aging (November 18, 2024- June 30, 2024)**

Carla Muirhead, RN

Medical Consultant for Protective Services	N/A	\$50.00 / hour
Sign on Fee	N/A	\$400.00
Milage if Required	N/A	Approved Rate

■ **Intellectual Disabilities (07/01/2024 - 06/30/2025)**

Health Ride Plus - Addendum

Transportation - Zone 1	\$35.32 / trip	\$36.54 / trip
Transportation - Zone 2	\$63.96 / trip	\$65.78 / trip
Transportation - Zone 3	\$72.65 / trip	\$74.73 / trip

■ **Potter County Human Services (11/01/2024 - 11/30/2025)**

Genesee Township Volunteer Fire Department

CPR and First Aid Training Services	N/A	\$30 / student
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~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

PERSONNEL

New Hire: Warden Milford has requested the hiring of Domanik Hunt to fill the part-time corrections officer position; effective Dec. 9, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Retirement – Cheryl Powell, Prothonotary Deputy II, is retiring effective Dec. 27, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Resignation – Larry Royer, Van Driver with PCHS, is resigning effective Nov. 11, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Retirement – Steven Achre, C&Y County Caseworker II with PCH, is retiring effective Jan. 30, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS None.

COMMISSIONERS' REPORTS

Commissioner Heibel noted a presentation and discussion on proposed revisions to the county's LERTA ordinance will be scheduled for an upcoming commissioners meeting.

BILLS

Potter County Fiscal Summary – 11/15/2024

<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	11988-12084			\$107,032.89
10	General Fund - Accounts Payable	146427-146526			\$235,093.52
10	General Fund - A/P Manual Checks	211			\$147,066.56
11	LEPC - Local Emergency Planning	3130-3132			\$527.07
14	Liquid Fuels	1817-1818			\$6,805.32
15	North Fork Dam	146459			\$74.90
16	911 Fund	3833-3841			\$34,720.38
18	Automation Fund (Civil)	146464			\$1,197.33
28	Domestic Relations IV-D	1066			\$15,519.00
34	V.O.J.O.	146454; 146474; 146504			\$190.32
35	Victim Services/RASA	146454; 146474; 146504; 146514			\$2,428.03
52	Operational Reserve Fund	146466			\$7,066.00

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

Potter County Tax Claim Bureau Fiscal Summary (11/20/2024)

ACCOUNTS PAYABLE CHECKS – Check #17818 – 17850	\$66,335.21
Total Checks Written	\$66,335.21

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

Potter County Human Services Fiscal Summary (11/27/2024)

PAYROLL AUTOMATIC DEPOSITS	\$41,957.84
PAYROLL TAX TRANSFERS (EFTPS)	\$12,648.11
STATE TAX WITHHOLDINGS (ETIDES)	\$1,817.36
PAUC	\$41.60
Local W/H	\$591.99
Paytime P/R Charge	\$153.18
ACCOUNTS PAYABLE CHECKS – Check #79516-79579	\$160,808.69
Total Checks Written	\$218,018.77

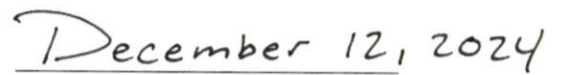
~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

NEXT MEETING: December 12, 2024

ADJOURNMENT



Potter County Executive Administrative Assistant



Approval Date