

~ Minutes~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**September 7, 2023**  
(Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:07 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT ON AGENDA ITEMS**

**MINUTES** – August 24, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**GUEST** – In recognition of International Overdose Awareness Day, Wendy Holbrook presented information on her family’s experiences with drug addiction and related topics. She stressed the importance of education, awareness and support services.

**NEW BUSINESS**

International Overdose Awareness Day Proclamation. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Hunger Action Month Proclamation ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Labor agreement between Potter County Commissioners and Teamsters Local Union 110 for Potter County Corrections Officers for 2024 - 2027. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Service contract between Potter County and Casella Waste System for garbage/recycling services, \$717.40/month for a term of 36 months. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Agreement between Potter County and John Rotello for generator maintenance at 911 emergency communications towns for \$7,956, July 1, 2023, to June 30, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Software and licensing purchase order agreement between Potter County and Tyler Technologies for Potter County Veteran Services Office, at a fee of \$449. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Agreement between Potter County Commissioners and Dickinson Center Inc. for lease of the third floor at Gunzburger Building for \$7,000/month, October 1, 2023, to September 30, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

Agreement between Potter County Commissioners and Walker Business & Staffing Services Inc. for temporary secretary at the Magisterial District Judge office in Shinglehouse. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**AGREEMENTS**

■ **Aging**

	<u>22/23</u>	<u>23/24</u>
<i>Mary Jones - Senior Center Operator</i> Oswayo Valley Senior Center (8/16/2023-06/30/2024)	\$16.00/hr.	\$16.00/hr.
<i>Debra Traub - Substitute Senior Center Operator</i> (07/01/23 to 6/30/24)	\$7.25/hr.	\$13.00/hr.

■ Children & Youth (7/01/2023-06/30/2024)

Adelphoi Village Inc.

Shelter/Residential Placement with treatment services.

**AGREEMENTS**

22/23

23/24

Male Female	Description	Prior Cost	Current Cost
Female	Intensive Supervision MH Focus – Colony, Marker, Susan’s, and Alliance	\$361.89	\$434.81
Male	Intensive Supervision –Sweeney	\$293.31	\$359.19
Male	Enhanced Supervision – Manor	\$380.01	\$470.21
Male	Substance Abuse – Margaret	\$345.41	N/A
Male	Sexual Offenses – Benet and Williams	\$298.80	\$384.59
Male	Sexual Offenses MH Focus – Vincent & Loyalhanna	\$361.89	\$434.81
Male	Sexual Offenses LaSa Quik (Eastern Region)	\$336.73	\$415.92
Male	Secure – Sexual Offenses – Middle Creek I	\$397.11	\$522.49
Fe/Male	Secure – (F) Middle Creek II / (M) Middle Creek III and Manor	\$397.11	\$486.49
Male	Specialized Independent Living – Hilltop	\$288.97	\$434.57
Male	Specialized Independent Living –Saxman	\$288.97	\$343.57

Male/Female	ADDITIONAL SERVICES:	Prior Cost	Current Cost
Both	Diagnostic Evaluation (per service rate)	\$3,055.00	\$3,177.20
Both	Psychological Services (hourly rate)	\$179.00	\$186.16
Both	Polygraphs	\$450.88	\$468.92
Both	Sexual Offender Evaluation ABEL or JSOAP-II or SAI-J single assessments	\$463.73	N/A
Both	Juvenile Sexual Offender Assessment – includes ABEL, JSOAP-II, SAI-J, and sexual history assessments	\$1,391.20	\$1,446.85
Both	MultiSystemic Therapy Services – Non MA Eligible	\$93.50	\$96.30
	<b>FOSTER CARE:</b>		
Both	Foster Care – Teen Focused	\$103.55	\$94.60
Both	Foster Care – Intensive/Kinship	\$89.09	\$100.52
Female	Foster Care – Pregnant and Parenting	\$95.24	\$108.92
	<b>ADOPTION:</b>		
Both	Adoption – Family Approval Document	N/A	
	<b>COMMUNITY BASED SERVICES:</b>		N/A in County

Concern Professional Service for Children, Youth, and Families

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

Dependent/Delinquent – Emergency Shelter, Residential Placement Program and Transitional Living

