

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**March 21, 2024**

(Meeting recordings are destroyed after minutes approval)

**CALL TO ORDER** Vice Chair Paul Heimel called the meeting to order at 11:03 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Nancy Grupp (by phone), Commissioner Robert Rossman, Commissioner Paul Heimel, and Recording Secretary Danielle Gietler; all present. Chief Clerk Jessica Giebel absent.

**PUBLIC COMMENT ON AGENDA ITEMS** None

**MINUTES** – March 7, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

**GUESTS**

In observance of 4-H Week, Spencer Gee, educator and 4-H youth development leader with Penn State Extension, was accompanied by five of her Teen Council representatives, who introduced themselves: Elizabeth Freeman, Dana Williams, Lucas Risser, Mark Long and Alexis Risser. Also attending was co-leader Amanda Risser.

Elise Grovanz from Northcentral Pa. Regional Planning & Development Commission detailed some of the services available to local governments and non-profit organizations, including assistance with grant applications.

**NEW BUSINESS**

Proclamation for 4-H Week, March 13-23, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Sale of County Repository Property; Parcel No. 030-005-053 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Awarding of contract for Strategic Management Planning Program, in cooperation with the Pa. Dept. of Community and Economic Development, to Kafferlin Strategies of Warren County. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Bid for sale of county-owned former Shinglehouse Senior Center from Frank Carr in the amount of \$37,200; previously tabled at the Feb. 8 meeting. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes, Grupp yes.

**CONTRACTS AND AGREEMENTS**

Technical service agreement and price quote from Zito Media for installation of high-speed internet service and access at the Coudersport District Judge Office for one-time amount of \$250 for installation and \$225.00/month for service. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

Technical service agreement and price quote from Zito Media for installation of high-speed internet service and access at the Shinglehouse District Judge Office for one-time amount of \$6,060 for installation and \$264.50/month for service. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes, Grupp yes.

Agreement with Davis Ulmer Fire Protection for fire alarm monitoring at the Potter County Education Center, May 1, 2024, to April 30, 2025, at a fee of \$575. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes, Grupp yes.

Agreement with Marco for equipment maintenance at Planning Department for a rate of \$.07/excess color copy and .009/excess for black & white copy per month for 12 months. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Agreement with Marco for equipment maintenance at Victim Services Office for a rate of \$.069/excess color copy and .007/excess for black & white copy per month, 01/06/2024 – 01/06/2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

Agreement with Marco for equipment maintenance at Judge's Chambers for a copier for a rate of \$290/month with .0075/excess for black & white copy per month, 01/10/2024 – 01/10/2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Agreement with Marco for equipment maintenance at Register & Recorder Dept. for a copier at a rate of \$342/month with .0085/excess for black & white copy per month, 03/26/2024 – 03/26/2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

### PCHS AGREEMENTS

22/23

23/24

#### ■ Aging (07/01/2023-06/30/2024)

*Community Resources for Independence, Inc.*

Addendum – Personal care & home support      \$23.11/unit      no change

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

### TRAINING REQUESTS

Jail Warden Angela Milford to attend PCCA Spring Conference & Training; April 7-10, 2024, in York, Pa. Requests mileage, parking and tolls. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Ann Marie Rathbun and Nancy Dill, court reporters, to attend the Pa Court Reporters Association Continuing Education Conference; April 12-14, 2024, in Harrisburg, Pa. Request registration, hotel, mileage, meals, parking and tolls. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

Deputy Sheriff Raymond Inman to attend Waiver Training; April 7 - 12, 2024, in State College, Pa. Requests mileage and meals. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes, Grupp yes.

Warden Angela Milford and Deputy Warden Ricky Hurler Jail to attend PPEA Spring Conference & Training Symposium; May 2-5, 2024, in Erie, Pa. Request registration, mileage, parking & tolls. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Chief Assessor Jake Ostrom to attend AAP Spring Conference; May 8-10, 2024, in Seven Springs, Pa. Requests registration, hotels mileage and meals. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes, Grupp yes.

Planning Commission members Bob Wicker, Helen Turner, Candace Hillyard, and Karielle Johnston from Planning Department to attend PMEPI Course on Community Planning; March 27, April 3 and April 10, 2024, at Gunzburger Building. Requesting registration fees to be paid. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

### PERSONNEL

Sheriff Kevin Siska has hired Michelle Rossetti to fill the full-time Secretary/Clerk vacancy; effective March 19, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Warden Angela Milford is requesting the hiring of Ayden Seeley to fill a part-time Correction Officer vacancy; effective March 25, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

Promotion of Kelly Ahearn at Potter County Human Services from Aging Care Manager I to Aging Care Manager II; effective Nov. 11, 2023, per agreement. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

**LIQUID FUELS TAX REQUESTS.** Keating Township, \$1,630.15; Summit Township, \$810.92; West Branch Township, \$1,819.57; Sharon Township, \$3,011.11; Austin Borough, \$1,121.78. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes, Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported that the F. W. Gunzburger County Office Building wifi service upgrade was completed by IT Director Dan Baker at a cost of \$2,500, far below original projections of \$10,000. This will improve efficiencies for county offices while also providing reliable service for building visitors. Comm. Heimel also commended the members of local veterans' organizations for their service to military veterans and shared reflections on the Vietnam War in presenting a proclamation recognizing March 29, 2024, as Vietnam Veterans Day in Potter County. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes, Heimel yes.

