

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**October 19, 2023**  
(Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:13 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.

**AMENDMENT:**

Comm. Grupp moved to amend the agenda, under Personnel, to reflect the requested hiring Herbert McElwee Jr.. Comm. Hayman seconded. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

**MINUTES** – October 5, 2023, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

**NEW BUSINESS**

Opening of bids for paving of Potter County Human Services: Waynes Paving, \$43,900.00; IA Construction, \$37,000; Glenn O Hawbaker \$36,250.50. Maintenance Director Joe Kurtz recommended the approval of Hawbaker bid. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

Opening of bids Oswayo Valley Senior Center. Comm. Hayman moved that the minutes reflect that no bids were received which offered to pay the fair market value previously determined by the board, and that the board will seek further advice from the county solicitor as to the next options for selling the property. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

Resolution 11 of 2023 supporting the Pennsylvania Commission for the United States Semiquincentennial. 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Appointment of Thomas Patterson to succeed Jim Kockler on the Northern Tier Community Action Corp. board of directors, Oct. 1, 2023, to Dec. 31, 2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Comm. Grupp yes; Hayman yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Agreement with McKean County to house Potter County inmates at a rate of \$65 per day, Jan. 1, 2024, to Dec. 31, 2024. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Agreement with PenTeleData and the Potter County Commissioners to service the District Judge office in Galeton at a rate of \$72.95/month, effective Oct. 6, 2023, to Oct. 5, 2026. **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Comm. Grupp yes; Heimel yes; Hayman yes.

Professional and administrative services agreement with SEDA-COG for Potter County's FFY 2022 Community Development Block Grant funds ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

**PCHS AGREEMENTS**

■ **Children & Youth (07/01/23 – 06/30/24)**

*Concern Professional Service for Children Youth & Families - Addendum*

Dependent/Delinquent – Visitation, Visit Coaching, other services.

Family Group Decision Making	N/A	\$36,000.00
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*United Methodist Home for Children*

Dependent/Delinquent – Emergency Shelter; Group Home Placement Program

Cottages A-D, Daron Bldg., 5 <sup>th</sup> St.	N/A	\$471.98
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■ **Mental Health (09/01/23 – 06/30/24)**

*Dickinson Center, Inc. of Ridgway*

Psychosocial Evaluations

N/A

\$77.00/30 mins.

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

**TRAINING REQUESTS**

Deputy Treasurer Robin Pekarski, CTAPA Fall Seminar, Oct. 17, 2023, in State College, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

Pete DiBiase, Planning/Community Development, Gravel Bicycling Summit; Oct. 25-26, 2023, in Boalsburg, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Comm. Hayman yes; Heimel yes; Grupp yes.

Chief Assessor Jake Ostrom, Assessors Certification Law, Oct. 27, 2023, in Pleasant Gap, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Comm. Grupp yes; Heimel yes; Hayman yes.

**PERSONNEL**

Judith Meyers, Deputy II with Prothonotary & Clerk of Courts, resignation effective Dec. 31, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

Hiring of Herbert McElwee Jr. as van driver with PCHS, effective Oct. 26, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Maureen Mahaley, County Fiscal Officer 1 with PCHS, requests extension of resignation terms to include part-time status through Dec. 15, 2023, to train her successor. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Comm. Hayman yes; Grupp yes; Heimel yes.

Deputy Treasurer Robin Pekarski resignation effective Oct. 27, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

Christopher Tuttle, part-time jail corrections officer, resignation effective Oct. 11, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Comm. Heimel yes; Hayman yes; Grupp yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported on meetings and conversations he has held with members of the State House and State Senate as interim chair of the Pa. State Land Tax Fairness Coalition. He said that a bill now pending in the legislature would increase state payments-in-lieu-of-taxes (PILT) on tax-exempt state forest park and game lands, which comprise more than 45 percent of the county's total real estate.

Commissioner Hayman announced that the Potter County Education Council is conducting a winter clothing and diaper drive through Dec. 7. More information is available at the PCEC office on Water Street in Coudersport, where donations can be made.

