

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

April 17, 2025

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:19 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** – April 3, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes. Grupp abstain.

**GUESTS**

Kal Logue, Community Development Coordinator, and Jamie Shrawder, Program Manager at SEDA-COG, discussed details of the Community Development Block Grant Subrecipient Agreement for FFY 2023/Austin Borough Water Improvement Project. Jamie Shrawder noted that the allocated funding for Fiscal Year 2023 is \$149,786.

Jason Childs and Katie Sasala from the Potter County Conservation District attended the meeting to provide background for the Conservation District Week proclamation. Jason reported that PCCD staff has been busy with approximately \$2,500 in tree sales, preparing for the annual Envirothon for high school students, and conducting educational programs for first graders. He also shared that upcoming work includes five stream improvement projects, 34 construction projects resulting from damage caused by Tropical Storm Debbie, and maintenance work on 26 dirt and gravel roads.

Mike Hager of Tri-Town Fire Company, along with Bill Goltz, Todd Streeter, and Martin Heyler of Crary Hose Fire Company, requested financial support for a live burn training center that is being established to serve all local fire departments. Following the receipt of an OSFC grant, Crary Hose contracted with Forge Fire and Company to construct the facility using Conex boxes, allowing for expansion. Delivery is expected by September. Cost is estimated at \$288,000, of which \$196,883 has already been secured through the support of local fire companies, community organizations, county partners, and grants. Commissioner Grupp expressed the board's interest in supporting the initiative and confirmed that discussions would take place regarding potential contribution. Former Commissioner Ken Wingo also spoke in support, emphasizing that both Goodyear Fire Company and Gale Hose Fire Company are in full support of the project.

**NEW BUSINESS**

CDBG Subrecipient Agreement FFY 2023 Austin Borough Water Improvement ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Commissioner Grupp noted the extending of the Market Village RFP Bids to May 1<sup>st</sup> at 10am at request of the team to allow for contractors to finish and submit their bids.

Proclamation – Conservation District Week ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

<b><u>PCHS CONTRACTS AND AGREEMENTS</u></b>	<b><u>23/24</u></b>	<b><u>24/25</u></b>
■ <b>Intellectual Disability (03/01/2025 - 06/30/2025)</b>		
<u>Help at Home</u>		
In-Home Community Support	N/A	\$11.10/unit
Transportation - Milage	N/A	\$0.67/mile

**PCHS CONTRACTS AND AGREEMENTS**

**23/24**

**24/25**

■ **Children & Youth (04/21/2025 - 06/30/2026)**

Jaymie Lindsley, Independent Living

Dependent / Delinquent - Transitional Living

N/A

\$35,000.00 / year

■ **Mental Health (07/01/2025 - 06/01/2026)**

Cabin Investments, LLC (Luke Watson - Owner)

Homeless House - 308 Vine St., Coudersport, PA

\$1,400.00 / month

No Change

**PERSONNEL**

Hire: Judge Minor has hired Joanne Good to fill the full-time Case Manager position with the Domestic Relations Office, effective April 14, 2025 ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hire: Joe Kurtz has requested the hiring of Joey Osborne to fill the Seasonal Part-Time Maintenance vacancy; effective April 21, 2025. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hire: Joe Kurtz has requested the hiring of Gary Walaski to fill the Seasonal Part-Time Maintenance vacancy; effective April 28, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Hire: Thomas Patterson is requesting the hire of Crystal Henning as full-time Administrative Assistant II, effective April 21, 2025 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

**LIQUID FUELS TAX REQUESTS**

Harrison Township      \$5,898.98

Sharon Township      \$4,036.89

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

**COMMISSIONERS' REPORTS**

Commissioner Rossman reiterated that the Commissioners are continuing to work on resolving the ongoing issue with Visit Potter Tioga. He noted that a meeting is scheduled for next week with the Tioga County Commissioners, with the goal of reaching a mutual agreement.

Commissioner Heibel reported that, as part of the Revitalize Potter County mission, the commissioners met Dr. Daniel Glunk, president of UPMC Cole and UPMC Wellsboro, to receive feedback on factors about Potter County that have been obstacles in the recruitment of professionals. The input will help guide the Revitalize Potter County team to identify factors that make the area less attractive to potential new residents and exploring actionable solutions to address those challenges.

