

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

January 09, 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 Assistant Paige Barroqueiro, all present.

PUBLIC COMMENT

MINUTES – December 26, 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

AMENDMENT

Amend agenda under Personnel – Change description of action regarding Sarah Wright from termination to resignation.

Amend agenda under Personnel – Rene Kicklighter has rescinded her resignation
~ **Action** ~ Comm. Heimel moved to approve both amendments. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

GUESTS

NEW BUSINESS

Resolution 1 of 2025 – Designation of Agent for DR4815 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Potter County Family and Medical Leave Act (FMLA) Policy ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Service Agreement: Brenda J. Cappiello of Bucks County Court Reporters for court reporting services at a rate of \$250.00 for half days and \$525.00 for full days ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Service Agreement: Robert Kuhl as the Title IV-D Attorney for Potter County Domestic Relations at a rate of \$150 per hour ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PERSONNEL

Resignation – Kristie Potter, Prothonotary Civil Deputy II, is resigning from her position effective January 3, 2025. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Hire: Ashley Gledhill has hired Kristie Potter to fill the full-time Prothonotary/Clerk of Courts/Orphan's Court Deputy I position; effective January 6, 2025. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation – Shirley Raber, Divorce Administrative Assistant, is resigning from her position effective January 2, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire: Ashley Gledhill has hired Shirley Raber to fill the full-time Divorce Deputy II position; effective January 2, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

New Hire: President Judge Minor has hired Bella Butler to fill the Domestic Relations full-time Case Manager I position; effective January 13, 2025. ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Resignation: Sarah Wright, Assistant Domestic Relations Director from her position; effective January 10, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Rehire: Thomas Patterson is requesting the rehire of Shayleen Tucker as Children and Youth County Caseworker I, effective January 21, 2025. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Heibel expressed his appreciation to local law enforcement personnel in recognition of National Law Enforcement Appreciation Day.

BILLS

Potter County Fiscal Summary – 12/27/2024

| <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 | 5016 | | | \$40.04 |
| 10 | Payroll - Direct Deposit | 12432 | | | \$112,832.44 |
| 10 | General Fund - Accounts Payable | 146895-146964 | | | \$124,953.15 |
| 10 | General Fund - A/P Manual Checks | 220 | | | \$155,249.01 |
| 11 | LEPC - Local Emergency Planning | 3137 | | | \$182.60 |
| 14 | Liquid Fuels | 1820 | | | \$4,864.55 |
| 15 | North Fork Dam | 146949 | | | \$30.15 |
| 16 | 911 Fund | 3861-3869 | | | \$105,115.07 |
| 17 | Saulter Preserve | 146949 | | | \$31.98 |
| 34 | V.O.J.O. | 146910;146943 | | | \$185.93 |
| 35 | Victim Services/RASA | 146910;146943 | | | \$1,115.56 |
| 38 | Divorce Fund | 146943 | | | \$112.44 |
| 61 | Employee Wellness Initiative | 146897 | | | \$1,723.32 |

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

Potter County Fiscal Summary – 01/02/2025

| <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 | 146965-146973 | | | \$19,167.89 |
| 10 | General Fund - A/P Manual Checks | 221 | | | \$35.00 |
| 11 | LEPC - Local Emergency Planning | 3138 | | | \$579.03 |

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|----|----------------------|-----------|--|--|----------|
| 16 | 911 Fund | 3870-3871 | | | \$408.76 |
| 34 | V.O.J.O. | 146965 | | | \$7.95 |
| 35 | Victim Services/RASA | 146965 | | | \$47.70 |

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

Potter County Human Services Fiscal Summary (01/09/2025)

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|---|--------------|
| 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. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

NEXT MEETING: January 23, 2025

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


 Potter County Executive Administrative Assistant

January 23, 2025
 Approval Date

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