

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**January 11, 2024**  
(Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:36 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

**PUBLIC COMMENT:**

Register and Recorder Nicole Larsen asked for clarification on the county solicitors' roles. She was referred to the services contract.

A citizen suggested that job openings for appointed positions be advertised and that the openings first be posted in-house.

**AMENDMENT TO AGENDA**

Comm. Grupp moved to amend the agenda to reflect the appointment of a 911/EMA Director under Personnel.

**MINUTES –**

Dec. 28, 2023, Business Meeting. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman abstain.

Jan. 2, 2024, Reorganizational Meeting. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Acceptance of high bid if \$850 from Aziz Haidi for 2002 Dodge Ram advertised on Municibid. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Amendment to Community Development Block Grant professional & administrative services agreement with SEDA Council of Government for administering Galeton wastewater treatment plant grant. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Reappointment of Jeff Cady to Potter County Conservation District Board of Directors as Farmer/Director. Effective Jan. 1, 2024 – Dec. 31, 2027. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Reappointment of Stan Hess to Potter County Conservation District Board of Directors as Public/Director. Effective Jan. 1, 2024 – Dec. 31, 2027. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Robert Rossman to Potter County Conservation District Board of Directors as Commissioner/Director. Effective Jan. 1, 2024 – Dec. 31, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman abstain.

**CONTRACTS AND AGREEMENTS**

Agreement with Rudolph Clarke LLC as solicitor for the Potter County Treasurer. Annual retainer of \$3,000. Effective Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement with John R. Thomas, Esq., as solicitor for Prothonotary/Clerk of Courts. Annual retainer fee of \$2,000. Effective Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Contract with Debra Sue Lehman for cleaning of the Shinglehouse District Judge Office at a rate of \$20/week, Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Agreement with Marco for maintenance on the copier in the Elections/Voter Registration Office at a rate of \$.0085 per copy for black and white overages, Nov. 14, 2023, to Nov. 14, 2024. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman abstain.

Agreement with Marco for maintenance on the copier in the Judge's Chambers at a rate of \$29.98 per month, .0116 copy for black and white overages, term of Jan. 10, 2024, to Jan. 10, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Agreement with Attorneys Glassmire, Koernig and Shaffer as County Solicitor, First Asst. Solicitor and Second Asst. Solicitor at a total fee of \$102,400; effective Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Agreement with Davis-Ulmer Sprinkler Co. for elevator monitoring service at Gunzburger Building, at an annual service fee of \$350, effective 02/01/2024 – 01/31/2025. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Agreement with Davis-Ulmer Sprinkler Co. for elevator monitoring service at courthouse, at an annual service fee of \$350. Monitoring will begin once on-line effective 02/01/2024 – 01/31/2025.  
~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

### **TRAINING REQUESTS**

Chief Assessor Jake Ostrom to attend AAP Winter Board Meeting, Jan. 18, 2024, in Harrisburg, Pa. No cost to county; AAP reimburses all expenses. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Sheriff Kevin Siska to attend Training Conference, Feb. 8-10, 2024, in Harrisburg, Pa. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

### **PERSONNEL**

Warden Angela Milford requests the rehiring of Christopher Tuttle as part-time corrections officer, effective Dec. 28, 2023. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Cindy Nelson, housekeeper with the Maintenance Department, is resigning her position, effective Dec. 29, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

Shirley Raber, part-time support clerk, is resigning her position with the Potter County Prothonotary/Clerk of Courts, effective Dec. 31, 2023. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Ashley Gledhill has hired Shirley Raber as a full-time secretary/clerk with Potter County Prothonotary Office, effective Jan. 2, 2024. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hiring of Christina Lineman as mental health program specialist I, effective Feb. 5, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.

Appointment of Glenn Dunn as the 911/EMA Director effective 02/01/2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

### **COMMISSIONERS' REPORTS**

Commissioner Grupp reported on a public meeting for the county's updated Hazardous Materials Mitigation Plan, available for review on the county website. Public comment is being accepted until Feb. 3 at Potter County Dept. of Emergency Services, 20 Mockingbird Lane, Coudersport PA 16915 or by at [pcema@pottercountypa.net](mailto:pcema@pottercountypa.net).

Commissioner Heibel reported on priorities for the National Assn. of Counties Veterans and Military Services Committee. The group is lobbying for federal funding to support county veterans services departments.

### **BILLS**

**Potter County Fiscal Summary – Special Run 12/20/2023**

<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	General Fund – Accounts Payable	143826			\$10.00

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

**Potter County Fiscal Summary – Special Run 12/27/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
51	Capital Projects Fund	143827			\$185,000.00

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

**Potter County Fiscal Summary – 12/29/2023**

<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	143828-143903	143867	\$23,466.00	\$107,127.44
10	General Fund – A/P Manual Checks	145, 146			\$153,145.42
11	LEPC – Local Emergency Planning	3050			\$139.87
15	North Fork Dam	143890			\$27.69
16	911 Fund	3657-3660			\$2,210.28
17	Saulter Preserve	143890			\$36.42
18	Automation Fund (Civil)	143855			\$1,143.89
20	Supervision Fees (County) (CO)	143897			\$495.00
28	Domestic Relations IV-D	1056			\$23,466.00
32	Specialty Courts	143897			\$325.13
34	V.O.J.O	143830; 143846			\$186.60
35	Victim Services/RASA	143830; 143846			\$1,119.62
38	Divorce Fund	143860			\$1,207.02
62	CDBG Entitlement	143878			\$1,054.00
64	Gas Well Impact-Capital Reserve	143862			\$4,879.72

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

**Potter County Fiscal Summary – 01/02/2024 First of the Month**

<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	143904-143913	143878; 143906	\$1,089.00	\$19,539.47
10	General Fund – A/P Manual Checks	147			\$35.00
11	LEPC – Local Emergency Planning	3052	3051	\$579.03	\$579.03
16	911 Fund	3657-3660			\$2,210.28
34	V.O.J.O	143905			\$7.95
35	Victim Services/RASA	143905			\$47.70

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

**Potter County Human Services Fiscal Summary (1/11/2024)**

PAYROLL AUTOMATIC DEPOSITS	\$42,048.44
PAYROLL TAX TRANSFERS (EFTPS)	\$12,152.54
STATE TAX WITHHOLDINGS (ETIDES)	\$1,810.89
PAUC	\$41.42
Local W/H	\$589.90
Paytime P/R	\$470.43
ACCOUNTS PAYABLE CHECKS – Check #77212	\$3,201.33
ACCOUNTS PAYABLE CHECKS – Check #77213-77355	\$419,203.98
<b>Total Checks Written</b>	<b>\$479,518.93</b>

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

**Potter County Tax Claim Bureau Fiscal Summary (01/11/2024)**

ACCOUNTS PAYABLE CHECKS – Check #17435-17468	\$47,409.03
<b>Total Checks Written</b>	<b>\$47,409.03</b>

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

**PUBLIC COMMENT**

Representatives from veterans service organizations in Potter County presented statistics and additional information in asking the commissioners to establish a second position in the county’s Veterans Services Department.

**NEXT MEETING:** Thursday, January 25, 2024 @ 11 a.m.

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

  
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 Potter County Executive Secretary

1/25/2024  
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 Approval Date