

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**April 4, 2024**

(Meeting recordings are destroyed after minutes approval)

**CALL TO ORDER** Vice Chair Paul Heimel called the meeting to order at 11:35 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

Marian Butler, Deputy II with Potter County Register & Recorder's Office, commented on factors that led her to resign her position, effective April 12, 2024.

**MINUTES** – March 21, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Community Development Block Grant (CDBG) Budget Revision Certification for FFY 2020 Ulysses; Genesee Contract #C000075695~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CDBG Budget Revision Certification/FFY 2022 Ulysses; Galetton Contract #C000086149 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Proclamation for 811 Safe Digging Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Proclamation for Child Abuse Prevention Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Argentieri Bros. Inc. rug services with Gunzburger Bldg., Courthouse, Human Services, Education Center, Domestic Relations, Emergency Services Bldg., Coudersport District Judge Office, Shinglehouse District Judge Office, ongoing. Prices vary depending on the need of rugs. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**TRAINING REQUESTS**

Treasurer Krista Miller, CTAPA 2024 Annual Convention, June 11-14, 2024, in Butler County, Cranberry Township, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Veteran Affairs Director Michael Pepper, Pa. State Assn. of County Directors of Veterans Affairs; June 17-21, 2024, Scranton, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Probation Officer Payden Bice, Firearms Training (classroom); April 16-18, 2024, Harrisburg, Pa.; Basic Firearms Training Academy (range); April 29- May 5, 2024, Annville, Pa. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**PERSONNEL**

Donna Sallade, part-time secretary/clerk with Potter County Voter Registration Office, is retiring effective June 14, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Marian Butler, Deputy II with Potter County Register & Recorder's Office, is resigning her position effective April 12, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sandra Pekarski, Courthouse Security Guard with Potter County Sheriff's Office, is resigning her position effective April 17, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Public Defender Walter Stenhach requests hiring of Cathy Popielarczyk as administrative assistant effective March 25, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Thomas Patterson, PCHS Director, requests the hiring of Zachary Williams as an Aging Care Manager I effective April 8, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**LIQUID FUELS TAX REQUESTS**

Oswayo Township, \$1,583.90, Pike Township, \$1,113.94. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**BILLS**

**Potter County Fiscal Summary – 03/22/2024**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	5001			\$20.00
10	Payroll – Direct Deposit	9989-10075			\$100,017.47
10	General Fund – Accounts Payable	144435-144520			\$326,972.56
10	General Fund – A/P Manual Checks	159			\$140,037.95
11	LEPC – Local Emergency Planning	3085-3086			\$187.63
14	Liquid Fuels	1796			\$2,538.58
15	North Fork Dam	144508			\$30.00
16	911 Fund	3692-3699			\$31,016.05
17	Saulter Preserve	144508			\$30.00
18	Automation Fund (Civil)	144473			\$1,197.33
28	Domestic Relations IV-D	1060			\$9,662.00
34	V.O.J.O	144464			\$180.00
35	Victim Services/RASA	144464			\$1,080.00
38	Divorce Fund	144439			\$285.35
52	Operational Reserve Fund	144488			\$70,000.00

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



**Potter County Fiscal Summary – Special Run – 03/22/2024**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll – Direct Deposit	10079-10105			\$7,828.14
10	General Fund – A/P Manual Checks	160			\$10,033.21

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

**Potter County Fiscal Summary – Special Run – 03/25/2024**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
16	911 Fund	3700			\$102,697.25

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

**Potter County Fiscal Summary – First of the Month - 04/01/2024**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	144521-144540			\$96,729.99
10	General Fund – A/P Manual Checks	163	162	\$35.00	\$35.00
11	LEPC – Local Emergency Planning	3087-3088			\$708.91
16	911 Fund	3701-3702			\$403.22
32	Specialty Courts	144538			\$79.50
34	V.O.J.O	144522			\$7.95
35	Victim Services/RASA	144522			\$47.70
52	Operational Reserve Fund	144524			\$50,000.00

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

**Potter County Human Services Fiscal Summary (4/04/2024)**

PAYROLL AUTOMATIC DEPOSITS	\$42,901.61
PAYROLL TAX TRANSFERS (EFTPS)	\$12,638.73
STATE TAX WITHHOLDINGS (ETIDES)	\$1,853.09
PAUC	\$42.41
Local W/H	\$603.64
Paytime P/R	\$470.43
ACCOUNTS PAYABLE CHECKS – Check #77864	\$999.54

ACCOUNTS PAYABLE CHECKS – Check #77865-77935	\$167,563.19
<b>Total Checks Written</b>	<b>\$227,072.64</b>

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

**PUBLIC COMMENT:**

Two representatives of veterans in Potter County expressed their opinions that the compensation established for a new county position, Veterans Services Officer, by the Potter County Salary Board should be increased.