Commissioner Grupp noted that all five of the food banks in Potter County are in need of donations, particularly as they plan to serve as many needy families as possible during the holiday season. Those seeking to help can contact the food banks in Austin, Coudersport Galetton, Shinglehouse and Ulysses.

**BILLS**

**Potter County Fiscal Summary – 10/06/2023**

<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 Checks – Direct Deposit	8746-8838			\$99,415.32
10	General Fund – Accounts Payable	143107-143177			\$337,665.23

10	General Fund – A/P Manual Checks	130			\$141,967.90
11	LEPC – Local Emergency Planning	1784			\$152.39
14	Liquid Fuels	1784			\$1,083.89
16	911 Fund	3614-3620			\$7,530.69
28	Domestic Relations IV- D	1055			\$23,352.00
32	Specialty Courts	143155			\$577.44
34	V.O.J.O	143128			\$180.00
35	Victim Services/RASA	143128			\$1,108.82
64	Gas Well Impact- Capital Reserve funds	143149			\$4,899.70

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

**Potter County Tax Claim Bureau Fiscal Summary (10/19/2023)**

ACCOUNTS PAYABLE CHECKS – Check #17333 - 17362	\$93,159.99
<b>Total Checks Written</b>	\$93,159.99

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

**Potter County Human Services Fiscal Summary (10/20/2023)**

PAYROLL CHECKS #1	\$920.47
PAYROLL AUTOMATIC DEPOSITS	\$41,452.27
PAYROLL TAX TRANSFERS (EFTPS)	\$12,011.95
STATE TAX WITHHOLDINGS (ETIDES)	\$1,806.81
PAUC	\$41.34
Local W/H	\$588.57
Paytime P/R Charge	\$158.79
ACCOUNTS PAYABLE CHECKS – Check #76703-76819	\$267,479.05
ACCOUNTS PAYABLE CHECKS – Check #76702	\$920.47
<b>Total Checks Written</b>	\$325,379.72

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

**PUBLIC COMMENT:**

Two county residents suggested that the commissioners consider holding their business meetings in the evenings, which would increase public awareness of issues and community needs. Another citizen suggested that meetings be live-streamed and archived on the internet.

**NEXT MEETING:** Thursday, Nov. 2, 2023, at 11 am.

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

  
Potter County Executive Secretary

  
Approval Date



Established  
1804

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Barry Hayman, Commissioner

## 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

Jessica M. Giebel, Chief Clerk  
Thomas R. Shaffer, Solicitor

### COUNTY OF POTTER PENNSYLVANIA

#### RESOLUTION NO. 11 of 2023

#### AMERICA250PA

A resolution of the county of Potter, Commonwealth of Pennsylvania, supporting the Pennsylvania Commission for the United States Semi quincennial (AMERICA250PA)

**WHEREAS**, The Pennsylvania legislature and Governor created AMERICA250PA in 2018 to plan, encourage, develop and coordinate the commemoration of the 250<sup>th</sup> anniversary of the United States and Pennsylvania's integral role in that event and the role of its people on the nation's pas, present and future;

**WHEREAS**, AMERICA250PA hopes to engage ALL Pennsylvanians and ALL 67 counties through their many signature and officially recognized programs, projects and events over the next four years by inspiring future leaders and celebrating all Pennsylvanians contributions to the nation over the last 250 years;

**WHEREAS**, by adoption of AMERICA250PA's four pillars of EPIC, we hope to educate, preserve, innovate and celebrate.

**NOW, THEREFORE, BE IT RESOLVED** that a copy of this resolution be sent to the Potter County legislative delegation and AMERICA250PA Commission.

ADOPTED by the Board of Commissioners of the County of Potter, the Commonwealth of Pennsylvania, this 19<sup>th</sup> day of Oct. 2023.

ATTEST:

  
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Jessica M. Giebel, Chief Clerk

POTTER COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Nancy J. Grupp, Chair  
  
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Paul Heimel, Vice Chair  
  
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Barry Hayman, Secretary