

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**March 9, 2023**  
(Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:40 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

Commissioner Hayman moved to amend the agenda to reflect Resolution 3 of 2023, recertifying the Potter County Solid Waste Authority. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

A citizen suggested that the commissioners' business meeting minutes include more details, and that the public be permitted to comment on each agenda item while meetings are in progress.

**MINUTES** – February 23, 2023, ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**NEW BUSINESS**

Proclamation – 4-H Week ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Resolution 3 of 2023, certifying a 50-year renewal of the Potter County Solid Waste Authority as responsible for solid waste management in the county. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement renewal with KOS Inc. for copier maintenance at the Coudersport District Judge office at a rate of \$300 and overages for copies at \$.009 per copy, March 10, 2023, to March 10, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement renewal with KOS Inc. for copier maintenance in the Register and Recorder's office at a rate of \$300 and overages for copies at \$.009 per copy, March 25, 2023, to March 25, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Detention agreement with Tioga County for housing female inmates at a rate of \$70/day, effective March 9, 2023, to March 8, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Amended intergovernmental cooperative agreement with Centre County Correctional Facility for housing female inmates at a rate of \$75.00/day, effective Jan. 12, 2023, to Dec. 31, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

21/22

22/23

■ **Drug & Alcohol (03/01/2022 – 06/30/2023)**

*Paul Angood & Todd Williams*

Potter County Transitional Living

House for OUD/SUD population

New Contract

\$1,300.00/mo.

~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel no.

*Warren General Hospital Facility #627022 (07/01/2022 – 06/30/2023)*

Adult Drug & Alcohol Inpatient, Level 4, OWN

Inpatient 4.0 Withdrawal Management

\$730.00/day

No Change

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

■ **Mental Health (01/01/2022 – 06/30/2023)**

*Cen Clear-Addendum*

Maintaining Strengths Program \$21.53/unit \$28.42/unit

Contingent upon availability of funds/maximum of \$20,000

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

**TRAINING REQUESTS**

Sarah Lieberman, director of domestic relations; 2023 Spring DRS Directors Meeting; May 8-10, 2023, State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Stephen Minor, Thomas Patterson & Andrea Skaggs; 2023 Leadership Roundtable, March 29, 2023, in the Poconos, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Mary Freeman & Barbara Busch with Area Agency on Aging, Pa. MEDI In-Person Spring Conference; April 26-27, 2023, State College Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**PERSONNEL**

Shelby Dates, PCHS Aging Care Manager II, has resigned, effective February 15, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Hiring of Regan Fuller, Caseworker I with PCHS Children & Youth, effective March 13, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**LIQUID FUELS TAX APPLICATION**

Liquid Fuels Tax application from Homer Township for \$1,559.44. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Grupp advised that surplus county equipment is often placed up for bids through the Municibid online auction service.

Commissioner Hayman reviewed particulars of the Pennsylvania Sunshine Law related to public participation in business meetings of county and local government bodies.

Commissioner Heimel provided a summary of changes at the county jail since the Potter County Jail Board was established in August 2021. Among them are a new video surveillance system, resumption of alcohol/drug addiction services, addition of telepsychiatry, expanded re-entry services and a comprehensive risk assessment.

**BILLS**

Potter County Human Services Fiscal Summary (03/09/2023)

PAYROLL AUTOMATIC DEPOSITS	\$44,801.05
PAYROLL TAX TRANSFERS (EFTPS)	\$12,846.36
STATE TAX WITHHOLDINGS (ETIDES)	\$1,919.65
PAUC	\$43.97
Local W/H	\$625.30
Paytime P/R Charge	\$487.25
3 <sup>rd</sup> PSP EFTPS	-
ACCOUNTS PAYABLE CHECKS – Check #75124-75210	\$310,953.90
ACCOUNTS PAYABLE CHECKS – Check #75122	\$118.19
ACCOUNTS PAYABLE CHECKS – Check #75123	\$90.00
<b>Total Checks Written</b>	<b>\$371,885.67</b>

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

**Potter County Fiscal Summary --02/24/2023**

<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	6930-7026			\$98,873.91
10	General Funds – Accounts Payable	141354-141450			\$142,156.35
10	General Funds – A/P Manual Checks	84			\$138,791.05
14	Liquid Fuels	1766-1767			\$3,525.12
15	North Fork Dam	141437			\$30.00
16	911 Fund	3502-3507			\$89,506.05
17	Saulter Preserve	141437			\$30.00
32	Specialty Courts	141444			\$71.80
34	V.O.J.O	141361; 141381			\$187.95
35	Victim Services/RASA	141361; 141381			\$1,157.83
38	Divorce Fund	141398-141356			\$478.95
64	Gas Well Impact-Capital Reserve	141412; 141404			\$151,000.00

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

**Potter County Fiscal Summary – First of the Month (03/01/2023)**

<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 Fund – Accounts Payable	141451-141465			\$52,277.87
10	General Fund – A/P Manual Checks	85			\$35.00
16	911 Fund	3508-3509			\$421.15
28	Domestic Relations IV-D	1049			\$78,117.00
56	COVID Local Fiscal Recovery	141466-141467			\$2,335,627.96

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

**Potter County Fiscal Summary – Special Run 03/07/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #s</i>	<i>Voided Check #s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	141468-141469			\$13,441.39

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

**PUBLIC COMMENT:**

A citizen expressed opposition to government subsidies incentivizing businesses to locate in Potter County and compete against established businesses.

A volunteer firefighter thanked the commissioners for facilitating a meeting between emergency responders and those responsible for the county 911 emergency communications system.

Operator of a night-sky viewing business expressed concerns about the growing levels of light pollution in Potter County and called for regulations on outdoor lighting.

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

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

  
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 Potter County Executive Secretary

  
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 Approval Date