

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
January 26, 2023
(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:24 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL: Comm. Nancy Grupp; Comm. Paul Heimel; Comm. Barry Hayman; and Recording Secretary Danielle Gietler. all present. Chief Clerk Jessica Giebel, absent.

MINUTES – January 12, 2023, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes. Comm. Hayman abstained.

NEW BUSINESS

Reappointment Shawn Wolfinger to the Potter County Housing Authority for a five-year term, 12/01/2022 – 11/31/2027. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Subdivision and Land Development Ordinance proposed fee schedule ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Resolution 2 of 2023 adopting revised SALDO fee schedule ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreement for preparation of 1099-R Forms with Zelenkofske Axelrod LLC. Cost of \$935 for the first 150 and \$5.30/form thereafter. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Addendum to five-year lease for Galeton District Judge Office with Terry Jacobson (Knoxtowne) month-to-month, Feb. 28, 2023, to March 1, 2023, at a monthly rate of \$950. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Contract with OTIS for maintenance services of the elevator at the F.W. Gunzburger County Office Building, \$250/month, effective February 1, 2023 – January 31, 2027. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract with OTIS for maintenance services of the elevator at the Potter County Courthouse, \$350/month, effective March 1, 2023 – February 28, 2027. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Contract with OTIS for service and repair of the elevators at the F.W. Gunzburger County Office Building and the Potter County Courthouse, at an annual cost of \$4,723.82 (one-time fee). ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Amend agenda item on Ulysses Senior Center renewal to reflect current rate of \$25 rather than \$25.45. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging (01/01/2023 – 12/31/2023)**

Ulysses Senior Center Lease-Self Renewing

\$ 25.00/day of operation \$425/mo.

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

Barbara Busch – ADDENDUM

\$25/hr. + expenses

*Original Contract 11/11/2022 – Addition of Care Management. Duties: Completing Needs Assessment Tool, Needs Assessment Tool Express, Care Plans, & other Care Management related duties. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

■ **Children & Youth (07/01/2022 – 06/30/2023)**

George Junior Republic – ADDENDUM

Dependent/Delinquent – Residential Placement Program & Transitional Living

	Prior Cost	Current Cost
<u>Program</u>	<u>Rate</u>	<u>Rate</u>
Regular Residential	\$274.80	\$280.30
Special Needs	\$318.75	\$326.00
Special Needs E	\$318.75	\$326.00
Drug & Alcohol	\$241.80	\$255.00
Diagnostic	\$282.00	\$295.00
Intensive Supervision Unit	\$422.20	\$430.65
Special Needs M.A.	\$128.64	\$128.64
Drug & Alcohol M.A.	\$82.94	\$82.94
GJR Secure	N/A	\$755.54

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

TRAINING REQUESTS

Glenn Dunn, Dean Predmore and Kathleen Brooks to attend PEMA 1st Training. Virtual (no cost). ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

Corrections Officer Ricky Hurler to attend Use of Force Instructors Training, Bellefonte, Pa. **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

PERSONNEL

Susan Smith, Coudersport Senior Center Operator I, has resigned her position effective June 2, 2023. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes. The Commissioners thanked Director Smith for her many years of service.

COMMISSIONERS' REPORTS

Commissioner Hayman addressed a question that was raised at a previous meeting on the projected cost of housing females at the county jail. Total increased cost to the county in 2022, taking into account staffing, food, supplies, building modifications and operation changes, would have been in excess of \$150,555, over and above payments made to other jails to house Potter County's female inmates and detainees.

Commissioner Heibel discussed ongoing efforts to engage Potter County in the Rural Partners Network programs operated by the U.S. Dept. of Agriculture and other federal agencies in support of community and economic development.

Commissioner Grupp shared information on the state Property Tax and Rent Rebate program for those 65 and older. Application deadline is June 30. Assistance in filling out applications is available at senior centers in Ulysses, Feb. 15; Galeton, Feb. 16; Oswayo Valley, Feb. 22; Coudersport, March 1 (11 am to 1 pm); and Austin, March 1 (11 am to 1 pm) and Coudersport (1 pm to 3 pm). Forms are also available online at revenue.pa.gov. Commissioner Grupp also advised the public that Potter County Human Services has sent letters detailing upcoming changes in eligibility for the Supplemental Nutrition Assistance Program.

BILLS

Potter County Human Services Fiscal Summary (01/27/2023)

PAYROLL AUTOMATIC DEPOSITS	\$49,006.73
PAYROLL TAX TRANSFERS (EFTPS)	\$14,310.10
STATE TAX WITHHOLDINGS (ETIDES)	\$2,108.19
PAUC	\$48.24
Local W/H	\$686.73
Paytime P/R Charge	\$561.75
ACCOUNTS PAYABLE CHECKS – Check #74730-74861	\$267,407.73
ACCOUNTS PAYABLE CHECKS – Check #74728	\$294.00
ACCOUNTS PAYABLE CHECKS – Check #74729	\$1,004.29
Total Checks Written	\$335,427.76

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

Potter County Fiscal Summary –01/13/2023

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll – Direct Deposit	6563-6659			\$98,903.28
10	General Funds – Accounts Payable	141057-141137			\$244,113.05
10	General Funds – A/P Manual Checks	75			\$139,744.56
11	LEPC – Local Emergency Planning	2978-2980			\$390.54
14	Liquid Fuels	1763			\$1,503.94
16	911 Fund	3482-3487			\$12,470.24
18	Automation Fund (Civil)	141093			\$1,123.92
34	V.O.J.O	141082			\$227.46
35	Victim Services/RASA	141082			\$1,366.45
38	Divorce Fund	141059			\$3,024.65
62	CDBG Entitlement	141119			\$11,100.00

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

Potter County Fiscal Summary –01/13/2023

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	141140			\$2,532.13

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

PUBLIC COMMENT:

Citizens posed questions and offered comments on the system by which county employees report the details of their training activities; voter education efforts and the chain-of-custody of voting machines; and the advisability of the county engaging with federal agencies for funding or other support.

NEXT MEETING: Thursday, February 9, 2023 @ 11 a.m.

ADJOURNMENT: ~ Action ~ Comm. Grupp moved to adjourn. Comm. Hayman seconded. Grupp yes; Hayman yes.



Potter County Executive Secretary

February 9, 2023
Approval Date

RESOLUTION # 2 OF 2023
POTTER COUNTY, PENNSYLVANIA

A resolution of Potter County, Commonwealth of Pennsylvania, establishing a schedule of fees for the Potter County Subdivision and Land Development Ordinance.

WHEREAS, the Potter County Board of Commissioners enacted a new, updated Subdivision and Land Development Ordinance January 12, 2023 to take effect 30 days thereafter; and

WHEREAS, Section 302 of said ordinance, as further authorized by the Pennsylvania Municipalities Planning Code, provides for establishment, by resolution of the Potter County Board of Commissioners, of a schedule of fees to be paid accompanying applications for subdivisions and land developments;

NOW, THEREFORE, BE IT RESOLVED by the Potter County Board of Commissioners that a schedule of subdivision and land development application and review fees attached hereto is hereby established and shall take effect on the effective date of the new, updated Potter County Subdivision and Land Development Ordinance.


Adopted by the Potter County Board of Commissioners at the regular meeting of January 26, 2023.


Chair


Vice Chair


Commissioner

ATTEST:


Chief Clerk