Description	Prior Cost	Current Cost
Visit Coaching*	\$55.75	\$61.79
Supervised Visitation**	\$52.87	\$58.78
Intensive Family Reunification Services***	\$64.49	\$70.45
Parenting Education****	\$54.00	\$59.96
Transportation (Portal to Portal)	\$32.96	\$34.38
Intensive Foster Care age 0-21	\$146.16	\$179.00
Intermediate Foster Care Ages 0-21	\$109.93	\$132.52
Traditional Foster Care Ages 0-18	\$70.73	\$82.89
Medical Level I Foster Care	\$129.75	\$155.59
Medical Level II Foster Care	\$107.86	\$122.12
Medical Level III Foster Care	\$86.44	\$83.33
Medical Level IV Foster Care	\$68.62	\$68.88
Mother/Baby Foster Care	\$181.56	\$215.54
Community Residential Rehabilitation Board Rate	\$60.61	\$66.41
Treatment Unit for Boys	\$284.95	\$293.82
Trauma Focused Foster Care		\$249.04
SIL Program		\$314.64
SAAY – Psycho-Sexual Assessment	\$150.00 per hour (No change)	\$150.00 per hour (No change)
SAAY – Clinical Services (Individual/Family)	\$90.00 per hour(No change)	\$90.00 per hour(No change)
SAAY – Clinical Services (group)	\$42.00 per Client/per Session	\$42.00 per Client/per Session
Recruitment of Foster Families	\$9,750.00	N/A

**AGREEMENTS**

22/23

23/24

■ **Mental Health (7/01/2023-06/30/2024)**

*Crossroads Counseling, Inc.*

Mental Health Outpatient Services

No Change

Subject to the availability of local, state, federal and other funds, and the other terms and conditions of this contract, the MH Department will reimburse contractor in accordance with the budget for the costs incurred in providing the services described in this contract up to the maximum contract cost of \$20,000.

*Oswayo Area School District*

Student Assistance Program and available training.

Up to \$325/person,  
Up to 5 individuals

No Change

*Susquehanna Software, Inc.*

Software, Technical Support and  
Programming Services

\$4,950/quarterly  
Total of \$19,800/yr.

\$5,250/quarterly  
Total of \$21,000/yr.

■ **Potter County Human Services (8/02/2023-08/02/2026)**

*Casella*

Trash & Recycling – Pittsburgh Companies North shares expense.

Trash

\$334.20 per month

\$334.20 per month

\$82.00 extra pick up

\$90.00 extra pick up

Recycling

\$98.10 per month

\$98.10 per month

\$50.00 extra pick up

\$60.00 extra pick up

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

**TRAINING REQUESTS**

Kal Logue, Community Development & CDBG Coordinator to attend Pa. Economic Development Assn.

Fall Conference, Oct. 16-18, 2023, in Reading Pa.. ~ **Action** ~ Comm. Hayman moved to approve.

Comm. Grupp seconded. Hayman yes; Grupp yes.

Jail Warden Angela Milford to attend PCCA Fall Conference & Training, Oct. 1-4, 4, 2023 in Harrisburg,

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

Jail Warden Angela Milford to attend Pa. Prison Wardens Assn. Fall Conference & Training Symposium;

Oct. 25-27, 2023, in State College, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman

seconded. Grupp yes; Hayman yes.

**PERSONNEL**

Lisa Mann, secretary with Magisterial District Judge office in Galeton, resignation effective Sept. 8,

2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp

yes.

Judge Chris Kalacinski is requesting hiring Louise Sztenderowicz as a full-time secretary with

Magisterial District Justice office in Galeton, effective Sept. 5, 2023. ~ **Action** ~ Comm. Grupp moved

to approve. Comm. Hayman seconded. Grupp yes; Hayman yes.

Mary Jones, Shinglehouse Senior Center Operator I, has submitted her resignation effective Aug. 16,

2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp

yes.

Potter County Human Services Administrator Thomas Patterson is requesting the promotion of Isaac

Musser as a full-time Children and Youth Services Program director, effective Oct. 9, 2023. ~ **Action** ~

Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes.

**COMMISSIONERS' REPORTS**

In recognition of Hunger Action Month, Commissioner Hayman discussed the impact of hunger and

“food deserts” in Potter County. He also noted that some school districts are addressing the issue by

providing free breakfasts and lunches. Commissioner Hayman also announced that the county will be

seeking bids for the sale of the former Oswayo Valley Senior Center in Shinglehouse.

Commissioner Grupp noted that Northcentral Pa. Regional Planning and Development Commission

offers assistance for local governments and non-profits seeking grants. Those interested in applying for

funds from the LSA(Local Share Account) program should contact Elise Grovanz no later than Nov. 3.

Commissioner Grupp also provided an update on the MCM Consulting review of the 911 emergency

communications system and local responders' equipment. MCM is surveying responders and issuing a newsletter with pertinent information. She also noted that Potter County Human Services is offering the Strengthening Families Program starting on Oct. 18, at Coudersport Elementary School.

