

~ *Minutes* ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**November 16, 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 Paul Heimel, Commissioner Barry Hayman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

**PUBLIC COMMENT:** None

**MINUTES** – November 2, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel abstained.

**GUEST** Will Hunt, Director of Planning, Community Development and GIS Services, discussed the expanded geographic information services and a contest the department is holding in recognition of GIS Day.

**NEW BUSINESS**

Proclamation of GIS Day for Nov. 15, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

CDBG Budget Revision Certification for FFY 2020C ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes, Hayman yes; Heimel yes.

Reduction of fair market value price of the former Oswayo Valley Senior Center and engaging a real estate professional to facilitate the sale. Asking price has been reduced from \$47,000 to \$37,000. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Appointment of Brian Abel (Probation Dept.) to Potter County Alcohol, Tobacco and Other Drugs Advisory Board, January 2024 to January 2027. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Appointment of Michele Mather (Potter County Agency on Aging) to Potter County Alcohol, Tobacco and Other Drugs Advisory Board, January 2024 to January 2027. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes, Heimel yes; Hayman yes.

**CONTRACTS AND AGREEMENTS**

Inspection agreements with Davis Ulmer Fire Protection for fire alarm monitoring, Jan. 1, 2024, to Dec. 2024, at the Gunzburger Building, \$1,665; District Judge office, Mapleview \$370; Potter County 911 Building, \$370.00; Potter County Courthouse, \$775; Potter County Education Center, \$400. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes.

Contract quote with DataBranch Inc. for server and DB Service at cost of \$2,624. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Comm. Grupp yes.

Agreement with Marco Inc. for maintenance on the plotter in Planning/Community Development GIS Department at a monthly fee of \$59.62, Nov. 1, 2023, to Oct. 31, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Comm. Hayman yes.

Agreement with Marco Inc. for lease of plotter in the Planning/Community Development/GIS Department at a monthly fee of \$244.89, Nov. 1, 2023, to Oct. 31, 2028. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement renewal with Marco Inc. for maintenance service of the copier in the Potter County Jail at a fee of \$342, Nov. 6, 2023, to Nov. 5, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes, Hayman yes; Heimel yes.

Agreement renewal with Marco Inc. for maintenance service of the copier in the Potter County Domestic Relations, at a fee of \$342, effective Nov. 6, 2023, to Nov. 5, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

**PCHS AGREEMENTS**

**22/23**

**23/24**

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

*Galeton Area School District*

ICM Caseworker in the School

School Based Caseworker

\$6,000.00

\$10,000.00

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

**TRAINING REQUESTS**

Thomas Patterson, PCHS Director, to attend Area Agency on Aging Administrator Conference, Nov. 9, 2023, in Harrisburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Keegan Abbott, Kelly Ahearn, Nicole Campbell, Sharon Prentice and Mary Freeman, Potter County Human Services, Alzheimer's Disease and Dementia Care Seminar; Dec. 4, 2023, registration only. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PERSONNEL**

Darlene Johnson, Van Driver with PCHS is resigning her position effective November 16, 2023.

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

Carol Brown, operator of Ulysses Senior Center, resignation effective Nov. 17, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Sherri Lamer, Potter County Jail secretary, resignation effective Jan. 2, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Chris Koech, caseworker with Potter County Human Services, resignation effective March 8, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2023 Liquid Fuel Tax funds from Wharton Township, \$719.22. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel announced Commissioner-elect Robert Rossman will be attending the County Commissioners Assn. of Pa. Newly Elected Officials Conference in Hershey. Comm. Heimel will be attending the CCAP Fall Conference that follows.

Commissioner Hayman was pleased to report that the November 2023 election went very well. Given three precincts voted by paper ballot, there were no reported problems. The ballots for Wharton, Portage and Homer Townships were counted upon their arrival, the election board and the team from the election office had them counted by 11:30 and Director of Elections Brown had our unofficial tally in to the State before midnight. Canvassing took place Monday instead of Friday due to the high numbers of write-ins. Comm. Hayman thanked and commended Charlie Brown and Donna Sallade of the Elections Office, all volunteer poll workers for their countless hours to the County. Comm. Hayman encourages more folks to step up and volunteer to serve on their local elections board.

**BILLS**

**Potter County Fiscal Summary – 11/03/2023**

<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	5008			\$373.04
10	Payroll Checks – Direct Deposit	8960-9048			\$92,492.65
10	General Fund – Accounts Payable	143297-143374			\$230,069.70
10	General Fund – A/P Manual Checks	136			\$131,464.01
11	LEPC – Local Emergency Planning	3042-3043			127.92
14	Liquid Fuels	1785-1786			\$4,426.15
16	911 Fund	3629-3634			\$2,960.13
32	Specialty Courts	143299			\$55.99
34	V.O.J.O	143315; 14333			\$233.49
35	Victim Services/RASA	143315; 14333			\$1,133.50
55	Phare Grant	143340			\$18,750.00
62	CDBG Entitlement	143342			\$620.00

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

Potter County Tax Claim Bureau Fiscal Summary (11/16/2023)

ACCOUNTS PAYABLE CHECKS – Check #17363-17396	\$45,937.05
<b>Total Checks Written</b>	\$45,937.05

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

Potter County Human Services Fiscal Summary (11/17/2023)

PAYROLL CHECKS (Check #1)	\$164.82
PAYROLL AUTOMATIC DEPOSITS	\$43,278.49
PAYROLL TAX TRANSFERS (EFTPS)	\$12,537.07
STATE TAX WITHHOLDINGS (ETIDES)	\$1,859.80
PAUC	\$42.55
Local W/H	\$605.85
ACCOUNTS PAYABLE CHECKS – Check #76901-76977	\$135,356.71
<b>Total Checks Written</b>	\$194,007.82

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

**NEXT MEETING:** Thursday, Nov. 30, 2023, at 11 am.

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

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

  
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 Approval Date



*Established  
1804*

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

## County of Potter Board of Commissioners

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

### **PROCLAMATION**

#### **GIS Day**

**November 15, 2023**

**WHEREAS**, the County Commissioners recognizes that an understanding, use and application of geospatial technology is crucial to operating our infrastructure, sustaining our natural resources, and stimulating economic growth, thus, benefitting the welfare of the general public throughout Potter County and

**WHEREAS**, geographic information systems (GIS) technology allows us to see and model complex relationships and patterns to more intelligently respond; and

**WHEREAS**, there is a need to promote GIS awareness, education and technical training to use this rapidly developing technology to its full potential; and

**WHEREAS**, the County Commissioners acknowledges those that have chosen GIS as their profession or as part of their discipline to improve the lives of our citizens; and

**WHEREAS**, to recognize and support the efforts of nonprofits who work on activities to improve conservation, human services, and various humanitarian efforts to better our world; and

**WHEREAS**, having a day of GIS activities open to students, citizens, and government leaders will help promote STEM education and inspire others to a higher calling to use technology for good; and

**WHEREAS**, Potter County is committed to utilizing GIS to inform decision making and better serve its residents and make useful geographic information open and easily available to the public, as a platform for innovation;

**NOW, THEREFORE,** The Commissioners of Potter County will celebrate GIS Day on November 15<sup>th</sup>, 2023.

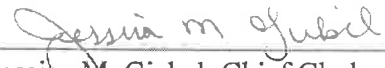
**POTTER COUNTY BOARD OF COMMISSIONERS**

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Barry Hayman, Commissioner

ATTEST:

  
Jessica M. Giebel, Chief Clerk

**GIS day**

