

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

December 26, 2024

(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, and Executive Assistant Paige Barroqueiro, all present. Chief Clerk Jessica Giebel absent.

PUBLIC COMMENT Teri McDowell, Director of the Coudersport Public Library, thanked the commissioners for taking into account public input and opting not to reduce funding for the Potter-Tioga Library System in the 2025 county operating budget.

MINUTES – December 12, 2024 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

GUESTS

NEW BUSINESS

Adoption of the 2025 Potter County Budget ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Legal Notice for Adoption of an Ordinance reenacting the County's Local Economic Revitalization Tax Assistance Act (LERTA) ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment of Kenneth Wingo to the Area Transportation Authority Board of Directors for a 5-year term of Jan. 1, 2025, through Dec. 31, 2029 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Appointment of Betsy Long to the Conservation District Board of Directors for a 4-year term ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Reappointment of Robert Rossman to the Conservation District Board of Directors for a 1-year term ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman abstain.

Resignation of Timothy Walck from the Potter County Planning Commission ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Resignation of Steve Achre from the Alcohol, Tobacco and Other Drugs Advisory Board ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Sale of Repository Properties – Parcel# 092-001-101, Shinglehouse Borough ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

CONTRACTS AND AGREEMENTS

Contracted Service: Thomas Walrath for Juvenile Delinquency Public Defender work from January 1, 2025 through December 31, 2025 for a rate of \$15,000 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Detention Agreement: Tioga County for housing inmates at a rate of \$85/day, effective Dec. 26, 2024 through Dec. 25, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Agreement: Clarke Gallagher Barbiero Amuso & Glassman Law as solicitor for the Potter County Treasurer. Annual retainer of \$3,000. Effective Jan. 1, 2025, to Dec. 31, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Agreement: Christopher L. Young for the lease of the Magisterial District Judge’s office in Shinglehouse at a monthly rent of \$950, effective Aug. 1, 2024 to July 31, 2025. ~ Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Maintenance and Software License: Election Systems & Software LLC for a 2-year term for \$19,800 ~ Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Purchase of Service Agreement – between Potter County and Northern Tier Children’s Home for court-ordered services at the Women’s Residential Recovery Center, effective Jan. 1, 2025 to Dec. 31, 2025, at a rate of \$90/day per resident. ~ Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

<u>PCHS CONTRACTS AND AGREEMENTS</u>		<u>23/24</u>	<u>24/25</u>
■ Intellectual Disabilities (07/01/2024 - 06/30/2025)			
Family Links, Inc.			
Supports Coordination		\$25.16 per unit	\$27.21 per unit \$5,000 maximum
■ Mental Health (01/01/2025 - 12/31/2025)			
Terra R. Koernig, Esquire of Loomis Koernig			
County Solicitor		\$40,000 Annually	No Change

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

PERSONNEL

Resignation – Erica Bliss, Prothonotary Deputy I, is resigning from her position effective Jan. 3, 2025 ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Resignation – Kara Amidon, Program Specialist II with PCHS is resigning her position effective Jan. 17, 2025 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Hire: Thomas Patterson is requesting the hiring of Linda Huggler as part-time Senior Center Operator I Substitute, effective January 15, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

LIQUID FUELS TAX REQUESTS

Shinglehouse Borough	\$2,226.72
Wharton Township	\$747.36

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

COMMISSIONERS’ REPORTS

Commissioner Heimel remarked that although 2024 has proven to be a challenging year, the county government has emerged stronger and is positioned to move forward with operational improvements and strategic community and economic development activities in the new year.

BILLS

Potter County Fiscal Summary – 12/13/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	146627-146897			\$286,557.33
10	General Fund - A/P Manual Checks	217			\$163,791.87
11	LEPC - Local Emergency Planning	3134-3136			\$1,477.24
16	911 Fund	3849-3860			\$62,749.52
18	Automation Fund (Civil)	146838			\$1,197.33

28	Domestic Relations IV-D	1067			\$13,457.00
33	Act 152 Demolition Fund	146807;146868			\$3,751.38
34	V.O.J.O.	146822;146847			\$185.03
35	Victim Services/RASA	146822;146847			\$1,110.20
38	Divorce Fund	146847;146875			\$400.15
61	Employee Wellness Initiative	146800			\$129.10
64	Gas Well Impact-Capital Reserve	146806			\$1,827.50
66	911 Statewide Interconnectivity Grant	146801			\$25,372.00

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

Potter County Fiscal Summary – 12/31/2024

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks	12402-12431			\$7,808.10
10	General Fund - A/P Manual Checks	219			\$10,033.25

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

Potter County Tax Claim Bureau Fiscal Summary (12/26/2024)

ACCOUNTS PAYABLE CHECKS – Check #17851-17878	\$67,838.99
Total Checks Written	\$67,838.99

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

Potter County Human Services Fiscal Summary (12/26/2024)

PAYROLL AUTOMATIC DEPOSITS	\$43,825.16
PAYROLL TAX TRANSFERS (EFTPS)	\$13,226.68
STATE TAX WITHHOLDINGS (ETIDES)	\$1,895.89
PAUC	\$43.83
Local W/H	\$617.56
Paytime P/R Charge	\$156.92
ACCOUNTS PAYABLE CHECKS – Check #20 12/13	\$328.23
ACCOUNTS PAYABLE CHECKS – Check #79654	\$1,279.18
ACCOUNTS PAYABLE CHECKS – Check #79655-79724	\$171,220.81
Total Checks Written	\$232,594.26

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

NEXT MEETING: January 9, 2025

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


Potter County Executive Administrative Assistant

January 9, 2025
Approval Date

