

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 13, 2024

(Meetings recorded 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 Robert Rossman, Commissioner Paul Heibel, and Executive Assistant Paige Barroqueiro; all present. Chief Clerk Jessica Giebel absent.

PUBLIC COMMENT None

MINUTES – May 30, 2024, ~ Action ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

NEW BUSINESS

Memorandum of understanding between Potter County Commissioners and Northern Tier Community Action Corp. for application to Pa. Dept. of Community and Economic Development for funding of HOME Housing Rehabilitation Program. ~ Action ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Potter County HOME Program Guidelines. ~ Action ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Language Access Plan for the HOME Program. ~ Action ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Citizen Participation Plan for the HOME Program. ~ Action ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Proclamation – Recognizing the Potter County Senior Centers and volunteers in observance of the 50th anniversary of the first senior center opening in the county. Sharon Prentice from Potter County Human Services and Galetton Senior Center director Sue Mainus discussed recent senior center services and related developments while encouraging seniors countywide to become engaged in activities at their local centers. ~ Action ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement with Vertiv Corporation for service/maintenance of generator uninterruptible power battery for \$6,157.50; effective July 1, 2024 - June 30, 2025. ~ Action ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

■ Coordinated Services (07/01/2024 - 06/30/2025)

A Way Out

Shelter Placement for Victims of Domestic Violence

Room Cost / Day

Room Cost /Day

Northern Tier Children's Home

Shelter Placement for the Homeless

\$50.00 / day

\$50.00 / day

\$5.00 / meal

\$5.00 / meal

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

■ Mental Health (07/01/24 – 06/30/25)

Bradford Regional Medical Center

Short-term inpatient hospital stay

Authorized / Approved

Authorized / Approved

Medical Assistance Rate

Medical Assistance Rate

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

TRAINING REQUESTS None.

PERSONNEL

Sheriff Kevin Siska has hired Randall Franklin to fill temporary part-time courthouse security guard vacancy, effective June 11, 2024. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes, Grupp yes.

Leslie Skinner, courthouse security guard with Potter County Sheriff’s Office, resignation effective June 19, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes, Heibel yes.

Joan Skinner, courthouse security guard with Potter County Sheriff’s Office, resignation effective June 19, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes, Heibel yes.

CHIEF CLERK REPORT None

COMMISSIONERS’ REPORTS

Commissioner Grupp encouraged attendance at the Senior Citizen Expo to be held on June 24 at the Coudersport Arboretum and asked for public support of the county’s four senior centers. She noted that information on senior center activities and related topics is regularly posted on the county website and on Facebook.

Commissioner Heibel reported that Potter County has received two national excellence awards from the National Assn. of Counties. One recognized the county’s military veterans medical transportation program, initiated in 2023. The other cited Revitalize Potter County, a strategic initiative to reduce population loss and the outmigration of young adults. He also commended Chief Assessor Jacob Ostrom and the Tax Assessment staff for updating tax rolls with new development that increased total market value in Potter County by \$15.6 million.

BILLS

Potter County Fiscal Summary – 05/31/2024

<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	General Fund - Accounts Payable	145091-145145			\$66,288.44
10	General Fund – A/P Manual Checks	172; 175			\$154,590.43
14	Liquid Fuels	1802			\$390.04
15	North Fork Dam	145139			\$30.15
16	911 Funds	3729-3733			\$17,406.68
17	Saulter Preserve	145139			\$35.04
34	V.O.J.O.	145106;145136			\$189.31
35	Victim Services/RASA	145106;145136			\$1,166.67
38	Divorce Fund	145136			\$182.39

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

Potter County Fiscal Summary – 06/03/2024

<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	General Fund - Accounts Payable	145146-145179			\$385,313.08

10	General Fund – A/P Manual Checks	176			\$35
11	LEPC -Local Emergency Planning	3102-3103			\$789.87
16	911 Funds	3737-3739	3734-3736	\$118,978.97	\$118,978.97
34	V.O.J.O.	145148			\$7.95
35	Victim Services/RASA	145148			\$47.70
38	Strategic Management Planning Grant	145155			\$3,880.43

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

Potter County Tax Claim Bureau Fiscal Summary (06/13/2024)

ACCOUNTS PAYABLE CHECKS – Check #17629-17666	\$196,800.28
Total Checks Written	\$196,800.28

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

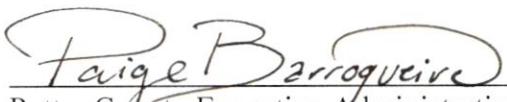
Potter County Human Services Fiscal Summary (05/17/2024)

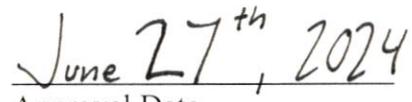
PAYROLL AUTOMATIC DEPOSITS	\$41,761.48
PAYROLL TAX TRANSFERS (EFTPS)	\$12,477.7
STATE TAX WITHHOLDINGS (ETIDES)	\$1,809.28
PAUC	\$41.41
Local W/H	\$589.38
Paytime P/R Charge	\$460.27
ACCOUNTS PAYABLE CHECKS – Check #784424	\$900.00
ACCOUNTS PAYABLE CHECKS – Check #78425-78519	\$219,088.87
Total Checks Written	\$276,198.39

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

NEXT MEETING: June 27, 2024

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


 Potter County Executive Administrative Assistant


 Approval Date

1

2

3

4

5

6

7