

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

April 3, 2025

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Heimel called the meeting to order at 11:04 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Paul Heimel, Commissioner Robert Rossman, and Executive Administrative Assistant Paige Barroqueiro; all present. Commissioner Nancy Grupp and Chief Clerk Jessica Giebel absent

**PUBLIC COMMENT**

**MINUTES** – March 20, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes.

**GUESTS**

Issac Musser, Potter County Human Services Children and Youth Services Director, joined the board for the Proclamation of Child Abuse Awareness and Prevention Month. He told the public the most important thing you can do to help prevent child abuse is “if you see something, say something”. He noted that since the beginning of 2025 there have been 74 abuse or neglect cases reported, some of which move forward into a full investigation.

**NEW BUSINESS**

Chuck Strodoski from the consulting firm, YSM Landscape Architects, joined the meeting via phone to conduct opening of bids for the Market Village site work. He informed the board that while there were no bids received, three contractors had prepared portions of a bid on the portal but failed to submit their proposals. He recommended extending the bid deadline and allowing him to contact the three potential bidders. The commissioners agreed after conferring with the Planning and Community Development team.

Proclamation – Child Abuse Awareness and Prevention Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes.

Reappointment – David Shalkowski to the Alcohol, Tobacco and Other Drugs Advisory Board April 2025 through April 2028 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Professional Service Contract – with Language Services Associates for interpretation services for Potter County Court – three-year term ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes.

Monitoring Agreement – Davis Ulmer Fire Protection, for fire monitoring at the Potter County Modulares. Term of May 1, 2025, to April 30, 2026, at an annual fee of \$575.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes.

**PCHS CONTRACTS AND AGREEMENTS**

|  | <u>23/24</u>                        | <u>24/25</u>              |
|--|-------------------------------------|---------------------------|
| ■ <b>Aging (10/09/2024 - 10/08/2025)</b>                   |                                     |                           |
| <u>Marco - Galetton Senior Center</u>                      |                                     |                           |
| Copier Maintenance Agreement                               | \$299.25 / year<br>\$0.00945 / copy | \$344.14 / year<br>\$0.01 |
| ■ <b>Children &amp; Youth (03/01/2025 - 06/30/2025)</b>    |                                     |                           |
| <u>L.Y.F.E</u>   |                                     |                           |
| Dependent / Delinquent - Emergency Shelter                 | N/A                                 | \$785.09 per diem         |
| ■ <b>Intellectual Disability (07/01/2024 - 06/30/2025)</b> |                                     |                           |
| <u>Community Services of Venango County</u>                |                                     |                           |
| County Assessment & Improvement (QA&I) Surverys            | N/A                                 | \$180/Survey              |

■ **Potter County Human Services (11/17/2024 - 11/16/2025)**

|  |                          |                              |
|--|--------------------------|------------------------------|
| <u>Marco - Administration Office</u>           |                          |                              |
| Copier Maintenance Agreement                   | \$297.00 / year          | \$341.55 / year              |
| (11/17/2024 - 11/16/2025)                      |                          |                              |
| <u>Marco - Fiscal Office</u>                   |                          |                              |
| Copier Maintenance Agreement                   | \$297.00 / year          | \$341.55 / year              |
| (11/23/2024 - 11/22/2025)                      |                          |                              |
| <u>Marco - AAA, CYS, ID EI, and MH</u>         |                          |                              |
| Copier Maintenance Agreement (black and White) | \$0.07 to \$0.08 / copy  | \$0.00805 to \$0.0092 / copy |
| Copy   | \$0.065 to \$0.07 / copy | \$0.07475 to \$0.0805 / copy |
| (12/01/2024 - 11/30/2025)                      |                          |                              |

■ **Mental Health (03/01/2025 - 06/30/2025)**

|  |                    |                    |
|--|--------------------|--------------------|
| <u>Addendum - Bart and Regina Ianson</u> |                    |                    |
| Transformational Living Property         | \$1,400.00 / month | \$1,400.00 / month |

**PCHS CONTRACTS AND AGREEMENTS**

24/25

25/26

■ **Children and Youth (07/01/2025 - 06/30/2026)**

|                                   |                   |                        |
|-----------------------------------|-------------------|------------------------|
| <u>Avanco International, Inc.</u> |                   |                        |
| CAPS                              |                   |                        |
| <u>Description</u>                | <u>Prior Cost</u> | <u>Current Cost</u>    |
| Research Analyst                  | \$54.50 / hour    | \$54.50 / hour         |
| Junior Programmer                 | \$65.40 / hour    | \$65.40 / hour         |
| Junior Programmer Analyst         | \$73.00 / hour    | \$73.00 / hour         |
| Programmer Analyst                | \$76.20 / hour    | \$76.20 / hour         |
| Senior Programmer Analyst         | \$78.70 / hour    | \$78.70 / hour         |
| Developer                         | \$92.50 / hour    | \$92.50 / hour         |
| Senior Developer                  | \$111.20 / hour   | \$111.20 / hour        |
| Projector Director                | \$125.00 / hour   | \$125.00 / hour        |
|                                   |                   | Not to exceed \$20,000 |
| Quarterly Fee                     | \$7,680.42 / hour | \$7,910.83             |
| Maintenance Fee                   |                   | \$1,888.18             |
| Upgrade                           |                   | \$1,526.32             |

■ **Potter County Human Services IT**

|  |     |               |
|--|-----|---------------|
| <u>Databranch</u>                              |     |               |
| Network Integration                            | N/A | \$6,275.00    |
| <u>Databranch</u>                              |     |               |
| Microsoft 365 Migration Proposal               | N/A | \$31,949.00   |
| <u>Databranch</u>                              |     |               |
| Team Security Assist                           | N/A | \$910 / month |
| Management, Monitoring, and Proactive Alerting | N/A | \$150 / month |

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

**PERSONNEL**

Resignation: Darrell Reider, part-time Correctional Officer, is resigning his position effective March 12, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes.

