

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
November 30, 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 16, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

GUEST – Will Hunt, director of planning, community development and GIS services, discussed the results of the GIS Map Contest. A drawing was held with Dorian Vought winning the featured prize, a framed GIS/topographical map of Potter County. Other winners were Ed Schott and Todd Brown.

NEW BUSINESS

Resignation of Nicole Brown Zaun from Potter County Planning Commission, effective Nov. 20, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Reappointment of Helen Turner and Robert Wicker to the Potter County Planning Commission for a four-year term, January 2024 through December 2027. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Appointment of Kyle Miller of Eulalia Township to fill unexpired term of Nicole Zaun, ending January 2027. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Pam Payne/Cutting Edge Gymnastics for the lease of the Gunzburger Building gymnasium at a monthly rent of \$125, effective Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Statement of work with Repeat Business System Inc., d/b/a Databranch, for engineering and support services, effective Jan. 1, 2024, to Dec. 31, 2024, at a cost of \$10,000. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Statement of work with Repeat Business System Inc., d/b/a Databranch, for SAAS Protection, effective Jan. 1, 2024, to Dec. 31, 2024, at a cost of \$11,220. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Statement of work with Repeat Business System Inc., d/b/a Databranch, for Mail Protector/Spam Filter, effective Jan. 1, 2024, to Dec. 31, 2024, at a cost of \$2,640. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Statement of work with Repeat Business System Inc., d/b/a Databranch, for Team Assist technical assistance, effective Jan. 1, 2024, to Dec. 31, 2024, at a monthly rate of \$3,459. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Contract with Sarah Seeley for cleaning service at the District Judge office in Coudersport, \$20 per week, retroactive to Jan. 1, 2023, through Dec. 31, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Contract with Sarah Seeley for cleaning service at the District Judge office in Coudersport, at a rate of \$20 per week, effective Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

PCHS AGREEMENTS

■ **Drug and Alcohol (07/01/23 – 08/31/23)**

22/23

23/24

Adult Drug & Alcohol Inpatient; Level 4.0WM \$730/day \$800/day
 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Hayman yes.

■ **Early Intervention (11/01/23 – 06/30/24)**

Ebn, LLC

Provide evaluation to determine EI eligibility.

Evaluation Nursing/Health Services N/A \$30.58/unit

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

■ **Intellectual Disabilities (7/01/23 – 06/30/24)**

Family Links Inc.

Provide support coordination to individual from who resides in ICF in Pittsburgh

Support Coordination N/A \$25.19/unit

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

■ **Mental Health (12/01/23 – 12/01/28)**

Luke Watson, Cabin Investments LLC

Mental Health Housing Program, home rental in Coudersport

N/A \$900/mo.

~ **Action** ~ Comm. Heibel moved to table, pending receipt of additional information. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

TRAINING REQUESTS

Chief Assessor Jake Ostrom, UAPAP Training, provided online. **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes, Hayman yes; Heibel yes.

PERSONNEL

Ashley Gledhill, first deputy in the Prothonotary/Clerk of Courts Office, resignation effective Dec. 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Heibel reported that the board is seeking candidates to serve as appointees to county organizations and advisory boards. Many of those currently on the boards have served for multiple years. The commissioners are looking for potential successors to bring greater diversity and new perspectives, experiences, and skill sets. Appointments are made to the Planning Commission, Redevelopment Authority, Housing Authority, Solid Waste Authority and Hospital Authority, as well as the Conservation District Board of Directors, Local Emergency Planning Committee, and advisory boards for Potter County Human Services. Those interested in serving are asked to send a letter of interest to dgieter@pottercountypa.net or call 814-274-8290, ext. 207.

BILLS

Potter County Fiscal Summary – 11/17/2023

<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	9049-9138			\$94,678.53
10	General Fund – Accounts Payable	143375-143477			\$247,311.01
10	General Fund – A/P Manual Checks	137			\$132,889.01
11	LEPC – Local Emergency Planning	3044-3046			\$524.51
14	Liquid Fuels	1787-1788			\$4,328.24

11130

15	North Fork Dam	143412			\$3,700.00
16	911 Fund	3635-3641			\$32,136.76
18	Automation Fund (Civil)	143417			\$5,518.89
34	V.O.J.O	143404; 143428			\$230.61
35	Victim Services/RASA	143404; 143428; 143471			\$2,659.84
60	Hotel Excise Tax Fund	143442;143470			\$86,177.52
64	Gas Well Impact-Capital Reserve	143418; 143432			\$5,889.70

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

Potter County Human Services Fiscal Summary (12/01/2023)

PAYROLL AUTOMATIC DEPOSITS	\$43,405.08
PAYROLL TAX TRANSFERS (EFTPS)	\$12,489.53
STATE TAX WITHHOLDINGS (ETIDES)	\$1,861.89
PAUC	\$42.59
Local W/H	\$606.53
Paytime P/R	\$409.22
ACCOUNTS PAYABLE CHECKS – Check #76978	\$864.86
ACCOUNTS PAYABLE CHECKS – Check #76979-77065	\$282,840.44
Total Checks Written	\$342,601.14

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

NEXT MEETING: Thursday, Dec. 14, 2023, at 11 am.

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


 Potter County Executive Secretary


 Approval Date