

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

January 23, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:12 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 – January 09, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

GIS/Planning/Community Development Director, Will Hunt, provided an update to the board regarding the department's ongoing project, the Sight Promotions Pilot Program. Since its initiation in early 2024, Director Hunt and his team have been diligently advancing the project. The Sight Promotions Pilot Program serves as an economic development tool aimed at supporting both residential and commercial growth. When coupled with the LERTA Act, which will be approved this meeting, this initiative presents a significant opportunity for local communities. The project has established key partnerships with the Northeast Pennsylvania Economic Development Association (NEPEDA), Mountain Valley Realty, Square One Design, and Northern Potter School District as the pilot district. As part of the initiative, window clings will be made available for placement in vacant storefronts to attract potential new businesses. Additionally, the department is working to streamline the process surrounding the IDERPA Act 152 Blight Removal funding, seeking to reduce obstacles. The goal is to provide grants, loans, or a combination of both to support businesses interested in establishing operations in the region. Director Hunt encouraged members of the public to contact his office for further information on these efforts.

NEW BUSINESS

Ordinance #1 of 2025 Local Economic Revitalization Tax Assistance Act (LERTA) ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Approval of Final Strategic Management Program Plan STMP from Kafferlin Strategies ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Resolution #2 of 2025 Governing Bodies' Authorization ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Intergovernmental Agreement to authorize electronic access to PENNDOT systems ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

CONTRACTS AND AGREEMENTS

Professional Service Contract – Debra Sue Lehman for cleaning of the Shinglehouse District Judge Office at a rate of \$20/week. Effective Jan. 1, 2025, to Dec. 31, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Inspection Agreement – Davis Ulmer Fire Protection. for fire monitoring at the Potter County Gunzburger Annex. Term of March 1, 2025, to February 28, 2026, at an annual fee of \$575.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

■ Aging (07/01/2024 - 06/30/2025)

Guardian Medical Monitoring, LLC Addendum (07/01/2024 - 06/30/2025)
Personal Emergency Response Systems & Medication Minders

Description	Prior Cost	Current Cost
PERS Monthly Rental Fee Landline	\$18.00 per month	No Change
PERS Monthly Rental Fee Cellular	\$28.00 per month	No Change
PERS Monthly Rental Fee Mobile / GSP Units	\$35.00 per month	No Change
Caregiver Monthly Rental Fee w/2 way speaker	\$25.00 per month	No Change
Medication Dispensers Fees		
Med Ready Installation Fee	\$25.00	No Change
Med Ready Monthly Fee	\$40 per month	No Change
Auto Fall Add ON	\$7.00 per month	No Change

Jennifer Ann Davis, RDN, LDN (12/20/2024 - 01/01/2026)

Dietician Monitoring		
Home Delivered & Congregated Meals	\$100 per hour + expenses at state approved rate	No Change

■ Children and Youth

Alcohol and Drug Abuse Services, Inc. (01/01/2025 - 01/01/2026)

Family Group Decision Making an Evidence Based Program	N/A	\$1,250 per month
Thomas A. Walrath Jr. Esq. (01/01/2025 - 12/31/2025)		
Dependency Matters	N/A	\$2,500 per year

■ Early Intervention (01/01/2025 - 06/30/2025)

Beth Freer		
IFSP Teaming Physical Therapy	\$34.70/15 minutes	No Change

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

PERSONNEL

Hire: Ashley Gledhill has hired Billie Jean Guinther as a full-time Deputy II with Potter County Prothonotary Office, effective Jan. 21, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Amended Resignation: Kara Amidon, Program Specialist I with Potter County Human Services, has resigned her position effective January 10, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Heimel expressed that, of all the Commissioner meetings he has attended, this one stands out as particularly forward-thinking. He provided an update on the *Revitalize Potter County* initiative, emphasizing the urgency of the project given the current demographic challenges facing the region. With Potter County's population having fallen below 15,800 in 2025 and youth migration reaching an all-time high, Commissioner Heimel highlighted that now is the ideal time to advance this critical effort. Thanks to a grant awarded by the Department of Community and Economic Development (DCED), the Commissioners, in collaboration with the GIS/Planning/Community Development Department, have selected Alchemy Accompanied as the contractor to lead the next phase of the project. He commended all parties involved for their dedication and expressed his enthusiasm for the positive impact these initiatives will have on the community.

BILLS

Potter County Fiscal Summary – 01/10/2025

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	12529-12625			\$109,626.37
10	General Fund - Accounts Payable	146974-147065	147001	\$371.31	\$111,174.65
10	General Fund - A/P Manual Checks	222			\$153,847.58

11	LEPC - Local Emergency Planning	3139-3143			\$2,271.85
16	911 Fund	3872-3881			\$12,171.95
27	Substance Abuse (Act 198)	147024			\$5,000.00
32	Specialty Courts	147049			\$196.83
34	V.O.J.O.	146997			\$180.00
35	Victim Services/RASA	146997			\$1,143.00
60	Hotel Excise Tax Fund	147057-147058			\$92,859.47
65	Gas Well-Highway Bridge Imprmt	146978			\$20,000.00

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

Potter County Tax Claim Bureau Fiscal Summary (01/23/2025)

ACCOUNTS PAYABLE CHECKS – Check #17879-17885	\$12,302.89
Total Checks Written	\$12,302.89

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

Potter County Human Services Fiscal Summary (01/23/2025)

PAYROLL AUTOMATIC DEPOSITS	\$42,451.15
PAYROLL TAX TRANSFERS (EFTPS)	\$12,848.31
STATE TAX WITHHOLDINGS (ETIDES)	\$1,848.85
PAUC	\$43.22
Local W/H	\$602.21
Paytime P/R Charge	\$451.71
ACCOUNTS PAYABLE CHECKS – 01/02/2025 Check #79732 - 79732	\$7,621.44
ACCOUNTS PAYABLE CHECKS – 01/09/2025 Check #79733 - 79836	\$225,401.50
Total Checks Written	\$291,268.39

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

NEXT MEETING: February 6, 2025

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


Potter County Executive Administrative Assistant


Approval Date