Resignation: Michelle Rossetti, Sheriff Secretary, is resigning her position effective April 18, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes.

Hire: Michael Pepper has requested the hiring of Rene Kicklighter to fill the Temporary Veterans Service Officer Trainer vacancy; effective March 3, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes.

**LIQUID FUELS TAX REQUESTS**

|                      |            |
|----------------------|------------|
| West Branch Township | \$2,522.62 |
| Stewardson Township  | \$801.20   |

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported that the County Commissioners Assn. of Pa. (CCAP) has chosen the underfunding of county 911 emergency communications expenses as its top legislative priority for 2025. due to the burden it places on county taxpayers. He noted that rural counties are particularly hard-hit, since the infrastructure costs are similar while rural tax bases are much smaller. CCAP is proposing that



the legislature approve a 25-cent increase in the monthly surcharge on phone bills to provide additional reimbursement to counties.

Commissioner Rossman informed the public of the unfortunate action taken by the Tioga County Commissioners attempting to decertify the Visit Potter Tioga Association..

**BILLS**

**Potter County Fiscal Summary (04/01/2025)**

| <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  | 147559-147568    |                       |                         | \$81,167.89  |
| 10            | General Fund - A/P Manual Checks | 236              |                       |                         | \$35.00      |
| 11            | LEPC - Local Emergency Planning  | 3172             |                       |                         | \$579.03     |
| 16            | 911 Fund                         | 3932-3933        |                       |                         | \$408.76     |
| 34            | V.O.J.O.                         | 147559           |                       |                         | \$7.95       |
| 35            | Victim Services/RASA             | 147559           |                       |                         | \$47.70      |

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

**Potter County Human Services Fiscal Summary (04/01/2025)**

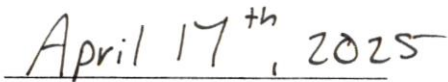
|   |              |
|---|--------------|
| PAYROLL AUTOMATIC DEPOSITS                              | \$53,209.49  |
| PAYROLL TAX TRANSFERS (EFTPS)                           | \$19,566.71  |
| STATE TAX WITHHOLDINGS (ETIDES)                         | \$2,347.38   |
| PAUC  | \$54.59      |
| Local W/H   | \$764.62     |
| Paytime P/R Charge                                      | \$459.20     |
| ACCOUNTS PAYABLE CHECKS – 03/07/2025 Check #80235-80317 | \$132,392.03 |
| <b>Total Checks Written</b>                             | \$208,794.02 |

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

**NEXT MEETING:** April 17, 2025

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

  
Potter County Executive Administrative Assistant

  
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.gov](http://www.pottercountypa.gov)**

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Stephanie L. Fera, Solicitor

### **PROCLAMATION**

#### **Child Abuse Awareness and Prevention Month**

**April 2025**

**WHEREAS**, in 2024, the Potter County Children and Youth Services agency confirmed 7 incidents of child abuse; and

**WHEREAS**, child abuse and neglect is a complex and ongoing problem in our society, affecting many children here in Potter County each and every day; and

**WHEREAS**, our children are our most valuable resources and will shape the future of Pennsylvania; and

**WHEREAS**, child abuse can have lifelong psychological, emotional, and physical consequences for victims; and

**WHEREAS**, every child is entitled to be loved, cared for, nurtured, protected and be free from verbal, sexual, emotional, and physical abuse, and neglect; and

**WHEREAS**, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood; and

**WHEREAS**, Potter County has dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need; and

**WHEREAS**, effective child abuse prevention programs succeed because of partnerships among families, community members, social service agencies, schools, religious and civic organizations, law enforcement agencies, medical facilities and the business community; and

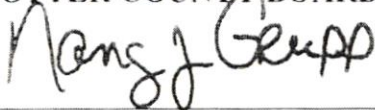
**WHEREAS**, our communities are stronger when all citizens become aware of the negative effect of child maltreatment and its prevention and become involved in supporting parents to raise their children in a safe and nurturing environment.

**NOW, THEREFORE**, we do hereby proclaim, April 2025, as Child Abuse Prevention Month throughout the County and encourage our citizens to acknowledge and help in the fight for Child

Abuse Awareness for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

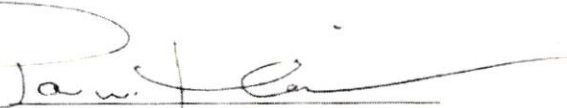
Given under our hands this 3<sup>rd</sup> day of April 2025.

**POTTER COUNTY BOARD OF COMMISSIONERS**

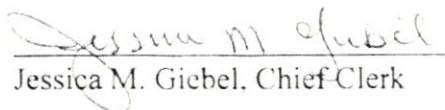


Nancy J. Grupp, Chair

**ATTEST:**



Paul W. Heimel, Commissioner



Jessica M. Giebel, Chief Clerk



Robert W. Rossman, Commissioner

