~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

November 25, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – November 12, 2026

GUESTS

NEW BUSINESS

Resolution 13 of 2026 – Reallocation of Liquid Fuel Funds for Harrison Township

Resolution 14 of 2026 – Tax Levy Resolution

CONTRACTS AND AGREEMENTS

Maintenance Agreement – Infocon (Harris) for maintenance and support of licensed software for the Tax Assessment and Claim Office in the monthly amount of $2,368.45 for a term of one year

Maintenance Agreement – Infocon (Harris) for maintenance and support of licensed software in the monthly amount of $245.20 for a term of one year

Lease Agreement - Pitney Bowes for Emergency Services at a rate of $39.18/month for 60 months.

Lease Agreement - Potter County Human Services for lease of the third floor of the Gunzburger building for a term of January 1, 2027, to December 31, 2027, at a monthly rent of $16,333.33.

Service Agreement – Anita J. Eaton as Victim/Witness Coordinator at a rate of $21.00 per hour for a term of January 1, 2027, to December 31, 2027

PCHS CONTRACTS AND AGREEMENTS		
■ **Children and Youth Services/PCHS**		
Terra R Koernig (9/1/2026 - 12/31/2026)		
Description	**Prior Cost**	**Current Cost**
Addendum for County Solicitor for Potter County Human Services	$40,000.00	$55,000.00
Terra R Koernig (1/1/2027 - 12/31/2027)		
Description	**Prior Cost**	**Current Cost**
County Solicitor for Potter County Human Services for 2027	$40,000.00	$55,000.00
Thomas A Walrath Jr. Esq. (1/1/2026 - 12/31/2026)		
Description	**Prior Cost**	**Current Cost**
Dependency matters/FEI Support	NA	$1,000.00 one time
■ **Intellectual Disabilities (09/27/2026 - 06/30/2027)**		
Tri-Valley Care, Inc.		
Description	**Prior Cost**	**Current Cost**
Service Coordination for ID program	N/A	$27.21/Unit

PERSONNEL

Hire – Chief Clerk Jessica Giebel is requesting the hiring of Paige Barroqueiro to fill the Temporary Confidential Executive Secretary Trainer position effective November 30, 2026

Hire – Chief Clerk Jessica Giebel is requesting the hiring of Bryn Easton to fill the full-time Confidential Executive Secretary position effective November 30, 2026

Hire – Ashley Gledhill has hired Shanna Lloyd to fill the full-time Secretary position in the Prothonotary's office effective December 1, 2026

Resignation: Paige Barroqueiro, full-time Temporary Confidential Executive Secretary Trainer, has resigned her position effective December 11, 2026.

LIQUID FUELS TAX REQUESTS

Harrison Township - $20,000.00

Hebron Township - $3,377.45

Sweden Township - $2,666.20

West Branch Township - $2,730.05

Pike Township - $1,331.57

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (11/20/2026)

Fund #	***Fund Description***	*Check #'s*	*Voided Check #*	*Voided Check Amt*	***Total***
10	General Fund - Accounts Payable	152353-152511			**$29,916.98**

Potter County Tax Claim Bureau Fiscal Summary (11/25/2026)

ACCOUNTS PAYABLE CHECKS – Check #18732-18765	**$72,732.76**
Total Checks Written	**$72,732.76**

Potter County Human Services Fiscal Summary (11/25/2026)

PAYROLL CHECK #1	$0
PAYROLL AUTOMATIC DEPOSITS	$37,542.62
PAYROLL TAX TRANSFERS (EFTPS)	$10,727.38
STATE TAX WITHHOLDINGS (ETIDES)	$1,557.12
PAUC	$35.61
Local W/H	$507.22
Coudersport LST	$62.00
ACCOUNTS PAYABLE CHECKS – 10/15/2026 #82806-82817	$6,855.49
ACCOUNTS PAYABLE CHECKS – 10/15/2026 #82818	$4.59
ACCOUNTS PAYABLE CHECKS – 10/29/2026 #82819-82870	$181,794.67
Total Checks Written	$238,794.67

NEXT MEETING: December 10, 2026

ADJOURNMENT

Prepared by Paige Barroqueiro