

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**February 9, 2023**  
 (Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:01 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Comm. Barry Hayman, Comm. Paul Heimel, Comm. Nancy Grupp, Recording Secretary Danielle Gietler and Chief Clerk Jessica Giebel, all present.

**MINUTES** – January 26, 2023, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement with Davis-Ulmer Sprinkler Co. for fire monitoring service of the Potter County Gunzburger Building, at a fee of \$525. Effective March 1, 2023, to February 28, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Agreement with Davis-Ulmer Sprinkler Co. for elevator monitoring service of the Potter County Gunzburger Building, at an annual fee of \$350. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Monitoring Agreement with Davis-Ulmer Sprinkler Co. for elevator monitoring service of the Potter County Courthouse, at an annual service fee of \$350. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Agreement with Pam Payne for the lease of the Gunzburger Building gymnasium at \$125/month, effective Jan. 1, 2023 – Dec. 31, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Intergovernmental agreement between the Domestic Relations and the Sheriff Department for Title IV-D Child Support Enforcement, effective April 1, 2022, to Sept. 30, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Lease agreement with Kightlinger Motors, Inc. and Potter County Local Emergency Planning Committee for a 2023 Ford F150 at a monthly rate of \$579.03 for 60 months. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

<b><u>PCHS CONTRACTS AND AGREEMENTS</u></b>	<b><u>21/22</u></b>	<b><u>22/23</u></b>
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<b>■ Drug &amp; Alcohol (07/01/2022 – 06/30/2023)</b>		
<i>Huntington Creek Adolescent Facility Male &amp; Female Facility #407061</i>		
Drug & Alcohol Treatment – Inpatient		
Level 3.7 WM	New Contract	\$573./day
Level 3.5		\$472./day

<i>Alcohol and Drug Abuse Services, Inc. Facility #427033</i>		
Drug & Alcohol Jail Treatment Group		
Potter County Jail	New Contract	\$120./hour

<b>■ Mental Health (12/01/2022 – 06/30/2023)</b>		
<i>Dickinson Center, Inc.</i>		
Family Base Mental Health Services		
In-home services for families & children w/needs		\$7,500.00
	Maximum amount	\$15,000.00

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

**TRAINING REQUESTS**

Chief Assessor Jake Ostrom, Field Inspection & Reappraisal Planning, virtual training. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**PERSONNEL**

Deputy Sheriff James Culvey has resigned, effective Feb. 24, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

**COMMISSIONERS' REPORTS**

Commissioner Grupp reported this year's allotments to volunteer fire and ambulance services in Potter County through the Pa. Fire Company and Emergency Medical Services Grant Program.

Commissioner Heimel discussed the board's recent meeting with State Representative Martin Causer. Main topics of discussion were the plight of local volunteer fire and ambulance companies to secure sufficient funding and volunteer rosters, and the need for higher state "payments in lieu of taxes" on state forest land.

Commissioner Hayman responded to comments made at a previous commissioners' meeting by a citizen who recommended that the county government discontinue involvement with the federal government on Constitutional grounds. Hayman reviewed the separation of powers elements of the Constitution and noted that refusing federal funding would result in a significant decrease in revenue and resultant increase in the county's real estate tax.

**BILLS**

Potter County Human Services Fiscal Summary (02/10/2023)

PAYROLL AUTOMATIC DEPOSITS	\$52,824.10
PAYROLL TAX TRANSFERS (EFTPS)	\$16,125.20
STATE TAX WITHHOLDINGS (ETIDES)	\$2,273.79
PAUC	\$52.00
Local W/H	\$740.67
Paytime P/R Charge	\$505.50
ACCOUNTS PAYABLE CHECKS – Check #74862-74977	\$240,156.77
<b>Total Checks Written</b>	<b>\$312,678.03</b>

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

Potter County Fiscal Summary –01/27/2023

<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	6660-6757			\$99,971.07
10	General Funds – Accounts Payable	141141-141237			\$117,983.99
10	General Funds – A/P Manual Checks	76			\$141,544.55
11	LEPC – Local Emergency Planning	2981 – 2983			\$2,064.48
14	Liquid Fuels	1764 – 1765			\$1,051.97
15	North Fork Dam	141171; 141220; 141230			\$3,349.00
16	911 Fund	3488 – 3492			\$18,144.42
17	Saulter Preserve	141220			\$25.00

32	Specialty Courts	141145; 141231			\$201.96
34	V.O.I.O	141166			\$180.00
35	Victim Services/RASA	141166			\$1,080.00
38	Divorce Fund	141197			\$193,752.28
64	Gas Well Impact-Capital Reserve	141185			\$1,400.00

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

**Potter County Fiscal Summary – Special run - 01/30/2023**

<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	141248-141249			\$2,372.60

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

**Potter County Fiscal Summary – First of the Month - 02/01/2023**

<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 Funds – Accounts Payable	141238-141247			\$27,078.61
10	General Funds – A/P Manual Checks	79			\$35.00
16	911 Fund	3493-3494			\$421.15

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

**PUBLIC COMMENT:**

A citizen called on the commissioners to circulate advance copies of their agenda and approved meeting minutes to the area media.

**NEXT MEETING:** Thursday, February 23, 2023 @ 11 a.m.

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

  
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 Potter County Executive Secretary

  
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 Approval Date