Commissioner Rossman reported that the county maintenance department's top priority is renovation of the former VA Medical Clinic at Mapleview to become the Veterans Services Department office. He also noted that budget adjustments have been identified to allow for funds to cover the expense of creating a new position in the Veterans Services Department. Attention has now turned to establishing a job description and salary range.

**BILLS**

Potter County Tax Claim Bureau Fiscal Summary (03/21/2024)

ACCOUNTS PAYABLE CHECKS – Check #17510-17552	\$284,546.44
<b>Total Checks Written</b>	<b>\$284,456.44</b>

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

**Potter County Fiscal Summary – 03/08/2024**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	5000			\$200.00
10	Payroll – Direct Deposit	9902-9988			\$98,352.10
10	General Fund – Accounts Payable	144330-144434			\$224,116.50
10	General Fund – A/P Manual Checks	158			\$138,952.46
11	LEPC – Local Emergency Planning	3083-3084			\$82.61
14	Liquid Fuels	1794-1795			\$3,168.92
16	911 Fund	3689-3691			\$114,549.19
28	Domestic Relations IV-D	1059			\$7,620.00
32	Specialty Courts	144331			\$97.40
34	V.O.J.O	144407; 144352; 144382			\$317.23
35	Victim Services/RASA	144352; 144382			\$1,294.74
51	Capital Projects Fund	144398			\$180,000.00

62	CDBG Entitlement	144385			\$414,059.47
----	------------------	--------	--	--	--------------

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

**Potter County Human Services Fiscal Summary (3/22/2024)**

PAYROLL AUTOMATIC DEPOSITS	\$49,576.74
PAYROLL TAX TRANSFERS (EFTPS)	\$15,665.96
STATE TAX WITHHOLDINGS (ETIDES)	\$2,148.92
PAUC	\$49.16
Local W/H	\$700.00
Paytime P/R	\$160.66
ACCOUNTS PAYABLE CHECKS – Check #77775	\$874.89
ACCOUNTS PAYABLE CHECKS – Check #77776-77863	\$123,012.55
<b>Total Checks Written</b>	<b>\$192,188.88</b>

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

**PUBLIC COMMENT:**

American Legion Post 192 Adjutant Ted Parsell thanked Commissioner Rossman for speaking at the post's 105<sup>th</sup> anniversary dinner and expressed his appreciation to the commissioners for committing to establish a second full-time position in the county's Veterans Services Department.

Citizen John Martin called attention to the Veterans Food Share at God's Country Ministries on the second Tuesday of each month.

**NEXT MEETING:** Thursday, April 4, 2024 @ 11 a.m.

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

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

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



Established  
1804

**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*

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Daniel F. Glassmire Esquire, Solicitor

**PROCLAMATION**

**PENNSYLVANIA 4-H WEEK  
MARCH 13 – MARCH 23, 2024**

**WHEREAS**, 4-H is America’s largest youth development organization, supporting nearly six million youth across the country; and

**WHEREAS**, 4-H has helped 828 youth in Potter County to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

**WHEREAS**, 4-H in Pennsylvania is delivered by Penn State Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5–18;

**WHEREAS**, 4-H youth in Pennsylvania are served by a network of staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness;

**WHEREAS**, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in County who work each day to make a positive impact on those around them; and

**WHEREAS**, 4-H’s network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose;

**NOW, THEREFORE**, we do hereby proclaim, March 13, 2024, through March 23, 2024, as PENNSYLVANIA 4-H WEEK throughout County and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

Nancy J. Grupp, Chair

Paul W. Heimel, Commissioner

Robert W. Rossman, Commissioner

ATTEST:

Jessica M. Giebel, Chief Clerk



Established  
1804

## 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

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Daniel F. Glassmire Esquire, Solicitor

### PROCLAMATION

#### VIETNAM VETERANS DAY

MARCH 29, 2024

**WHEREAS**, numerous brave Potter County residents served in the Vietnam War;

**WHEREAS**, we must never forget the pain and suffering that lingers today for those who fought with honor and distinction in the name of freedom and democracy for all;

**WHEREAS**, we remember those who so honorably served during more than a decade of fighting in challenging terrains of Southeast Asia, where they faced extraordinary and unprecedented dangers;

**WHEREAS**, through this commemoration, the County Commissioners join with all individuals of this great state and nation to honor and remember our Vietnam veterans and their families for their courage, sacrifice and valor.

**WHEREAS**, 4-H's network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose;

**NOW, THEREFORE**, we do hereby proclaim, March 29, 2024, as Vietnam War Veterans Day in Potter County, and encourage all county residents to participate in activities that bestow honor and commendation on American heroes, past and present.

Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

ATTEST:

  
Jessica M. Giebel, Chief Clerk