

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

February 6, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:00 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.

AMENDMENT Add Addendum #1 to Agreement with YSM to contracts and agreements ~ **Action** ~ Comm. Grupp moved to amend the agenda. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

PUBLIC COMMENT Arthur Metzger and Robert Thompson with the Potter County Creative Council expressed their gratitude to the commissioners for adopting the memorandum allowing grant monies to flow through the county for PC3. This will allow the council to support the Revitalize Potter County initiative and the Potter County Comprehensive Plan 2020-2029 through a focus on arts and culture to make communities more vibrant and appealing.

MINUTES – January 23, 2025, ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Robert Dickinson with Penn State Extension expressed his gratitude to the county for use of the Gunzburger Building as headquarters for its Potter County programs. He provided an update on services and educational opportunities offered by the Extension. Dickinson highlighted several upcoming classes to be held locally, including one on food safety and another focused on cooking for a crowd. He also mentioned the agency's strong partnership with the Education Council and the Conservation District, which enables the offering of programs such as soil compaction workshops, dairy housing options, young farmers study circles, 4-H, the community garden, and others.

NEW BUSINESS

Resolution #3 of 2025 for use of PennDOT's online grant management system, dotGrants, for administration of liquid fuels tax funds. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Memorandum of Understanding: Between Potter County Creative Council and Potter County for administration of the state Creative Communities Initiative grant. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Amendment to Intergovernmental Agreement: Third amendment to agreement for participation in 911 regional Next Generation 911 system ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Service Agreement: Pirrello Enterprises Corp. to scan and retain documentation for Potter County Domestic Relations records at a total cost of \$33,000 paid out over four years with a maximum of \$8,250 for the 2025 budget year ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Addendum to Agreement: Addendum #1 to agreement with YSM to prepare the construction documents necessary for extending electrical services to Potter County Market Village project site. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PERSONNEL

Resignation: Rene Kicklighter, Veteran Services Officer, is resigning from her position effective February 21, 2025, ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.

Hire: Ashley Gledhill has hired Jessica Woodard-Scott to fill the full-time Administrative Assistant position with Potter County Prothonotary Office, effective February 10, 2025, ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hire: Thomas Patterson is requesting the hiring of Kelly Werner as part-time Coudersport Senior Center Operator I, effective February 10, 2025, ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Heibel provided a summary of activities being planned for observance of the United States Semiquincentennial, or America250, in Potter County during 2025-26. It commemorates the 250th anniversary of the Declaration of Independence. Allegewi Chapter of the Daughters of the American Revolution and the Potter County Historical Society are becoming engaged and there will be many opportunities for public engagement for schools, businesses and community organizations.

Commissioner Grupp reported on the meeting between the commissioners and officials from Northcentral Pa. Regional Planning and Development Commission. Will Hunt and Kal Logue from the Planning, Community Development and GIS Department also participated. Much of the focus was on Northcentral's role in securing grants for highway and bridge projects. Northcentral can assist in other ways to support economic and community development in Potter County. She encouraged municipal officials to engage in the public participation opportunities.

BILLS

Potter County Fiscal Summary – 01/24/2025

<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	5017			\$464.87
10	Payroll - Direct Deposit	12626-12723			\$117,589.21
10	General Fund - Accounts Payable	147066-147162; 147170-147176	147163-147169	\$0.00	\$302,973.32
10	General Fund - A/P Manual Checks	223			\$166,146.13
14	Liquid Fuels	1821			\$2,149.87
16	911 Fund	3882-3889			\$95,436.39
18	Automation Fund (Civil)	147098			\$1,197.33
34	V.O.J.O.	147092;147108			\$183.81
35	Victim Services/RASA	147092;147108			\$1,343.68
38	Divorce Fund	147069			\$177.06
51	Capital Projects Fund	147121			\$5,000.00
62	CDBG Entitlement	147105			\$130,553.27
64	Gas Well Impact-Capital Reserve	147106;147120			\$3,900.00