Commissioner Grupp detailed the Floodplain Management held in Wellsboro with Pa. Emergency Management Agency (PEMA) representatives. She reported that Erb Inspections, which serves as floodplain inspector for most Potter County municipalities, will discontinue services after January 2026. Township and borough officials will be required to complete a four-day training course to become certified in floodplain management. While the nearest training is currently offered in Lewisburg, Commissioner Grupp is working to bring a session to the Gunzburger Building Auditorium. PEMA also announced that each municipality will be audited, and those that do not pass will jeopardize their residents' ability to obtain flood insurance. She emphasized the importance of completing the training to ensure municipalities are prepared and able to meet audit requirements.

**BILLS**

**Potter County Fiscal Summary (04/04/2025)**

<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	13150-13246			\$112,511.47
10	General Fund - Accounts Payable	147569-147667			\$260,320.18

10	General Fund - A/P Manual Checks	237			\$157,709.09
11	LEPC - Local Emergency Planning	3173-3174			\$206.11
15	North Fork Dam	147649			\$38.33
16	911 Fund	3934-3942			\$12,143.37
17	Saulter Preserve	147582;147600;147649			\$369.74
21	Juvenile Restitution	147578;147625			\$361.00
32	Specialty Courts	147569			\$203.06
34	V.O.J.O.	147594;147641			\$189.12
35	Victim Services/RASA	147594;147641			\$1,344.64
38	Divorce Fund	147571			\$255.49
61	Employee Wellness Initiative	147571;147574			\$272.80
66	911 Statewide Interconnectivity Grant	147599			\$310.50

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

**Potter County Tax Claim Bureau Fiscal Summary (04/17/2025)**

ACCOUNTS PAYABLE CHECKS – Check #17987	\$19.89
ACCOUNTS PAYABLE CHECKS – Check #17988-17990 VOID	---
ACCOUNTS PAYABLE CHECKS – Check #17991-17994	\$6,580.51
<b>Total Checks Written</b>	<b>\$6,600.40</b>

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

**Potter County Human Services Fiscal Summary (04/17/2025)**

PAYROLL AUTOMATIC DEPOSITS	\$42,354.65
PAYROLL TAX TRANSFERS (EFTPS)	\$12,369.93
STATE TAX WITHHOLDINGS (ETIDES)	\$1,796.63
PAUC	\$41.90
Local W/H	\$585.22
Paytime P/R Charge	\$149.44
ACCOUNTS PAYABLE CHECKS – 04/07/2025 CK#80318	\$1,900.00
ACCOUNTS PAYABLE CHECKS – 04/17/2025 CK#80319-80396	\$177,171.96
<b>Total Checks Written</b>	<b>\$236,369.73</b>

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

**NEXT MEETING:** May 1st, 2025

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

  
Potter County Executive Administrative Assistant

May 1, 2025  
Approval Date



**Established  
1804**

## **County of Potter Board of Commissioners**

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915*  
*Telephone: 814-274-8290 Fax: 814-274-8284*  
**[www.pottercountypa.gov](http://www.pottercountypa.gov)**

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

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

### **PROCLAMATION**

#### **Conservation District Week April 20-26, 2025**

**Whereas**, conservation districts are local units of government established under state law to carry out natural resource management programs; and

**Whereas**, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands; and

**Whereas**, conservation districts were created in PA in 1945 to improve soil and water conservation in response to the dust bowl of the 1930's; and

**Whereas**, each county in PA has a conservation district except for Philadelphia; and

**Whereas**, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment; and

**Whereas**, districts work in partnership with government agencies, private organizations, businesses, and others on the local, state, and federal level to accomplish their mission of helping landowners conserve natural resources; and

**Whereas**, each district is led by a volunteer board of directors made up of farmers, public members, and a member of county government, which identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan; therefore be it

**Resolved**, that we, the Potter County Commissioners, do hereby proclaim April 20-26, 2025, as Conservation District Week to commemorate the valuable work accomplished by Pennsylvania's 66 Conservation Districts.

Given under our hands this 17<sup>th</sup> day of April 2025.

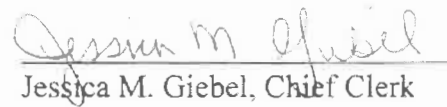
**POTTER COUNTY BOARD OF COMMISSIONERS**

  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Robert W. Rossman, Commissioner

**ATTEST:**

  
Jessica M. Giebel, Chief Clerk