

~Meeting Minutes~

POTTER COUNTY COMMISSIONERS MEETING

March 20, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Heimel 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.

PUBLIC COMMENT

MINUTES – March 06, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Spencer Gee, 4-H Educator with Penn State Cooperative Extension, and Dana Williams, 4-H Senior, attended the meeting for the proclamation of 4-H Week. Gee and Williams provided the Commissioners with information about Agriculture Literacy Week, the upcoming Potter County Fair, and shared details with the public on how interested individuals can join 4-H.

Thomas Patterson, Potter County Human Services Director, and Crystal Thomas, Drug and Alcohol Program Administrator, updated the Board on the Pennsylvania Opioid Trust Allocations. Since 2021, following the settlement of over 3,000 lawsuits related to opioid deaths, Potter County has received funding from the Pennsylvania Opioid Trust to address opioid-related community issues. Projects must adhere to the guidelines outlined in 'Exhibit E' to qualify for funding. Some of the initiatives completed to date include transitional housing, weekly jail treatment groups, transportation to treatment, underinsured treatment options, an opioid Dropbox/Narcan pick-up, 'Tall Cop' training, safe medication storage pods, wound care, community education, and efforts to establish a rural health clinic within the county. The public is encouraged to submit suggestions via a form on the Potter County Human Services website or to attend the monthly Alcohol, Tobacco, and Other Drugs Advisory Board meetings, held on the second Thursday of each month at 12 p.m. in the Gunzburger Front Conference Room.

NEW BUSINESS

Proclamation – 4-H Week ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Summary of Storm Response – Glenn Dunn, Director of Emergency Services

CONTRACTS AND AGREEMENTS

Mowing Contract - Christopher Bickel to service the Shinglehouse District Magistrates Office. Term April 1, 2025 – October 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Professional Service Contract – Sarah Seeley for cleaning service of the Potter County Coudersport MDJ office. \$20.00 per hour, effective retro Jan. 1, 2025, to Dec. 31, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PERSONNEL

Promotion: Thomas Patterson is requesting the promotion of McKayla Freeborn from County Caseworker II to Program Specialist I, effective March 24, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Summit Township	\$1,178.81
Keating Township	\$2,343.78
Austin Borough	\$1,286.72
Pike Township	\$1,453.41

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

COMMISSIONERS' REPORTS

Commissioner Rossman reminded the public to attend the public North Central Community Action Meeting on March 28, 2025

BILLS

Potter County Fiscal Summary – 03/03/2025

<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	147369-147384			\$38,746.26
10	General Fund - A/P Manual Checks	230			\$35.00
11	LEPC - Local Emergency Planning	3168			\$579.03
16	911 Fund	3912-3913			\$408.76
34	V.O.J.O.	147369			\$7.95
35	Victim Services/RASA	147369			\$47.70

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

Potter County Fiscal Summary – 03/07/2025

<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 - Direct Deposit	13044-13141			\$115,194.87
10	General Fund - Accounts Payable	147469-147558			\$252,578.33
10	General Fund - A/P Manual Checks	235			\$160,667.95
11	LEPC - Local Emergency Planning	3170-3171			\$2,682.71
16	911 Fund	3923-3931			\$6,184.66
18	Automation Fund (Civil)	147499			\$3,007.29
28	Domestic Relations IV-D	1071			\$9,258.00
32	Specialty Courts	147471			\$137.39
34	V.O.J.O.	147489			\$180.00
35	Victim Services/RASA	147489			\$1,290.00
38	Divorce Fund	147544			\$79.69
59	P.C. Victim Impact Panel (CO)	147526			\$146.00
62	CDBG Entitlement	147540			\$15,000.00

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

Potter County Fiscal Summary – 03/18/2025

<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	147468			\$66.11
51	Capital Projects Fund	147467			\$74,000.00
52	Operational Reserve Fund	147467			\$346,000.00

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

Potter County Fiscal Summary – 03/21/2025

<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 - Direct Deposit	13044-13141			\$115,194.87
10	General Fund - Accounts Payable	147469-147558			\$252,578.33
10	General Fund - A/P Manual Checks	235			\$160,667.95
11	LEPC - Local Emergency Planning	3170-3171			\$2,682.71
16	911 Fund	3923-3931			\$6,184.66
18	Automation Fund (Civil)	147499			\$3,007.29
28	Domestic Relations IV-D	1071			\$9,258.00
32	Specialty Courts	147471			\$137.39
34	V.O.J.O.	147489			\$180.00
35	Victim Services/RASA	147489			\$1,290.00
38	Divorce Fund	147544			\$79.69
59	P.C. Victim Impact Panel (CO)	147526			\$146.00
62	CDBG Entitlement	147540			\$15,000.00

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

Potter County Fiscal Summary – 03/31/2025

10	Payroll - Direct Deposit	13014-13043			\$7,752.22
10	General Fund - A/P Manual Checks	232			\$10,045.09

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

Potter County Tax Claim Bureau Fiscal Summary (03/20/2025)

ACCOUNTS PAYABLE CHECKS – Check #17951-17986	\$189,688.78
Total Checks Written	\$189,688.78

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

Potter County Human Services Fiscal Summary (03/18/2025)

PAYROLL AUTOMATIC DEPOSITS	\$44,246.40
PAYROLL TAX TRANSFERS (EFTPS)	\$13,198.78

STATE TAX WITHHOLDINGS (ETIDES)	\$1,896.29
PAUC	\$44.31
Local W/H	\$617.70
Paytime P/R Charge	\$151.31
ACCOUNTS PAYABLE CHECKS – 03/07/2025 Check #80165	\$23,612.00
ACCOUNTS PAYABLE CHECKS – 03/20/2025 Check #80166-80234	\$205,709.70
Total Checks Written	\$289,476.49

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

NEXT MEETING: April 03, 2025

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

Paige Barroqueiro

Potter County Executive Administrative Assistant

April 3, 2025

Approval Date