

~ Minutes ~
POTTER COUNTY COMMISSIONERS MEETING
April 6, 2023
(Meeting recordings are destroyed after meeting minutes approval)

CALL TO ORDER Vice Chair Paul Heimel called the meeting to order at 11:04 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

AMEND AGENDA:

Comm. Hayman motioned to amend the agenda to strike the "First Deputy" from the training request submitted by County Treasurer Krista Miller; Comm. Heimel seconded. Hayman yes; Heimel yes.

PUBLIC COMMENT ON AGENDA ITEMS

None

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

NEW BUSINESS

Proclamation recognizing April as 811 Safe Digging Month in Potter County. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

Appointment of Timothy Gall and Brad Tucker to Potter County Local Emergency Planning Committee, effective May 23, 2023, to May 21, 2028. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreements with Cleveland Brothers Equipment Company for annual maintenance services of generators at F. W. Gunzburger County Office Building, \$1,090, and the Potter County Jail, \$1,057. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging (01/04/2023 – 01/31/2026)**

Aging Well PA LLC

N/A

N/A

Assessment & Fair Hearings & Appeals, AAA is paid by provider to complete FED Assessments to determine if consumer is NFCE for Community Health Choices, & attending Fair Hearings & Appeal Hearings.

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

TRAINING REQUESTS

Jacob Rothermel, County Detective, Investigating Overdose Homicides session April 6, 2023, virtual via Zoom. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

Treasurer Krista Miller, County Treasurers Assn. of Pa. Spring Seminar; April 20, 2023, State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes.

Treasurer Krista Miller, Pa. Assn. of Public Employee Retirement System Spring Forum, May 17-18 and May 23-24, 2023, virtual via Zoom. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes.

Chief Assessor Jake Ostrom, Taxpayer Relief Act Training, April 21, 2023; Towanda, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes.

Notification from Prothonotary/Clerk of Courts Kathy Schroeder that Erica Bliss, rather than Ashley Gledhill, will accompany her to Orphans Court Conference April 19-20, 2023. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Hayman seconded. Heimel yes; Hayman yes.

PERSONNEL

Thomas Powell, part-time Records Preservation Clerk in Prothonotary/Clerk of Courts Office, has resigned his position effective March 20, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Heibel seconded. Hayman yes; Heibel yes.

Kelsey Valenti, Fiscal Technician Supervisor with Potter County Human Services, is resigning her position effective April 21, 2023. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes.

LIQUID FUELS TAX APPLICATIONS

Applications received for 2023 Liquid Fuel Tax funds from Genesee Township, \$2,118.70; and Stewardson Township, \$511.95. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heibel seconded. Hayman yes; Heibel yes.

COMMISSIONERS' REPORTS

Comm. Heibel presented a summary on the commissioners' five-point Operational Improvement Plan, which includes Information Technology upgrades; expanded grant-writing services; development of short- and long-term financial planning and departmental reviews; risk management measures at the county jail; and a review of human resources/personnel policies.

Comm. Hayman discussed a series of steps that have been taken in response to questions posed at a previous commissioners meeting related to the county's 911 emergency communications system. The commissioners arranged for a workshop during which emergency responders shared their concerns with contractors responsible for operation and maintenance of the 911 infrastructure. A system is now in place for responders to report service interruptions or other issues 24/7 by phone, text and/or email. Monthly reports will be compiled for the county's Department of Emergency Services.

BILLS

Potter County Human Services Fiscal Summary (04/06/2023)

PAYROLL AUTOMATIC DEPOSITS	\$46,009.11
PAYROLL TAX TRANSFERS (EFTPS)	\$13,324.98
STATE TAX WITHHOLDINGS (ETIDES)	\$1,982.35
PAUC	\$45.37
Local W/H	\$645.77
Paytime P/R Charge	\$477.50
ACCOUNTS PAYABLE CHECKS – Check #75323-75423	\$134,688.42
ACCOUNTS PAYABLE CHECKS – Check #75315	\$1,435.00
Total Checks Written	\$198,608.50

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

AMEND AGENDA:

Comm. Hayman moved to amend the agenda to add check number 141618 and \$50,000 to the Fiscal Summary 03/24/2023; Comm. Heibel seconded. Hayman yes; Heibel yes.

Potter County Fiscal Summary –03/24/2023

<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	7124-7219			\$96,383.66
10	General Funds – Accounts Payable				\$166,781.05
10	General Funds – A/P Manual Checks	87			\$135,861.05
15	North Fork Dam	141643			\$30.00
16	911 Fund	3515-3522			\$7,342.58

17	Saulter Preserve	141643			\$30.00
18	Automation Fund (Civil)	141598			\$1,143.89
34	V.O.J.O	141589; 141604			\$200.54
35	Victim Services/RASA	141589; 141604			\$1,203.19
51	Capital Projects Fund	141618			\$50,000.00

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

Potter County Fiscal Summary – Special Run 03/31/2023

<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	7220-7249			\$7,841.24
10	General Fund – A/P Manual Checks	88			\$10,033.37

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

Potter County Fiscal Summary – First of the Month 04/01/2023

<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	Payroll – Direct Deposit	141655-141668			\$95,938.02
10	General Fund – A/P Manual Checks	91			\$35.00
11	LEPC – Local Emergency Planning	2997			\$579.03
16	911 Fun	3524-3523			\$421.15
34	V.O.J.O.	141656			\$7.95
35	Victim Services/RASA	141656			\$47.70

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

NEXT MEETING: Thursday, April 20, 2023 @ 11 a.m.

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



 Potter County Executive Secretary



 Approval Date



Established
1864

County of Potter Board of Commissioners

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

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

PROCLAMATION

811 Safe Digging Month

WHEREAS, the month of April 2023 recognized as "Pennsylvania 811 Safe Digging Month", and the initiative sponsored by Pennsylvania 811, a utility notification information center with over 50 years of continuous service to the Commonwealth of Pennsylvania, and

WHEREAS, Pennsylvania 811 received over 1 million excavation notifications in 2022, and transmitted approximately 6.8 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 Potter County, in support of the Pennsylvania Underground Utility Line Protection Law, PA Act 287 of 1974, as amended, we do hereby proclaim April 2023 as "Pennsylvania 811 Safe Digging Month", and encourage all Pennsylvanians to visit the Pennsylvania 811 website at www.pa1call.org for information about digging safely.

Nancy J. Grupp, Chair

Paul W. Heimel, Commissioner

Barry Hayman, Commissioner

ATTEST:

Jessica M. Giebel, Chief Clerk