**BILLS**

**Potter County Fiscal Summary – 08/11/2023**

<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	8415-8503			\$94,144.32
10	General Fund – Accounts Payable	142808 - 142905	142808; 142810	\$12,582.61	\$775,715.70
10	General Fund – A/P Manual Checks	119			\$132,891.94
11	LEPC – Local Emergency Planning	3029 – 3030	3029	\$590,050.00	\$59,032.03
14	Liquid Fuels	1779 – 1781			\$4,784.22
15	North Fork Dam	142878-142885			\$2,530.00
16	911 Fund	3590-3591			\$2,309.68
17	Saulter Preserve	142885			\$37.65
28	Domestic Relations IV-D	1054			\$9,876.00
34	V.O.J.O	142830			\$180.00
35	Victim Services/RASA	142830			\$1,188.00
62	CDBG Entitlement	142861			\$248.00
64	Gas Well Impact-Capital Reserve	142837			\$40,000.00

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

**Potter County Fiscal Summary – Retirement - 08/31/2023**

<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 Checks	8504-8533			\$7,841.71
10	General Fund – Accounts Payable	122			\$10,049.84

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

Case # 111130

**Potter County Fiscal Summary – 08/11/2023**

<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	142906-142918			\$122,402.04
10	General Fund – A/P Manual Checks	123			\$35.00
11	LEPC – Local Emergency Planning	3031			\$579.03
16	911 Fund	3592-3593			\$421.15
34	V.O.J.O	142907			\$7.95
35	Victim Services/RASA	142907			\$47.70

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

**Potter County Tax Claim Bureau Fiscal Summary (09/07/2023)**

ACCOUNTS PAYABLE CHECKS – Check #17295-17332	\$184,377.19
<b>Total Checks Written</b>	\$184,377.19

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


**PUBLIC COMMENT:**

An officer from a local fire/ambulance agency in Potter County expressed appreciation to the commissioners for the review of the 911 emergency communications system and local providers' equipment.

**NEXT MEETING:** Thursday, September 21, 2023 at 11 a.m.

**ADJOURNMENT:** ~ **Action** ~ Comm. Hayman moved to adjourn. at 11:39 a.m., Comm. Grupp seconded. Hayman yes; Grupp yes.

  
Potter County Executive Secretary

  
Approval Date



*Established  
1804*

**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*

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

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

**PROCLAMATION**

**Overdose Awareness Day**

**August 31, 2023**

**WHEREAS**, the County of Potter does affirm and acknowledge the harm and hardship caused by drug overdose; and

**WHEREAS**, we recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug-related deaths; and

**WHEREAS**, we resolve to play our part in reducing the toll of overdose in our community, which claimed the lives of more than 5360 Pennsylvania residents in 2021 together with countless more affected forever; and

**WHEREAS**, we affirm that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support;

**NOW, THEREFORE**, Potter County Board of Commissioners, do hereby recognize August 31, 2023, as **OVERDOSE AWARENESS DAY** in Potter County and I call this observance to the attention of our citizens.

Given under our hands this 31<sup>st</sup> day of August 2023.

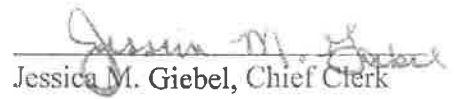
**POTTER COUNTY BOARD OF COMMISSIONERS**

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Barry Hayman, Commissioner

ATTEST:

  
Jessica M. Giebel, Chief Clerk



*Established  
1804*

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
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## **County of Potter Board of Commissioners**

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### **PROCLAMATION**

#### **2023 Hunger Action Month**

**September 7, 2023**

**WHEREAS**, hunger and poverty are issues of vital concern in Potter County where 11.5% of residents experience food insecurity; and

**WHEREAS**, Potter County is committed to taking steps to combat hunger in every part of our community and to provide additional resources to those in need; and

**WHEREAS**, Potter County is committed to working with Central Pennsylvania Food Bank and its partner agencies in educating people about the role and importance of food banks and food pantries in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

**WHEREAS**, Central Pennsylvania Food Bank and its partner agencies distributed over 500,000 pounds of food in Potter County through their network of food pantries, soup kitchens, shelters, and other community organizations; and

**WHEREAS**, the month of September has been designated “Hunger Action Month” in order to bring attention to food insecurity in our communities and to enlist the public in the fight to end hunger by taking action – including volunteer shifts, social media shares, and donations – to ensure nobody has to make an impossible choice between food and other necessities like medicine, utilities or childcare; and

**WHEREAS**, food banks across the country, including Central Pennsylvania Food Bank, will host numerous events throughout the month of September to bring awareness and help end hunger in their local community;

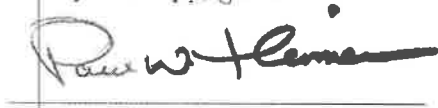


**NOW, THEREFORE, WE**, Potter County Commissioners, do hereby recognize September 2023, as **HUNGER ACTION MONTH** in Potter County and we call this observance to the attention of our citizens.

Given under our hands this 7<sup>th</sup> day of **September 2023**.

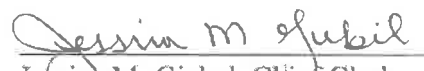
**POTTER COUNTY BOARD OF COMMISSIONERS**

  
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Barry Hayman, Commissioner

ATTEST:

  
Jessica M. Giebel, Chief Clerk