

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 27, 2024

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

PUBLIC COMMENT None.

MINUTES – June 13, 2024

NEW BUSINESS

Resolution #3 of 2024 designating Northern Tier Community Action Corp. as applicant for Potter County housing rehabilitation grant under the HOME Program. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resolution #4 of 2024 Broadband-Ready Communities Program application ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Technical service agreement and quote with Zito Media for internet/transport/voice services at a rate of \$10,003/month; 60-month term. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

■ **Coordinated Services**

Health Ride Plus (07/01/2024 - 06/30/2025)

Transportation

\$2.25 per loaded mile

\$2.50 per loaded mile

■ **Early Intervention**

Julie Schlosser (06/01/2024 - 08/31/2024)

Special instruction for EI child who attends daycare in Tioga County

N/A

\$30.58/unit

Care For Children (07/01/2024 - 06/30/2025)

Evaluation Occupation Therapy

\$34.70/15 min

Occupation Therapy

\$34.70/15 min

IFSP Teaming Occupational Therapy

\$34.70/15 min

Evaluation Speech Pathology

\$251.22/ evaluation

Speech Pathology

\$34.70/15 min

IFSP Teaming Speech Therapy

\$34.70/15 min

Evaluation Special Instruction

\$30.58/15 min

Special Instruction

\$30.58/15 min

IFSP Teaming Special Instruction

\$30.58/15 min

Physical Therapy

\$34.70/15 min

Evaluation Physical Therapy

\$34.70/15 min

IFSP Teaming Physical Therapy

\$34.70/15 min

EBN, LLC (07/01/2024 - 06/30/2025)

Evaluation Nursing/Health Services

\$30.58/15 min

No Change

Evaluation Special Instruction

N/A

\$30.58/15 min

Evaluation Physical Therapy

N/A

\$34.70/15 min

Evaluation Speech Therapy

N/A

\$251.00/day

Milestone Physical Therapy, LLC, (07/01/2024 - 06/30/2025)

Occupational Therapy

\$34.70/15 min

No Change

IFSP Teaming Occupational Therapy

\$34.70/15 min

No Change

Physical Therapy

\$34.70/15 min

No Change

IFSP Teaming Physical Therapy

\$34.70/15 min

No Change

■ **Intellectual Disabilities**

Alliance for Nonprofit Resources (07/01/2024 - 06/30/2025)

Certified Investigations \$70.00/hour \$80.00/hour

■ **Mental Health**

Health Ride Plus (07/01/24 - 06/30/25)

On-Call Standby N/A \$300.00 each week

Milage N/A \$2.50/loaded mile

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

TRAINING REQUESTS

Chief Assessor Jake Ostrom – AAP Summer Board Meetings; July 11, 2024, in Harrisburg, Pa. ~

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

PERSONNEL

Resignation – Deanna Johnston, Director of Tax Claim and Assessment, has submitted her resignation effective July 31, 2024. The commissioners commended her for her many of years of service and implementation of payment options to assist those who face the prospect of losing their property due to non-payment of taxes. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS

Abbott Township, \$1,997.64; Stewardson Township, \$532.29. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Heimel noted that the Jail Board did not convene for its June public meeting due to a lack of quorum. He added that the situation may arise again on July 12, forcing postponement of that meeting as well. Details will be announced.

Commissioner Rossman reported that he and Kal Logue have completed the 12-week Appalachian Regional Commission Grant Readiness program. The county will now be applying for a \$50,000 grant to enhance community resilience. They look forward to seeing how these funds can be allocated effectively.

Commissioner Grupp commended the Treasurer's Office for outstanding work in efficiently selling antlerless deer licenses.

BILLS

Potter County Fiscal Summary – 06/14/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll - Direct Deposit	10631-10726			\$105,505.82
10	General Fund - Accounts Payable	145180-145279	144852;145099	\$4,859.84	\$429,740.75
10	General Fund - A/P Manual Checks	177			\$147,622.39
11	LEPC - Local Emergency Planning	3104-3105			\$381.34
15	North Fork Dam	145244			\$600.00
16	911 Fund	3740-3743			\$27,880.41
18	Automation Fund (Civil)	145218			\$1,197.33
28	Domestic Relations IV-D	1063			\$8,154.00

34	V.O.J.O.	145204;145230;145256			\$188.75
35	Victim Services/RASA	145204;145230;145256			\$1,186.46
38	Divorce Fund	145183;145256			\$275.84
52	Operational Reserve Fund	145222			\$13,232.73

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

Potter County Fiscal Summary – 06/17/2024

Fund #	Fund Description	Check #s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	145286-145288			\$322.91

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

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

PAYROLL AUTOMATIC DEPOSITS	\$42,393.70
PAYROLL TAX TRANSFERS (EFTPS)	\$12,674.38
STATE TAX WITHHOLDINGS (ETIDES)	\$1,835.56
PAUC	\$41.99
Local W/H	\$597.94
Paytime P/R Charge	\$153.18
ACCOUNTS PAYABLE CHECKS – Check #78520	\$27,600.00
ACCOUNTS PAYABLE CHECKS – Check #78521-78607	\$182,363.87
Total Checks Written	\$267,660.62

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

NEXT MEETING: July 11, 2024

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


 Potter County Executive Administrative Assistant

July 11, 2024
 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

RESOLUTION # 3 OF 2024

HOME Program Applicant Adoption Resolution

WHEREAS, the HOME Applicant is desirous of obtaining funds from DCED for affordable housing activities fundable under Title II of the National Affordable Housing Act of 1990 (42 U.S.C. 12701 et. seq and the implementing regulations at 24 CFR Part 92.

NOW THEREFORE BE IT RESOLVED by the governing body for the County of Potter that:

- A housing need exists that has been identified in the local or state Consolidated Plan and the proposed housing activity addresses this need, and
- The HOME Applicant has conducted the required citizen participation process, and
- The HOME Applicant will assure the provision of the other necessary funds to make the activity feasible, and
- The HOME Applicant will reimburse the commonwealth for any expenditures found by DCED to be ineligible, and
- The appropriate officer of the HOME Applicant is directed to execute a certificate attesting to the adoption of this Resolution and to furnish a copy of this Resolution to DCED.

ADOPTED, this 27th day of June, 2024

ATTEST:

Potter County COMMISSIONERS

By Nancy J. Grupp

By Paul W. Heimel

By Robert W. Rossman



Established
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**County of Potter
Board of Commissioners**

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

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

RESOLUTION # 4 OF 2024

**Broadband Ready Communities Program Application
Adoption Resolution**

WHEREAS, Potter County seeks to provide support for municipalities to obtain designation as a Broadband Ready Community from the Pennsylvania Broadband Development Authority (PBDA); and

WHEREAS, the Broadband Ready Community designation allows for increased opportunities for broadband infrastructure investment through the reduction of procedural, policy, and permitting barriers to broadband deployment at the municipal level; and

WHEREAS, municipalities throughout Potter County will be promoted by the PBDA to internet service providers and broadband implementation firms for obtaining Broadband Ready Community designation;

NOW THEREFORE BE IT RESOLVED Potter County authorizes the Potter County Planning/GIS/Community Development Office to serve as Municipal Broadband Champion for municipalities who have designated Potter County as such by similar resolution;

ADOPTED, this 27th day of June, 2024

ATTEST:

Potter County COMMISSIONERS

By Nancy J. Grupp

By Paul W. Heimel

By Robert W. Rossman

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