

~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.

| <u>PCHS CONTRACTS AND AGREEMENTS</u> | <u>24/25</u> | <u>25/26</u> |
|--|--------------------------|----------------------------|
| ■ 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 | | |
| <u>Description</u> | <u>Prior Cost</u> | <u>Current Cost</u> |
| Personal Care and Home Support | \$19.64/hour | No change |
| ■ Intellectual Disabilities | | |
| <i>Service Access & Management, Inc.</i> | | |
| <u>Description</u> | <u>Prior Cost</u> | <u>Current Cost</u> |
| Providing Administrative Support Services | N/A | \$2,000/Month |
| Contract period: November1, 2025, to June 30, 2026 | | |
| <i>Community Services of Venango County</i> | | |
| <u>Description</u> | <u>Prior Cost</u> | <u>Current Cost</u> |
| Conducts yearly Independent Monitoring for Quality (IM4Q) surveys | \$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