

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

May 15, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:04 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 – May 1, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

GUESTS

Thomas Patterson, Potter County Human Services Administrator, addressed concerns about the upcoming closure of Rite Aid Pharmacy in Coudersport. Human Services staffers can help those who need to find an alternative provider. Information is being updated on the agency's website. Sprout's Pharmacy of Shinglehouse will begin deliveries to the Coudersport area on May 27, and UPMC Pharmacy in Wellsboro will courier prescriptions to UPMC Pharmacy in Coudersport. Chris Darling, owner of Sprout's Pharmacy, also attended. He said the pharmacy in Shinglehouse is accepting prescriptions and he hopes to open a retail location in Coudersport within 120 days, if challenges can be overcome. He also emphasized the need for legislative change on Pharmacy Benefit Managers and related pricing, as the current situation is not sustainable for independent pharmacies.

Tamara Bleggi, representing State Senator Cris Dush, said the senator's staff can assist with issues related to the closing of Rite Aid. She noted that grant funding could be available for a pharmacy to open a location in Coudersport.

Jamie Shrawder, Program Manager at SEDA-COG, joined via phone to review the agency's Community Development Block Grant scope of services agreement with the commissioners. She also noted that, based on income surveys, Austin is again eligible for CDBG funding and Galeton is likely to be eligible as well.

Brian Natali, Director, Pa. Dept. of Military and Veterans Affairs, presented Potter County Veterans Services Director Michael Pepper and former Veterans Services Officer Rene Kicklighter with an award for their service to veterans impacted by flood from Tropical Storm Debbie last August. Their dedication resulted in \$30,400 being granted to veterans in need.

NEW BUSINESS

CDBG 2025 Scope of Services ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – Penn State Extension for lease of space in the Gunzburger Building at a monthly rent of \$0. Effective Jan. 30, 2025 through Dec. 31, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Agreement – Davis-Ulmer Sprinkler Co. for fire alarm monitoring service of the Potter County Courthouse, at an annual service fee of \$375.00. Effective July 1, 2025, to June 30, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement - Vertiv Corporation for UPS Power Battery Services in the Gunzburger building. The cost is \$6,534.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Agreement – Revise for custom design website services for 3 years at a cost of \$27,930 paid for with grant funding. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Area Agency on Aging (05/01/2025 - 04/30/2026)**

Ken & Kelly Bonniger

Rental Space Galetton Senior Center

N/A

\$1,100 / month

■ **Mental Health (07/01/2025 - 06/30/2026)**

Northern Tier Children's Home Residential Services

Homeless Assistance

\$50.00/day

No Change

\$5.00/meal if needed

No Change

Transitional Living

\$85.00/day

\$90.00/day

\$10.00/day per child

No Change

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

PERSONNEL

Resignation: Kayla Mead, Part-Time Secretary Clerk in the District Attorney's Office, is resigning her position effective May 2, 2025 ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hire: Sheriff Siska has hired Kayla Mead to fill the full-time Secretary/Clerk Position with Potter County Sheriff's Office, effective April 30, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Hire: Warden Milford is requesting the hiring of Kurt Lefever to fill the full-time Correction Officer Position with Potter County Jail, effective May 6, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Hire: Warden Milford is requesting the hiring of Domanik Hunt to fill the full-time Correction Officer Position with Potter County Jail, effective May 6, 2025 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hire – District Attorney Watson has hired Marah Fowler for a 10-week Internship effective June 2, 2025 – August 8, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Heibel reported that the U.S. House of Representatives recently passed legislation increasing the amount of money shared with local governments from timber harvesting and renewable energy development on National Forest Land. He said this provides another example for the Pa. General Assembly to follow for sharing revenue from state forest land profits with counties, township and school districts, since state land is tax-exempt.

BILLS

Potter County Fiscal Summary (05/02/2025)

<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	V839888-V839992			\$114,933.05
10	General Fund - Accounts Payable	147771-147830			\$131,562.62
10	General Fund - A/P Manual Checks	244			\$160,951.96
15	North Fork Dam	147820			\$38.33
16	911 Fund	3953-3958			\$35,064.42

17	Saulter Preserve	147820			\$36.00
25	Automation Fund (Criminal)	147816			\$81.98
34	V.O.J.O.	147773;147782			\$183.49
35	Victim Services/RASA	147773;147773			\$1,310.96
38	Divorce Fund	147773; 147816			\$213.76
66	911 Statewide Interconnectivity Grant	147787			\$310.50

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

Potter County Human Services Fiscal Summary (05/15/2025)

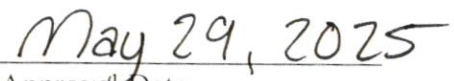
PAYROLL AUTOMATIC DEPOSITS	\$48,045.87
PAYROLL TAX TRANSFERS (EFTPS)	\$14,322.66
STATE TAX WITHHOLDINGS (ETIDES)	\$2,022.86
PAUC	\$47.11
Local W/H	\$658.92
Paytime P/R Charge	\$153.18
ACCOUNTS PAYABLE CHECKS – 05/02/2025 Ck#80481	\$980
ACCOUNTS PAYABLE CHECKS – 05/06/2025 CK#80482	\$531.69
ACCOUNTS PAYABLE CHECKS – 05/06/2025 CK#80483-80567	\$154,065.15
Total Checks Written	\$220,827.44

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

NEXT MEETING: May 29th, 2025

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


Potter County Executive Administrative Assistant


Approval Date

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