

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

March 06, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Paul Heimel called the meeting to order at 11:02 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

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

GUESTS

Northcentral Pa. Regional Planning and Development Commission Executive Director Jim Chorney provided an overview of the agency’s activities and initiatives. He requested the commissioners’ engagement in regional community and economic development strategic planning, including high-priority and timely matters such as a multi-county approach to ensure access to health care services and the effort to prevent the closure of Penn State University’s branch campus in DuBois. Director Chorney also updated the board on revisions to North Central’s community capacity services and encouraged public engagement in the agency’s transportation planning and advocacy activities.

Potter County GIS/Planning/Community Development Director Will Hunt presented an update on the Market Village project. Site work bids will be accepted until 11 am on Friday, March 28. There is much excitement behind this project, which has been in the works since 2018. Site development funds were acquired through a state Community Conservation Partnership Program grant. Phase 1 is construction of a walkway, parking, utilities, benches and other improvement. Phase 2, if approved, would consist of semi-permanent rental spaces where retail businesses could be set up on a temporary basis to market their products and potentially relocate to another location in the business district. Director Hunt said the Market Village concept is part of the broader Revitalize Potter County community and economic development initiative.

NEW BUSINESS

Appointment: Traci Bretz to Potter County Planning Commission to fill the unexpired term of Tim Walck ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

CONTRACTS AND AGREEMENTS

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

■ **Intellectual Disabilities (07/01/2024 - 06/30/2025)**

One Well LLC Addendum.

Companion Services Level 2
In Home Community Support
Transportation - Mile

Prior Cost-Per Diem

\$7.71/unit
\$10.25/unit
N/A

Current Cost-Per Diem

\$8.33/unit
\$11.10/unit
\$0.67/mile

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

PERSONNEL

New Hire: Warden Milford has requested the hiring of Darrell Reider to fill the part-time Corrections Officer vacancy; effective March 10, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

New Hire: Judge Minor has hired Wendy Holbrook as a full-time Case Manager I with the Potter County Domestic Relations Office, effective March 17, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resignation: Bella Butler, Domestic Relations Case Manager I, is resigning her position effective March 7, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

New Hire: Michael Pepper has requested the hiring of Cristal Cary to fill the full-time Veterans Service Officer vacancy; effective March 3, 2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Resignation: Isaac Musser, Children and Youth Families Program Director with Potter County Human Services, has resigned his position effective May 02, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

| | |
|------------------|------------|
| Eulalia Township | \$3,118.75 |
| Homer Township | \$2,149.59 |
| Genesee Township | \$2,767.62 |

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

COMMISSIONERS' REPORTS

Commissioner Rossman brought to light that there is an energy capacity shortage across Pennsylvania, which is causing businesses not to be able to move into some areas. The topic is on the agenda of a County Commissioners Assn. of Pa. Community and Economic Development Committee meeting which he will be attending.

Commissioner Heimel provided an update on the America250 initiatives, celebrating the anniversary of the nation's founding. Potter County Historical Society and the Daughters of the American Revolution are spearheading the county's engagement. The observance concludes in July 2026. Activities which are already planned or in the works include local involvement in Bells Across Pa., Liberty Tree plantings, youth engagement, Revolutionary War and Civil War veterans memorials, and others. He encouraged the public to become engaged as opportunities arise.

BILLS

Potter County Fiscal Summary – 02/21/2025

| <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 | 5019 | | | \$100.42 |
| 10 | Payroll - Direct Deposit | 12821-12917 | | | \$113,457.49 |
| 10 | General Fund - Accounts Payable | 147274-147368 | | | \$115,878.98 |
| 10 | General Fund - A/P Manual Checks | 227 | | | \$158,152.59 |
| 11 | LEPC - Local Emergency Planning | 3148-3167 | | | \$11,887.72 |
| 16 | 911 Fund | 3899-3911 | | | \$76,000.68 |
| 28 | Domestic Relations IV-D | 1069 | | | \$20,222.17 |
| 34 | V.O.J.O. | 147300;147332;147348 | | | \$334.44 |
| 35 | Victim Services/RASA | 147300;147348 | | | \$1,372.84 |
| 55 | Phare Grant | 147324 | | | \$18,750.00 |
| 61 | Employee Wellness Initiative | 147292 | | | \$303.96 |
| 64 | Gas Well Impact-Capital Reserve | 147317 | | | \$1,400.00 |

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

Potter County Tax Claim Bureau Fiscal Summary (03/06/2025)

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|--|--------------------|
| ACCOUNTS PAYABLE CHECKS – Check #17917-17950 | \$99,557.00 |
| Total Checks Written | \$99,557.00 |

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

Potter County Human Services Fiscal Summary (03/04/2025)

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|---|---------------------|
| PAYROLL AUTOMATIC DEPOSITS | \$43,134.76 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$12,710.01 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$1,843.80 |
| PAUC | \$43.10 |
| Local W/H | \$600.58 |
| Paytime P/R Charge | \$457.33 |
| ACCOUNTS PAYABLE CHECKS – 02/20/2025 Check #79996-80088 | \$194,459.58 |
| Total Checks Written | \$253,249.16 |

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

NEXT MEETING: March 20, 2025

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



Potter County Executive Administrative Assistant



Approval Date

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