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

Potter County Fiscal Summary – 02/03/2025

10	General Fund - Accounts Payable	147177-147192			\$16,541.87
10	General Fund - A/P Manual Checks	225			\$35.00
11	LEPC - Local Emergency Planning	3144			\$579.03
16	911 Fund	3890-3892			\$74,124.76
34	V.O.J.O.	147177			\$7.95
35	Victim Services/RASA	147177			\$47.70
66	911 Statewide Interconnectivity Projects	147180			\$15,000.00

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

Potter County Fiscal Summary – 02/07/2025

10	Payroll Checks	5014			\$855.80
10	Payroll - Direct Deposit	12724-12820			\$112,759.52
10	General Fund - Accounts Payable	147193-147273			\$225,505.42
10	General Fund - A/P Manual Checks	226			\$159,602.01
11	LEPC - Local Emergency Planning	3145-3147			\$279.39
15	North Fork Dam	147256			\$30.31
16	911 Fund	3893-3898			\$2,237.04
17	Saulter Preserve	147256			\$30.00
18	Automation Fund (Civil)	147220			\$1,087.43
28	Domestic Relations IV-D	1068			\$6,583.32
32	Specialty Courts	147193			\$24.98
34	V.O.J.O.	147210			\$180.00
35	Victim Services/RASA	147210			\$1,290.00
60	Hotel Excise Tax Fund	147240;147260			\$69,231.60
62	CDBG Entitlement	1472229;147239			\$6,307.05

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

Potter County Tax Claim Bureau Fiscal Summary (02/06/2025)

ACCOUNTS PAYABLE CHECKS – Check #17886-17916	\$62,055.05
Total Checks Written	\$62,055.05

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

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


 Potter County Executive Administrative Assistant

February 20, 2025
 Approval Date



Established
1804

County of Potter Board of Commissioners

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Coudersport, Pennsylvania 16915
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Nancy J. Grupp, Chair
Paul W. Heimel, Commissioner
Robert W. Rossman, Commissioner

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

RESOLUTION #3 OF 2025 County of Potter, Pennsylvania

DotGrants On-Line Reporting Systems for Liquid Fuels

DOTCODE: _____

WHEREAS THE Pennsylvania Department of Transportation and Potter County have agreed to use the dotGrants on-line reporting system to file the required Liquid Fuels forms annually; including but not limited to the MS-965, MS-329 and MS-999 forms.

AND WHEREAS THE County of Potter wishes to participate in said project.

AND WHEREAS THE Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Strategic Management Planning Program,

NOW THEREFORE, BE IT RESOLVED THAT

1. The Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this on-line reporting program;
2. The Legislative Body hereby designates the following persons and any Officers holding the following titles/positions

a. Nancy J. Grupp; Commissioner Chair;

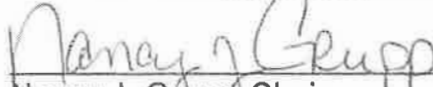
b. Robert W. Rossman; Commissioner;

to execute and provide all information necessary for the completion of said application, and to execute all documents necessary to effect such an agreement, including but not limited to, an Electronic Access Licensing Agreement (EALA) on behalf of the Municipality.

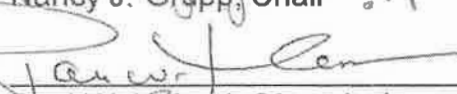
Passed this 23rd day of January, 20 25.

ADOPTED at the regular meeting of Potter County this 6th day of February, 2025.

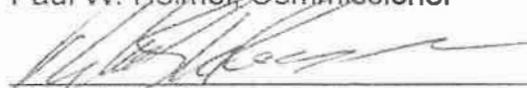
POTTER COUNTY COMMISSIONERS



Nancy J. Grupp, Chair

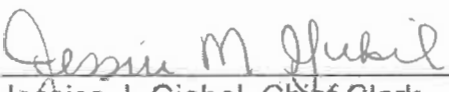


Paul W. Heimel, Commissioner



Robert W. Rossman, Commissioner

Attest:



Jessica J. Giebel, Chief Clerk