

~ *Minutes* ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**November 2, 2023**  
 (Meeting recordings are 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 Barry Hayman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present. Commissioner Paul Heimel absent.

**PUBLIC COMMENT:** Veterans Affairs Director Michael Pepper expressed his appreciation to Commissioner Hayman for his support of the Potter County Veterans Service Committee, and particularly his role in the organization being able to begin offering transportation to veterans for medical appointments.

**MINUTES** – October 19, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**NEW BUSINESS**

Resolution 12 of 2023 Area Transportation Authority (ATA) Local Match FY 2024-2025 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Human Services Administrator Thomas Patterson requests that David Hyde (A Way Out director) be appointed to the PCHS Advisory Board. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Lease agreement between CSR Holdings and the Potter County Board of Commissioners at a rate of \$1,500 per month for a term of one year, Nov. 2, 2023, through Oct. 31, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Agreement renewal with Marco for maintenance on the copier in the Sheriff Department at an annual fee of \$342, Oct. 9, 2023, to October 8, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Renewal of contract with Onsolve LLC for CodeRED emergency notification program, Jan. 1, 2024, to Dec. 31, 2024, at a cost of \$5,138.82; an increase of \$402.58 from 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Contract with Databranch Inc. for Microsoft 365 Exchange subscription and plan at cost of \$4,090. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Independent contractor agreement with Nancy Dill d/b/a Cameron Reporting as court reporter at a rate of \$250/half-day and \$450/full day, Nov. 1, 2023, to Oct. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**PCHS AGREEMENTS**

22/23

23/24

■ **Children & Youth (07/01/23 – 06/30/24)**

**Community Specialist Corporation d/b/a The Academy**

Dependent/Delinquent Female Residential Placement; D&A Female; Shelter Program Female

General Residential – Female	\$293.24	\$310.80
In Patient Drug & Alcohol – Female	\$353.28	\$363.88
Shelter Care – Female	\$360.59	\$385.83
Specialized Settings – Female	\$374.50	\$399.72
Enhanced Support Program	N/A	\$1,150.00

***Merakey Addendum***

Foster Home Recruitment Family First Money Recruitment

	\$10,000.00	\$5,000.00
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**Summit School Inc. d/b/a Summit Academy**

Dependent/Delinquent, Residential Placement, D&A, Shelter Program, Male-Only Facility

Residential Program	\$247.47	\$264.50
Inpatient Drug & Alcohol	\$328.33	\$338.18
Specialized Services	\$365.90	\$391.51
Shelter Care	\$340.91	\$362.00
Intense Specialized	\$750.42	\$750.42
Enhanced Support Program	N/A	\$1050.00

■ **Aging (07/01/23 – 06/30/24)**

**Davis, Jennifer Ann, RDN, LDN**

Dietician Monitoring

Home-Delivered and Congregate Meals	\$55.45/hr. + exp @ state approved rate	\$100.00/hr. + exp @ state approved rate
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■ **Mental Health**

**Concern**

Family-Based Mental Health Services (09/01/2023 – 06/30/2024)	\$26.93/15 mins. Max of \$20,000	\$38.90/15 mins. Max of \$20,000
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Intensive Behavioral Health Services Max of \$20,000 No Change  
~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**TRAINING REQUESTS**

Crystal Thomas with PCHS Drug & Alcohol Services Administrator Crystal Thomas requests attendance at an Emerging Drug Trends conference, Nov. 9, 2023, in Camp Hill, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**PERSONNEL**

Vicki Flewellyn has requested to extend her retirement date from Oct. 26, 2023, to the time in which her position is filled. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Judy Lacher, Secretary/Clerk II, with County Treasurer’s Office, has resigned her position effective Oct. 27, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes.

Treasure Krista Miller has hired Judy Lacher to fill the office’s First Deputy position, effective Oct. 30, 2023. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Hayman seconded. Grupp yes; Hayman yes.

**COMMISSIONERS’ REPORTS**

Commissioner Hayman announced that with elections next Tuesday, November 7, 2023, there was an error of omission with the ballot on the voting machines in Portage, Warton, and Homer Township regarding write-in options. Therefore, there will be paper ballots with privacy envelopes and ballot boxes. As soon as this matter was recognized it was addressed promptly and professionally.

A written summary from Commissioner Heimel was presented, updating the board on the progress in contacting members of the state legislature urging support of higher payments-in-lieu of taxes (PILT) on state forest, park, and game lands. If the measure is passed, it would increase the PILT from \$2.00 to \$2.40 per acre for countries, school districts and municipalities for state park and forest lands; and double it from \$1.20 to \$2.40 per acre. The bottom line for Potter County is about \$250,000 more per year coming from the state, providing real estate tax relief for county residents.

