

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

December 12, 2024

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:11 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 Secretary Danielle Gietler, all present.

**PUBLIC COMMENT**

**MINUTES** – November 27, 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUESTS**

**NEW BUSINESS**

Resolution 13 of 2024 – Tax Levy for Budget Year 2025 and Per-Capita Tax Rate. Real estate tax will be set at 24 mills. Per-capita tax will not be collected. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Reappointment of Nancy Lent to the Aging Advisory Council for a term of April 2024 to April 2027 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment of Janet Long to the Aging Advisory Council for a term of February 2024 to February 2027 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment of George Martin to the Aging Advisory Council for a term of January 2023 to April 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment of Jean Martin to the Aging Advisory Council for a term of April 2023 to April 2027 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Reappointment of Donna Foust to the Aging Advisory Council for a term of February 2024 to February 2027 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment of Jerry Moran to the Aging Advisory Council for a term of August 2022 to August 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Sale of Repository Properties – Parcel# 092-003-041 at 31 Clinton St. Galeton, PA 16922 to Curtis Massi for \$600 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sale of Repository Properties – Parcel# 091-004-041A at 38 Oak St. Galeton, PA 16922 to Michael Balmer for \$300 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

**CONTRACTS AND AGREEMENTS**

Contract Quote - Databranch, for Adobe Acrobat Pro DC for Teams renewal at an annual cost of \$4,112.20. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Monitoring Agreement – Davis-Ulmer Sprinkler Co. for elevator monitoring service of the Potter County Courthouse, at an annual service fee of \$365.00. Effective February 1, 2025, to January 31, 2026. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Monitoring Agreement – Davis-Ulmer Sprinkler Co. for elevator monitoring service of the Gunzburger Annex, at an annual service fee of \$365.00. Effective February 1, 2025, to January 31, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Inspection Agreement – Davis-Ulmer Inc. for the annual inspection of sprinklers, backflow prevention, and standpipe system at the Gunzburger Annex, Term of February 1, 2025 to January 31, 2026 at an annual fee of \$2,520.00. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Agreement with UGI Energy service lock-in pricing for 12 months at \$0.08233 per kWh at county buildings, January 2025 to January 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Agreement with UGI Energy service lock-in pricing for 12 months at \$0.07764 per kWh at Potter County Human Services, January 2025 to January 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**PERSONNEL**

New Hire: Tax Claim/Assessment Director Jake Ostrom has requested the hiring of Judith Kilby to fill the full-time Data Entry Technician / Field Lister vacancy; effective January 27, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Rehire: Thomas Patterson is requesting the rehire of Niccola Wood as County Caseworker II, effective November 27, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Resignation – Ashley Scoville, C&Y County Caseworker 1 with PCHS, is resigning her position effective December 2, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**LIQUID FUELS TAX REQUESTS**

Sylvania Township \$377.31

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

**COMMISSIONERS' REPORTS** None

**BILLS**

**Potter County Fiscal Summary – 11/29/2024**

<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	12085-12114;12115-12211			\$121,627.98
10	General Fund - Accounts Payable	146527-146595			\$84,773.97
10	General Fund - A/P Manual Checks	212,215			\$166,653.06
14	Liquid Fuels	1819			\$2,081.73
15	North Fork Dam	146549;146588			\$3,730.46
16	911 Fund	3842-3844			\$18,439.91
17	Saulter Preserve	146588			\$35.50

20	Supervision Fees (County) (CO)	146529			\$255.45
32	Specialty Courts	146529			\$31.48
34	V.O.J.O.	146542;146576			\$326.00
35	Victim Services/RASA	146542			\$1,080.00
38	Divorce Fund	146529;146572			\$23,889.93
55	Phare Grant	146569			\$18,750.00

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

**Potter County Fiscal Summary – 12/02/2024**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	146596-146626			\$76,237.70
10	General Fund - A/P Manual Checks	216			\$35.00
11	LEPC - Local Emergency Planning	3133			\$579.03
16	911 Fund	3845-3848			\$114,732.37
32	Specialty Courts	146624			\$205.44
33	ACT 152 Demolition Fund	146597;146617;146000			\$6,042.80
34	V.O.J.O.	146598			\$7.95
35	Victim Services/RASA	146598			\$47.70
62	CDBG Entitlement	146602			\$106,200.00

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

**Potter County Human Services Fiscal Summary (12/10/2024)**

PAYROLL AUTOMATIC DEPOSITS	\$43,547.56
PAYROLL TAX TRANSFERS (EFTPS)	\$13,282.83
STATE TAX WITHHOLDINGS (ETIDES)	\$1,901.24
PAUC	\$43.98
Local W/H	\$619.31
Paytime P/R Charge	\$454.65
ACCOUNTS PAYABLE CHECKS – Check #79580-79649	\$189,413.37
ACCOUNTS PAYABLE CHECKS – Check #79650-79653	\$9,843.94
<b>Total Checks Written</b>	\$259,106.88

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

**NEXT MEETING:** December 26, 2024

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

*Paige Barroqueiro*  
 Potter County Executive Administrative Assistant

*December 26, 2024*  
 Approval Date

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