

~ Minutes ~

**POTTER COUNTY COMMISSIONERS MEETING**

**December 28, 2023**

**(Meeting recordings 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 Paul Heimel, Commissioner Barry Hayman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

**PUBLIC COMMENT:** None

**MINUTES** – December 14, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Community Development Block Grant Subrecipient Agreement for Ulysses Municipal Water System FFY 2022 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Community Development Block Grant Amendment I to Subrecipient Agreement for Galeton Project FFY 2020-C. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Reappointment of Patrice Levavasseur to the Potter County Hospital Authority Board for a term of five years, effective January 1, 2024, through December 31, 2028. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Review of public comments to public posting of the 2024 Potter County Operating Budget. Administrative staff reported that no contents were received.

Adoption of the 2024 Potter County Operating Budget ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

**CONTRACTS AND AGREEMENTS**

Services contract renewal with Priority One Consulting (formerly MPS Consulting) for 911 Fund management and consulting services. Cost is \$57,000; term of Jan. 1, 2024, through Dec. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Hayman yes.

Agreement renewal with Thomas A. Walrath Jr., esquire as juvenile defender for dependency matters, effective Jan. 1, 2024, to Dec. 31, 2024, at an annual salary of \$17,500. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Professional services contract with Doug Morley as 911 coordinator, technical advisor and financial advisor, at a monthly fee of \$2,000, effective Jan. 1, 2024, to Feb. 29, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Agreement renewal with Pa. District Attorney's Institute for the Pa. SAVIN victim notification services, Jan. 1, 2024, through Dec. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Purchase of service agreement between Potter County and Northern Tier Children's Home for women referred by the court to the Women's Residential Rehabilitation Center at a rate of \$85/day per resident, effective Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Contract renewal with Potter County Human Services for utilization of county maintenance services for building, grounds and snow removal; contract through 3D Facilities for HVAC services, at a cost of \$38,262, Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**PCHS AGREEMENTS**

22/23

23/24

■ **Children & Youth (11/01/23 – 06/30/24)**

Taylor Diversion, Addendum

N/A

New Location

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

**TRAINING REQUESTS**

Registration of Community Development Coordinator Kal Logue for 2024 Leadership Potter County class.  
~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**PERSONNEL**

Billie Jean Guinther, secretary/clerk with the Sheriff's Department, is resigning her position effective Jan. 5, 2024. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Erica Bliss, secretary/clerk with the Prothonotary Office, is resigning her position effective Dec. 31, 2023. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Kristie Potter, administrative assistant with the Public Defender's Department, is resigning her position effective Dec. 31, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Kathy Schroeder has hired Erica Bliss as a full-time deputy I with the Prothonotary Office, effective Jan. 1, 2024. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Kathy Schroeder has hired Kristie Potter, as a full-time deputy II with the Prothonotary Office, effective Jan. 1, 2024. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported that the Commissioners, Potter County Human Services and the Potter County Jail Board will be engaged with the new Re-entry Coalition. It is being assembled to foster a team approach on reducing crime by working with offenders to prepare them for returning to society following incarceration. A kickoff meeting is planned for Jan. 26.

Commissioner Grupp noted that Commissioner Hayman's term is concluding. She thanked him for his service to the county and the role he played in the board working as a team for the betterment of Potter County. Commissioner Heimel concurred.

Commissioner Hayman presented an update on the ongoing efforts by the county to find a buyer for the former Oswayo Valley Senior Center in Shinglehouse.

**BILLS**

**Potter County Fiscal Summary – 12/15/2023**

<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 – Direct Deposit	9256-9342			\$95,969.22
10	General Fund – Accounts Payable	143719-143824			\$300,714.28
10	General Fund – A/P Manual Checks	142			\$135,020.53
11	LEPC – Local Emergency Planning	3048-3049			\$266.27

14	Liquid Fuels	1790-1791			\$13,207.05
16	911 Fund	3649-3656			\$46,461.19
34	V.O.J.O	143747; 143774			\$1,094.65
35	Victim Services/RASA	143747; 143774			\$194.65
38	Divorce Fund	143789			\$174,436.22
51	Capital Project Fund	143789			\$150,000.00

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

**Potter County Fiscal Summary – Special Run 12/19/2023**

<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	143825			\$10,364.59

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

**Potter County Human Services Fiscal Summary (12/28/2023)**

PAYROLL AUTOMATIC DEPOSITS	\$42,486.68
PAYROLL TAX TRANSFERS (EFTPS)	\$12,281.19
STATE TAX WITHHOLDINGS (ETIDES)	\$1,827.97
PAUC	\$41.79
Local W/H	\$594.48
Paytime P/R	\$158.79
ACCOUNTS PAYABLE CHECKS – Check #77134-77211	\$196,509.22
<b>Total Checks Written</b>	<b>\$253,900.12</b>

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

**FAREWELL ADDRESS FROM COMMISSIONER HAYMAN**

All things, good and bad, must come to an end. These have been the most challenging and difficult four years of my life, both personally and professionally, and at the same time the most rewarding. I consider it a great success that we navigated the county through a pandemic. We successfully applied both allotments of federal funds to help small businesses and spare our taxpayers' costs associated with revenue losses due to COVID, as well as provide county employees a modest retention bonus. We have been able to help Shinglehouse, Galeton, Ulysses, Genesee, and Austin move forward with projects through disbursement of Community Development Block Grant funds. Other municipalities were provided bridge grants and liquid fuel reimbursements. We now have a dedicated van for transporting qualified veterans to medical appointments and a full-time veterans affairs director. We finally fulfilled a promise to dedicate a bridge in honor of each Potter County serviceman who lost his life in Vietnam with the dedication of the SSgt. Gerrith Kibbe Memorial Bridge in Roulette. A Jail Board was created with the intent to provide transparency of jail administration and to help reduce the inherent risks of running a jail.

We have brought the county information technology system into the 21st century. And we have kept county government running despite the demographic drought that has had an impact on the number of people to fill our many vacancies.

I say “we” because government is, in the final analysis, a team effort, especially at this level. And we do

it not for victory laps, attaboys, or attagirls. We do it because it's the right thing for the citizens of Potter County.

Anyone who occupies this office who thinks they alone make all this possible is either a fool or fooling themselves.

I can't recall one issue that came before this board in the past four years that was a purely Republican issue or purely Democratic issue. There were only Potter County matters that came before us and that's how we addressed them. I will forever be indebted to my colleagues for that. So, for anyone to use this position as a political football, for purely political theater, is to do a disservice to the residents of Potter County.

It has been a pleasure to get to know and work with some of the finest young professionals in the county, some for the first time and some now as colleagues, not students. They are the human face of Potter County government. Each day they come to serve the people of Potter County and I am proud of the work they do.

I wish the very best for you all in the coming years. You will face challenges unlike those we have experienced, but I am most confident you are up to the challenge.

To quote those great philosophers, Lennon and McCartney, "And in the end, the love you take is equal to the love you make." I think that is true for friendship, compassion, and respect as well. For the last four years, I have tried to live by that idea, some days better than others, but at least I tried, in service to the residents of Potter County. I thank my colleagues for their patience with me and I thank the residents of Potter County for giving me the privilege to serve them over the past four years.

**NEXT MEETING:** Re-Organizational Meeting - Tuesday, January 2, 2024 @ 11 a.m.  
Thursday, January 11, 2024 @ 11 a.m.

**ADJOURNMENT:** ~ Action ~ Comm. Hayman moved to adjourn. Comm. Grupp seconded. Hayman yes; Grupp yes; Heindel yes.

  
Potter County Executive Secretary

  
Approval Date