**BILLS**  
**Potter County Fiscal Summary – 10/20/2023**

<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 Checks – Direct Deposit	8839-8929			\$94,986.02
10	General Fund – Accounts Payable	143178-143271; 143276	143230;14 3273	\$7,231.34	\$149,366.48
10	General Fund – A/P Manual Checks	131			\$133,035.11
11	LEPC – Local Emergency Planning	3039-3040			\$253.80
15	North Fork Dam	143261			\$30.00
16	911 Fund	3621-3627			\$6,502.65
17	Saulter Preserve	143261			\$37.79
18	Automation Fund (Civil)	143220			\$3,211.65
22	Farmland Preserve & Rollback	143238			\$94.98
27	Substance Abuse (Act 198)	143239			\$7,000.00
34	V.O.J.O	143211			\$180.00
35	Victim Services/RASA	143211			\$1,080.00
51	Capital Project Fund	143178			\$23,450.00
59	P.C. Victim Impact Panel (CO)	143245			\$132.00
62	CDBG Entitlement	143237			\$3,687.50
66	911 Statewide Interconnectivity Grant	143274			\$9,598.80

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

**Potter County Fiscal Summary – Special Run – 10/26/2023**

<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	General Fund – Accounts Payable	143277			\$2,805.00

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

**Potter County Fiscal Summary – 10/31/2023**

<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	8930-8959			\$7,841.70
10	General Fund – A/P Manual Checks	134			\$10,049.82

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

**Potter County Human Services Fiscal Summary (11/03/2023)**

PAYROLL AUTOMATIC DEPOSITS	\$43,224.09
PAYROLL TAX TRANSFERS (EFTPS)	\$12,322.77
STATE TAX WITHHOLDINGS (ETIDES)	\$1,845.35
PAUC	\$42.23
Local W/H	\$601.14
ACCOUNTS PAYABLE CHECKS – Check #76817-76900	\$80,678.90
<b>Total Checks Written</b>	<b>\$139,197.21</b>

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

**PUBLIC COMMENT:**

A representative of the ATV/UTV Club thanked the commissioners for their support, including use of the rest rooms at the Saulter Preserve. He indicated the club's interest in using facilities at the North Fork Dam.

**NEXT MEETING:** Thursday, Nov. 16, 2023, at 11 am.

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

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
 \_\_\_\_\_  
 Approval Date



Established  
1804

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Barry Hayman, Commissioner

## County of Potter Board of Commissioners

One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.net

Jessica M. Giebel, Chief Clerk  
Thomas R. Shaffer, Solicitor

### RESOLUTION #12 of 2023 Potter County, Pennsylvania

#### **RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2024-2025**

The Board of County Commissioners of Potter County resolves and certifies that it will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$42,248.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year July 1, 2024-June 30, 2025.


Further, the Board of County Commissioners resolves and certifies that the required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

QUARTER PERIOD	PAYMENT AMOUNT	
	DUE	PAYMENT DUE BY
July 1, 2024 – September 30, 2024	\$10,562.00	August 15, 2024
October 1, 2024 - December 31, 2024	\$10,562.00	November 15, 2024
January 1, 2025 – March 31, 2025	\$10,562.00	February 15, 2025
April 1, 2025 – June 30, 2025	\$10,562.00	May 15, 2025

We, hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 2<sup>nd</sup> day of November, 2023

**POTTER COUNTY COMMISSIONERS**

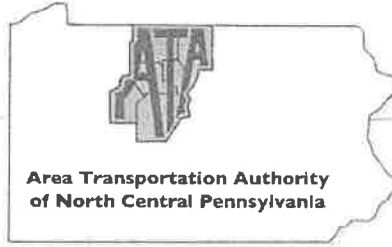
ATTEST:

  
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk

  
\_\_\_\_\_  
Nancy J. Grupp, Chair

  
\_\_\_\_\_  
Paul Heimel, Vice-Chair

  
\_\_\_\_\_  
Barry Hayman, Commissioner



**RECEIVED**

OCT 30 2023

POTTER COUNTY  
COMMISSIONERS

October 26, 2023

Nancy J Grupp, Chairperson  
 Potter County Commissioner  
 Potter County Courthouse  
 Gunzburger Bldg.  
 1 N. Main St.  
 Coudersport, PA 16915

RE: Local Match for ATA Fiscal Year July 1, 2024 – June 30, 2025

Dear Commissioner Grupp,

In 2007, Act 44 was enacted to provide funds for Pennsylvania's transportation infrastructure which includes public transportation. While Act 44 requires 15% match, it permits transit systems to waive the 15% local match in favor of a 5% incremental increase annually. ATA was successful in obtaining this waiver for our counties.

The local match requirement for the ATA Fiscal Year July 1, 2024 – June 30, 2025, is calculated as follows:

FY 07/01/23 – 06/30/24 Local Match Assessment	\$40,236.00
5% increase for FY 07/01/24 – 06/30/25	<u>\$2,012.00</u>
Total FY 07/01/24 – 06/30/25 Local Match Assessment	<u>\$42,248.00</u>

Based upon this allocation, the quarterly distribution for our Fiscal Year July 1, 2024 – June 30, 2025, is as follows:

QUARTER	YEAR	AMOUNT
July 1 – September 30	2024	\$10,562.00
October 1 – December 31	2024	\$10,562.00
January 1 – March 31	2025	\$10,562.00
April 1 – June 30	2025	\$10,562.00

Nancy J. Grupp, Chairperson  
October 26, 2023  
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For your convenience, the amount per calendar year is calculated as follows:

<b>CALENDAR YEAR DISTRIBUTION OF ALLOCATION</b>	<b>AMOUNT</b>
July 1 – December 31, 2024	\$21,124.00
January 1 – June 30, 2025	\$21,124.00

We appreciate the County's on-going commitment to serve its residents and are proud to be a partner in your efforts.

If you have questions regarding the local match request or transportation funding as it relates to the North Central region, please feel free to contact me. As always, we would be more than happy to meet with you to discuss this or any other matter of interest to you.

Sincerely,



Mark Head  
Chief Executive Officer

MH/ap