

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**June 1, 2023**  
(Meeting recordings are 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. Paul Heimel, Comm. Nancy Grupp, Commissioner Barry Hayman, Chief Clerk Jessica Giebel and Recording Secretary Danielle Gietler, all present.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**MINUTES** – May 18, 2023 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel abstained.

**GUESTS**

Elise Grovanz, Community Development Coordinator with Northcentral Pa. Regional Planning and Development Commission, introduced herself to the board. She presented an update on North Central's grant assistance program for county and local governments and other non-profit applicants. She also asked for assistance in spreading awareness of the service in Potter County. Just seven of the 107 applications submitted across North Central's six-county region had come from Potter County in the last report.

**NEW BUSINESS**

Designation of power of attorney for Enterprise Fleet Management. ~ **Action** ~ Comm. Heimel moved to nominate Comm. Grupp; Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Appointment of Thomas Patterson, Children and Youth Services Administrator, to the Potter County Human Services Advisory Board; term of May 2023 to May 2026. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

21/22

22/23

■ **Children & Youth (07/01/2022 – 06/30/2023)**

*Diagnostics*

Pathways Adolescent Center

N/A

\$3,000.00

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

**PERSONNEL**

Potter County Human Services Administrator James Kockler submitted a letter of resignation, effective Sept. 1, 2023, with his final day of service being July 7, 2023. Each of the commissioners paid tribute to Mr. Kockler and thanked him for his service. The vacancy will be advertised locally and with the Pa. Assn. of County Human Services Administrators. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

Sandra Hoffman, full-time assistant domestic relations director, has resigned her position, effective June 2, 2023. ~ **Action** ~ Comm. Hayman moved to acknowledge. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Kathy Barrett, full-time GIS/Planning/MSAG secretary/clerk, has resubmitted her resignation to reflect Thursday, June 1, 2023, as effective date. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded; Heimel yes; Grupp yes; Hayman yes.

Warden Angela Milford requests the hiring of Christopher Tuttle as a part-time corrections officer at the Potter County Jail, effective June 5, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**COMMISSIONERS' REPORTS**

Commissioner Grupp reported that Senators Casey and Fetterman have joined voices calling for the Maryland Air National Guard to conduct a full environmental impact study for its proposed low-level military training flights over much of northcentral Pennsylvania. She also encouraged senior citizens to engage with senior centers in Coudersport, Galeton, Shinglehouse and Ulysses, as well as Senior Day on Aug. 2 at the Potter County Fair and a Senior Games gathering on June 9 at Gary's Putter Golf.

Commissioner Heibel provided an update on the commissioners' six Operational Improvement Initiatives. The Information Technology Upgrade is completed. Implementation of Risk Management Measures at the jail await an action plan from Warden Angela Milford. Revisions to Human Resources Policies are being reviewed by the county administrative department. Grant-Writing/Administration is in progress, as is the initiative for Coordinated Economic and Community Development. Discussions are being held with the Pa. Dept. of Community and Economic Development for assistance with the other initiative, Short- and Long-Term Financial/Operational Management Planning.

**BILLS**

**Potter County Fiscal Summary –05/19/2023**

<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	Payroll – Direct Deposit	7566-7660			\$97,177.51
10	General Funds – Accounts Payable	141958-142069			\$287,866.97
10	General Funds – A/P Manual Checks	99			\$136,997.70
11	LEPC – Local Emergency Planning	3010			\$269.20
14	Liquid Fuels	1772-1773			\$3,312.16
15	North Fork Dam	142057			\$30.00
16	911 Fund	3542-3543			\$4,952.71
17	Saulter Preserve	142057			\$32.75
25	Automation Fund (Criminal)	141971			\$318.00
34	V.O.J.O	141992			\$227.46
35	Victim Services/RASA	141992; 142064			\$2,669.89
60	Hotel Excise Tax Fund	142034; 142063			\$42,721.34

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

**Potter County Fiscal Summary –05/31/2023**

<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	7661-7690			\$7,841.73
10	General Funds – A/P Manual Check	100			\$10,049.79

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

**Potter County Fiscal Summary – First of the Month - 06/01/2023**

<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	142071-142084			\$125,352.02
10	General Funds – A/P Manual Checks	103			\$35.00
11	LEPC – Local Emergency Planning	3011			\$579.03
16	911 Fund	3544-3545			\$421.48
34	V.O.J.O	142072			\$7.95
35	Victim Services/RASA	142072			\$47.70

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

**Potter County Human Services Fiscal Summary (06/01/2023)**

PAYROLL CHECKS	\$724.73
PAYROLL AUTOMATIC DEPOSITS	\$42,412.19
PAYROLL TAX TRANSFERS (EFTPS)	\$12,530.35
STATE TAX WITHHOLDINGS (ETIDES)	\$1,866.38
PAUC	\$42.74
Local W/H	\$607.99
Paytime P/R Charge	\$520.17
ACCOUNTS PAYABLE CHECKS – Check #75730-75823	\$141,389.53
<b>Total Checks Written</b>	<b>\$200,094.08</b>

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


**PUBLIC COMMENT:**

A citizen commended the commissioners for pursuing information technology improvements and advanced employee technological training.

**NEXT MEETING:** Thursday, June 15, 2023 @ 11 a.m.

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

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
 \_\_\_\_\_  
 Approval Date