**NEXT MEETING:** Thursday, April 18, 2024 @ 11 a.m.

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

#### 811 Safe Digging Month

**WHEREAS**, the month of April 2024 recognized as "Pennsylvania 811 Safe Digging Month", and the initiative sponsored by Pennsylvania 811, a utility notification information center with 52 years of continuous service to the Commonwealth of Pennsylvania, and

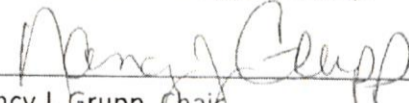
**WHEREAS**, Pennsylvania 811 received a million excavation notifications in 2023, over 3,000 construction projects in Coordinate PA, and transmitted approximately 6 million notifications to their member facility owners and operators allowing essential utility and construction crews to provide vital underground services and repair of critical infrastructure to communities throughout Pennsylvania, and


**WHEREAS**, when contacting 811, at least three business days before digging, a homeowner or a contractor is connected to a unique service that notifies the appropriate underground utility operators in the municipality in which the work will be performed, and

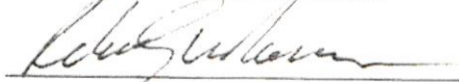
**WHEREAS**, by notifying 811 of their intent to dig, the homeowner or contractor is knowingly helping to protect the underground utilities, themselves, the work crew, and their neighbors from any unsafe digging practices within their community, and

**WHEREAS**, upon receiving the notification from Pennsylvania 811, the facility owners and operators disperse to the said work site to mark the approximate location of their underground utility lines with flags, paint, or both, to establish an eighteen-inch tolerance zone of the outside wall or edge of their line or facility, and


**NOW, THEREFORE, BE IT RESOLVED that**, in support of the Pennsylvania Underground Utility Line Protection Law, PA Act 287 of 1974, as amended, we do hereby proclaim April 2024 as "Pennsylvania 811 Safe Digging Month", and encourage all Pennsylvanians to visit the Pennsylvania 811 website at [www.paonecall.org](http://www.paonecall.org) for information about digging safely.

  
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Nancy J. Grupp, Chair

  
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Paul W. Heimel, Commissioner

  
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Robert W. Rossman, Commissioner

ATTEST:

  
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk





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Board of Commissioners**

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**PROCLAMATION  
CHILD ABUSE AWARENESS MONTH  
APRIL 2024**

**WHEREAS**, child abuse and neglect is a complex and ongoing problem in our society, affecting many children here in Potter County each and every day; and

**WHEREAS**, every child is entitled to be loved, cared for, nurtured, protected and be free from verbal, sexual, emotional, and physical abuse, and neglect; and

**WHEREAS**, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood; and

**WHEREAS**, Potter County has dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need; and


**WHEREAS**, effective child abuse prevention programs succeed because of partnerships among families, community members, social service agencies, schools, religious and civic organizations, law enforcement agencies, medical facilities and the business community; and

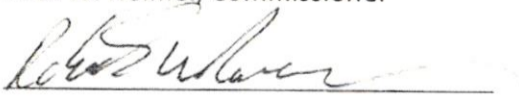
**WHEREAS**, our communities are stronger when all citizens become aware of the negative effect of child maltreatment and its prevention and become involved in supporting parents to raise their children in a safe and nurturing environment.

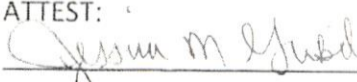
**NOW, THEREFORE**, we do hereby proclaim, April 2024, as Child Abuse Prevention Month throughout the County and encourage our citizens to acknowledge and help in the fight for Child Abuse Awareness for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

**ADOPTED** this 4<sup>th</sup> day of April 2024.

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Robert W. Rossman, Commissioner

ATTEST:  
  
Jessica M. Giebel, Chief Clerk