

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

May 30, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER - Commissioner Nancy Grupp called the meeting to order at 11:07 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL - Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel, and Executive Assistant Paige Barroqueiro; all present.

PUBLIC COMMENT – Michael Pepper, Potter County Veterans Services Director, thanked the board for establishing a new full-time Veterans Services Officer position in his department.

MINUTES – May 16, 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

NEW BUSINESS

Resolution 3 of 2024 – HOME Program Applicant, seeking housing rehabilitation grant funding from the Pa. Dept. of Community and Economic Development. ~ **Action** ~ Comm. Grupp moved to table. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Potter County Housing Rehabilitation Program Guidelines for HOME Program, administered by Northern Tier Community Action Corp. ~ **Action** ~ Comm. Grupp moved to table. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Citizen Participation Plan for the HOME Program ~ **Action** ~ Comm. Grupp moved to table. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Modification on proposed use of Potter County's FFY 2023 Community Development Block Grant funds. Community Development Coordinator Kal Logue explained that due to unforeseen issues the Austin Borough Water Treatment Plant project has been postponed. The \$27,250 is now proposed to be used for electrical system upgrades at the Austin Borough Water Plant. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Sale of Repository Property – Parcel# 062-004-008, 307 East Second Street, Coudersport Borough, lot and dwelling, in the amount of \$300 to Michael Balmer of York, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreement with CenClear for mental health services provided by high-speed internet at the Potter County Jail at a monthly rate of \$3,893.51; effective May 30, 2024 – May 29, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

TRAINING REQUESTS

Rene Kicklighter, Veterans Affairs Officer, Pa. State Assn. of County Directors of Veterans Affairs; June 17-21, 2024, Scranton, Pa. Requests registration, hotel, mileage, meals and parking. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Jackie McCaslin, Probation Officer, CRN Evaluator I Workshop; June 3-4, 2024, Altoona, Pa. Requests hotel, mileage and meals. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Charlie Brown and Britney Hauber, Voter Registration/Elections – Pennsylvania Election Personnel Association Annual Meeting; Aug. 12-15, 2024, State College, Pa. Requests hotel, mileage and meals. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Glenn Dunn, Emergency Services, Grant Workshop; Aug. 6-7, 2024, Harrisburg, Pa. Requests hotels, mileage and meals. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PERSONNEL

New Hire: Michael Pepper recommends the hiring of Rene Kicklighter to fill the new full-time Veterans Services Officer position in the Veterans Affairs Office; effective May 28, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

New Hire: Joe Kurtz recommends the hiring of Veronica Knight to fill full-time Housekeeping/Janitor vacancy in the Maintenance Department; effective May 23, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CHIEF CLERK REPORT None

COMMISSIONERS' REPORTS

Comm. Rossman discussed his recent meeting with Pete Ryan, an associate director of the Potter County Conservation District Board of Directors and active Trout Unlimited member, to learn more about the district's dirt and gravel road restoration program. He noted that Potter County was a pioneer in a program that is now offered statewide to help townships and boroughs reduce run-off into high-quality creeks and streams.

Comm. Heimel praised the efforts of Thomas Patterson, Human Services Administrator, and Crystal Thomas, Drug and Alcohol Program Administrator, for their management of funds received by Potter County from the Pa. Opioid Misuse and Addiction Abatement Trust. He specifically highlighted Crystal's exceptional management of the task, as well as her dedicated service to assist and support victims of addiction to alcohol and/or other drugs spanning more than three decades.

Comm. Grupp announced that a proclamation recognizing the 50th anniversary of the founding of senior centers in Potter County will be presented and adopted at the June 13, 2024, Commissioners Meeting. She encouraged members of the county's four senior centers to attend for recognition.

BILLS

Potter County Fiscal Summary – 05/17/2024

<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	2010			\$148.20
10	Payroll – Direct Deposit	140412-100504			\$97,957.16
10	General Fund - Accounts Payable	144982-145089	144834	\$140	\$259,668.05
10	General Fund – A/P Manual Checks	171			\$136,634.88
11	LEPC	3099-3101	3096;3097;3098	\$534.49	\$534.49
14	Liquid Fuels	1801	1800	\$810.92	\$810.92
16	911 Funds	3724-3728			\$76,565.03
18	Automation Fund (Civil)	145029			\$1,197.33
28	Domestic Relations IV-D	1062			\$9,174.00
34	V.O.J.O.	145017;145040			\$183.22
35	Victim Services/RASA	145017;145040;145081			\$2,360.17
60	Hotel Excise Tax Fund	145051;145080			\$40,062.82

66	911 Statewide Interconnectivity Grant	144987;145090	144983	\$6,399.20	\$159,068.20
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~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Potter County Human Services Fiscal Summary (05/17/2024)

PAYROLL AUTOMATIC DEPOSITS	\$42,785.44
PAYROLL TAX TRANSFERS (EFTPS)	\$12,826.01
STATE TAX WITHHOLDINGS (ETIDES)	\$1,853.78
PAUC	\$42.43
Local W/H	\$603.86
Paytime P/R Charge	\$156.86
ACCOUNTS PAYABLE CHECKS – Check #78307-78310	\$9,476.31
ACCOUNTS PAYABLE CHECKS – Check #78311-784423	\$191,221.23
Total Checks Written	\$258,965.98

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

NEXT MEETING June 13, 2024

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

PUBLIC COMMENT None


Potter County Executive Administrative Assistant

June 13th, 2024
Approval Date