

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

October 30, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – October 16, 2025

GUESTS

Will Hunt – GIS/Planning/Community Development Director accompanied by Abigail Troupe

NEW BUSINESS

Proclamation – Operation Green Light for Veterans

Resolution 11 of 2025 – Authorization to Join as a Member of the Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC)

Intergovernmental Cooperation Agreement - Pennsylvania County Health Insurance Purchasing Cooperative, for employee health benefits program

Resolution 12 of 2025 – Resolution by Municipality Certifying Provision of Local Match for State Operating Financial Assistance for Fiscal Year 2026-2027

Reappointment – Katie Sasala to Potter County Planning Commission for a term of January 1, 2026 through January 1, 2030

Reappointment – Candace Hillyard to Potter County Planning Commission for a term of January 1, 2026 through January 1, 2030

Reappointment – Michael Callahan to Potter County Planning Commission for a term of January 1, 2026 through January 1, 2030

Reappointment – Loren Fitzgerald to the Potter County Housing Authority for a term of December 1, 2025 through November 30, 2030

Reappointment – Loren Fitzgerald to the Potter County Redevelopment Authority for a term of July 13, 2025 through July 12, 2030

Act 13 Funding Request – North Central Pennsylvania Regional Planning and Development Commission (Regional Healthcare Coordinator through AmeriCorps)

Approval of the 2026 Solicitor Agreement

CONTRACTS AND AGREEMENTS

Service Agreement – Freepoint Energy Solutions to lock-in pricing for 12 months at \$0.08889 per kWh at county buildings, October 2025 to October 2028

Service Agreement - UGI Energy Service Gas to lock-in pricing at \$4.0595 per DTH for Human Services and for Potter County Commissioners. Term of November 2025 through October 2026

Service Agreement – Leads Online, for investigation software at a cost to the county of \$1,687.50, for a term of November 1, 2025 through October 31, 2026.

PCHS CONTRACTS AND AGREEMENTS		24/25	25/26
■ Aging (07/01/2025 - 06/30/2026)			
<i>County Homemakers, Inc. d. b. a. Arcadia Home Care and Staffing</i>			
Personal Care and Home Support for Older Adults			
Description			
Personal Care and Home Support		Prior Cost	Current Cost
		\$19.64/hour	No change
■ Intellectual Disabilities			
<i>Service Access & Management, Inc.</i>			
Description			
Providing Administrative Support Services		Prior Cost	Current Cost
Contract period: November 1, 2025, to June 30, 2026		N/A	\$2,000/Month
<i>Community Services of Venango County</i>			
Description			
Conducts yearly Independent Monitoring for Quality (IM4Q) surveys		Prior Cost	Current Cost
		\$706.00/survey	No change
Contract period: July 1, 2025, to June 30, 2026			

PERSONNEL

Hire - Judge Minor has hired Tigan Chiumento to fill the full-time Community Service Coordinator position with the Probation Department, effective November 5, 2025

Hire - Judge Kalacinski has hired Kristin Parker to fill the floating full-time Judicial Line Staff/Clerk position, effective November 10, 2025

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (10/17/2025)

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks	5044-5045			\$131.25
10	Payroll - Direct Deposit	V1173728-V1173806, V1173706, V1173683-V1173703			\$111,642.29
10	General Fund - Accounts Payable	148995, 148997-149031, 149035-149047, 149049-			\$342,682.04
10	General Fund - A/P Manual Checks	279			\$154,222.95
11	LEPC - Local Emergency Planning	3207			\$179.63
16	911 Fund	4081-4089			\$8,227.15
18	Automation Fund (Civil)	149032			\$959.93
34	V.O.J.O.	149017, 149051			\$326.00
35	Victim Services/RASA	149017			\$1,320.80
38	Divorce Fund	149048, 148992			\$19,736.08
61	Employee Wellness Initiative	148996			\$56.03
62	CDBG Entitlement	149063			\$37,620.72
64	Gas Well Impact-Capital Reserve	149073, 149033			\$438,481.96
68	Strategic Management Planning Grant	149034			\$13,000.00

Potter County Fiscal Summary (10/23/2025)

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	149087			\$156.00

Potter County Tax Claim Bureau Fiscal Summary (10/30/2025)

ACCOUNTS PAYABLE CHECKS – Check #18238-18274	\$145,081.23
Total Checks Written	\$145,081.23

Potter County Human Services Fiscal Summary (10/30/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$39,539.32
PAYROLL TAX TRANSFERS (EFTPS)	\$11,591.93
STATE TAX WITHHOLDINGS (ETIDES)	\$1,653.12
PAUC	\$37.85
Local W/H	\$538.48
Isolved P/R Charge	\$145.44
ACCOUNTS PAYABLE CHECKS – 10/30/2025 Ck# 81326	\$1,000
ACCOUNTS PAYABLE CHECKS – 10/30/2025 Ck# 81327-81374	\$69,173.58
Total Checks Written	\$122,679.72

NEXT MEETING: November 13, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro