

~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>
■ <b>Intellectual Disabilities (07/01/2024 - 06/30/2025)</b>			
Family Links, Inc.			
Supports Coordination		\$25.16 per unit	\$27.21 per unit \$5,000 maximum
■ <b>Mental Health (01/01/2025 - 12/31/2025)</b>			
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