~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

November 12, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – October 29, 2026

GUESTS Planning/GIS/Community Development Director Will Hunt and Ryan Countryman from the EADS Group - Proposed amendments to the Potter County Subdivision and Land Development Ordinance

NEW BUSINESS

Opening of the Public Comment Period for the proposed amendments to the Potter County Subdivision and Land Development Ordinance

Resolution 12 of 2026 – Resolution by Municipality Certifying Provision of Local Match for State Operating Financial Assistance for Fiscal Year 2027-2028

Grant – The County Commissioners Association of PA (CCAP) and the Pennsylvania Commission on Crime and Delinquency (PCCD) for Criminal Justice Advisory Board Technical Assistance and Training in the amount of $1,995.00

Resignation – Shannon Work from the Potter County Human Services Advisory Board effective November 1, 2026.

Reappointment – Donna Foust to the Potter County Human Services Advisory Board for a term of February 1, 2026, through February 28, 2029

Reappointment – Kathleen Rohrer to the Potter County Human Services Advisory Board for a term of July 1, 2026, through July 31, 2029

Reappointment – Philip Lehman to Potter County Conservation District Board of Directors as Farmer/ Director. Effective Jan. 1, 2027 – Dec. 31, 2030.

Reappointment – Robert Rossman to Potter County Conservation District Board of Directors as Commissioner/Director. Effective Jan. 1, 2027 – Dec. 31, 2028.

Sale of Repository Properties – Parcel #110-004A-041 SR 49 West, Harrison Valley, PA 16946 to Timothy A. Pelton for $360.00

CONTRACTS AND AGREEMENTS

Software Subscription – Catalis Court and Land Record LLC for Jury software at a yearly cost of $17,928.00 for a term of November 27, 2026 through November 26, 2027.

PCHS CONTRACTS AND AGREEMENTS	**25/26**	**26/27**
■ **Children and Youth Services (07/01/2026 - 06/30/2027)**		
Diversified Treatment Alternative Centers		
Description	**Prior Cost**	**Current Cost**
Residential Treatment Addendum to extend the contract	NA	$628.91
■ **PCHS (10/01/2026 - 06/30/2027)**		
AJ Therapy Services		
Speech pathology services for those in Early Intervention		
Description	**Prior Cost**	**Current Cost**
Speech Pathology	NA	$37.13/unit
IFSP Teaming for Speech Pathology	NA	$37.13/unit

■ **Intellectual Disabilities (07/01/2026 - 06/30/2027)**		
Community Services of Venango County		
Conducts Independent Monitoring for Quality (IM4Q) surveys for individuals receiving ID services		
Description	**Prior Cost**	**Current Cost**
	$706.00/survey	NA
One Well LLC		
Description	**Prior Cost**	**Current Cost**
Transportation Mileage update	$0.73/mile	$0.76/mile

PERSONNEL

Hire – Warden Hurler is requesting the hiring of Trey Kiser as the part-time Corrections Officer, effective November 2, 2026

Hire – Sheriff Siska has hired Donald "Duke" Slayter to fill the part-time Courthouse Security Guard position, effective November 16, 2026

Hire – The Commissioners have hired Meg Benjamin to fill the full-time Grant Administrator position, effective November 30, 2026

Resignation – Kal Logue has resigned his position as Community Development Coordinator effective November 25, 2026

Hire - Thomas Patterson is requesting the hiring of William Stotler as a full-time Cade Aide I, effective November 9, 2026

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

BILLS

Potter County Additional Fiscal Summary (04/16/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	377			**$323.55**

Potter County Additional Fiscal Summary (04/30/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	378			**$1.53**

Potter County Fiscal Summary (10/30/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks				**$131,352.33**
10	Payroll - Direct Deposit	375			**$190,861.58**
10	General Fund - Accounts Payable	152161-152164, 152166-152177, 152179-152182, 152184, 152186-152194, 152196-152200, 152202-152218, 152220, 152222-152225, 152227-152233, 152235-152239			**$488,958.07**
15	North Fork Dam	152226, 152234			**$178.24**
16	911 Fund	4315-4322			**$9,791.94**
17	Saulter Preserve	152226			**$43.44**
27	Substance Abuse (Act 198)	152195, 152201			**$1,411.94**
28	Domestic Relations IV-D	1086			**$25,305.31**
34	V.O.J.O.	152178			**$180.00**

35	Victim Services/RASA	152178			**$1,323.44**
38	Divorce Fund	152165, 152219			**$115.74**
61	Employee Wellness Initiative	152185			**$120.00**
64	Gas Well Impact-Capital Reserve	152221			**$3,315.00**
66	911 Statewide Interconnectivity Grant	152183			**$310.50**

Potter County Fiscal Summary (11/02/2026)

Fund #	***Fund Description***	*Check #'s*	*Voided Check #*	*Voided Check Amt*	***Total***
10	General Fund - Accounts Payable	152240-152250			**$55,911.71**
11	LEPC - Local Emergency Planning	3297			**$579.03**
16	911 Fund	4323			**$208.76**

Potter County Fiscal Summary (11/03/2026)

Fund #	***Fund Description***	*Check #'s*	*Voided Check #*	*Voided Check Amt*	***Total***
10	General Fund - A/P Manual Checks	379			**$4,879.85**

Potter County Fiscal Summary (11/13/2026)

Fund #	***Fund Description***	*Check #'s*	*Voided Check #*	*Voided Check Amt*	***Total***
10	Payroll - Direct Deposit				**$117,187.62**
10	General Fund - Accounts Payable	152252-152253, 152256-152259, 152261-152280, 152282-152291, 152293-152294, 152296-152308, 152310-152325, 152327-152328, 152330-152337, 152340-152350			**$152,453.70**
10	General Fund - A/P Manual Checks	380			**$161,936.37**
11	LEPC - Local Emergency Planning	3298-3299			**$426.27**
16	911 Fund	4324-4329			**$4,174.57**
18	Automation Fund (Civil)	152292			**$998.34**
20	Supervision Fees (County) (CO)	152260, 152251			**$1,047.00**
34	V.O.J.O.	152281			**$180.00**
35	Victim Services/RASA	152281			**$1,290.00**
38	Divorce Fund	152326			**$45.21**
52	Operational Reserve Fund	152329			**$14,756.00**
60	Hotel Excise Tax Fund	152339, 152309			**$127,055.08**
61	Employee Wellness Initiative	152254			**$134.41**
64	Gas Well Impact-Capital Reserve	152255, 152295			**$58,843.06**
73	Bond-reassessment prokect	152338			**$50,611.33**

Potter County Human Services Fiscal Summary (11/12/2026)

PAYROLL CHECK #1	$0
PAYROLL AUTOMATIC DEPOSITS	$37,407.69
PAYROLL TAX TRANSFERS (EFTPS)	$10,679.08

STATE TAX WITHHOLDINGS (ETIDES)	$1,550.50
PAUC	$36.12
Local W/H	$505.08
Coudersport LST	$62.00
ACCOUNTS PAYABLE CHECKS – 11/12/2026 #82871-82915	$117,985.26
ACCOUNTS PAYABLE CHECKS – 11/12/2026 #82916	$94.14
ACCOUNTS PAYABLE CHECKS – 11/12/2026 #82917	$94.14
ACCOUNTS PAYABLE CHECKS – 11/12/2026 #82918	$94.14
Total Checks Written	$168,508.15

NEXT MEETING: November 25, 2026

ADJOURNMENT

Prepared by Paige Barroqueiro