

**~Minutes~**

**POTTER COUNTY COMMISSIONERS MEETING**

**May 1, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:02 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. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUESTS**

Gary McKay and other members from God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E) thanked the commissioners for supporting Motorcycle and Safety Month by bringing the topic to public's attention over the past five years.

Thomas Patterson, Potter County Human Services Administrator, and Kayla Wright, Mental Health Director, joined the commissioners for the proclamation of May 2024 as Mental Health Awareness Month. Kayla discussed steps being taken to make the public aware of resources and reduce the stigma surrounding mental illness.

**NEW BUSINESS**

Proclamation – Motorcycle Safety and Awareness Month ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Proclamation – Mental Health Awareness Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Chuck Strodoski from the consulting firm, YSM Landscape Architects, joined the meeting via phone to conduct the opening of bids for the Market Village site work. The lone bid was from Benson Construction for the construction work, at a cost of \$98,317.50. There were no bids for the electrical work. He recommended tabling the matter for further review, as the construction bid was far higher than had been projected in the project plan. ~ **Action** ~ Comm. Rossman moved to table. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Employee Appreciation Policy -- Comm. Grupp detailed the measures that would be undertaken to recognize and reward employees for their service and commitment to the county and its citizens. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Resignation: LeAnne Brodhun from the Potter County Human Services Advisory Board effective July 31, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Maintenance Agreement - Cleveland Brothers Equipment Company for annual maintenance of the generators at the Gunzburger County Office Building, \$1,185 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Maintenance Agreement - Cleveland Brothers Equipment Company for annual maintenance of the generators at the Potter County Jail for \$1,150 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Service Agreement - County of Erie for part-time use of Forensic Pathologist Todd Luckasevic, D.O., January 1, 2025, to December 31, 2025, with a retainer fee of \$2,600 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

<b>PCHS CONTRACTS AND AGREEMENTS</b>	<b>23/24</b>	<b>24/25</b>
■ <b>Drug and Alcohol (07/01/2025 - Continuous)</b>		
<i>Potter County Commissioners</i>		
Rental Space in the Gunzburger Building	N/A	\$1,000 / month

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

### **PERSONNEL**

Resignation: Jaclynn Gormley, Part Time Secretary Clerk in the Galeton District Court, is resigning her position effective May 9, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

### **LIQUID FUELS TAX REQUESTS**

Hebron Township	\$3,887.49
Allegany Township	\$3,068.36
Ulysses Township	\$3,036.91

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

### **COMMISSIONERS' REPORTS**

Commissioner Heimel reported that Potter County is a leader in the Pa. State Land Tax Fairness Coalition. The current focus is persuading the state legislature to approve sharing revenue derived from timber sales and energy development on state forest and park land with school district, township and county government.

Commissioner Rossman noted that efforts to resolve the uncertainties over funding for Visit Potter Tioga are ongoing. Commissioners from Potter and Tioga counties will meet in May 16 to continue discussions. He also reported that he and Veterans Affairs Director Michael Pepper are working with Dr. Daniel Glunk, interim president of UPMC Cole, in an effort to have the hospital recognized by the VA as an Urgent Care Facility. This would improve local veterans' access to medical services. Congressional action may be required.

Commissioner Grupp discussed concerns about reduced funding for local food banks. Food supplies are already reduced. She asked citizens to contact Gov. Josh Shapiro, Sen. Cris Dush and Rep. Martin Causer, asking them to support additional funding for local food banks.

### **BILLS**

#### **Potter County Fiscal Summary (04/10/2025)**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	147668			\$4,170.00

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

#### **Potter County Fiscal Summary (04/11/2025)**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	147669	147668	\$4,170.00	\$3,882.00

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

**Potter County Fiscal Summary (04/18/2025)**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	13247-13343			\$112,444.26
10	General Fund - Accounts Payable	147670-147754			\$144,226.70
10	General Fund - A/P Manual Checks	238			\$156,375.66
11	LEPC - Local Emergency Planning	3175			\$182.73
14	Liquid Fuels	1822			\$1,178.81
16	911 Fund	3943-3950			\$9,109.53
18	Automation Fund (Civil)	147702			\$1,087.43
22	Farmland Preserv. & Rollback	147722			\$141.32
25	Automation Fund (Criminal)	147736			\$136.52
28	Domestic Relations IV-D	1072			\$3,553.00
34	V.O.J.O.	147691			\$180.00
35	Victim Services/RASA	147691			\$1,293.50
62	CDBG Entitlement	147731			\$23,900.00

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

**Potter County Fiscal Summary (04/30/2025)**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V827334-V827363			\$7,752.23
10	General Fund - A/P Manual Checks	241			\$10,407.71

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

**Potter County Fiscal Summary (05/01/2025)**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	147755-147770			\$109,306.52
10	General Fund - A/P Manual Checks	243			\$35.00
11	LEPC - Local Emergency Planning	3176			\$579.03
16	911 Fund	3951-3952			\$408.76
32	Specialty Courts	147768			\$208.40
34	V.O.J.O.	147755			\$7.95
35	Victim Services/RASA	147755;147757			\$79.90

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

**Potter County Tax Claim Bureau Fiscal Summary (05/01/2025)**

<b>ACCOUNTS PAYABLE CHECKS – Check #17995-18035</b>	<b>\$333,193.47</b>
<b>Total Checks Written</b>	<b>\$333,193.47</b>

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

**Potter County Human Services Fiscal Summary (05/01/2025)**

PAYROLL AUTOMATIC DEPOSITS	\$42,182.26
PAYROLL TAX TRANSFERS (EFTPS)	\$12,315.08
STATE TAX WITHHOLDINGS (ETIDES)	\$1,789.66
PAUC	\$41.76
Local W/H	\$582.92
Paytime P/R Charge	\$449.04
ACCOUNTS PAYABLE CHECKS – 04/23/2025 Ck#80397	\$1,013.40
ACCOUNTS PAYABLE CHECKS – 05/01/2025 CK#80398-80480	\$284,674.47
<b>Total Checks Written</b>	<b>\$343,048.59</b>

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

**NEXT MEETING:** May 15th, 2025

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

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Potter County Executive Administrative Assistant

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Approval Date



Established  
1804

## County of Potter Board of Commissioners

One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
[www.pottercountypa.gov](http://www.pottercountypa.gov)

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Stephanie L. Fera, Solicitor

### PROCLAMATION **Motorcycle Safety and Awareness Month** **May 2025**

**WHEREAS**, the safety of all Potter County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Potter; and

**WHEREAS**, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

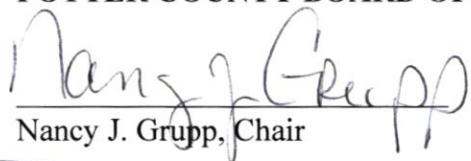
**WHEREAS**, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques, and promoting motorcycle safety; and

**WHEREAS**, during the month of May, God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E.) will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

**NOW, THEREFORE**, in recognition of the importance of motorcycle safety on our county's roads and highways, the Potter County Board of Commissioners do hereby proclaim **May 2025** as **MOTORCYCLE SAFETY AND AWARENESS MONTH**. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

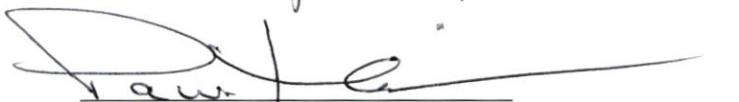
Given under our hands this **1st day of May 2025**.

**POTTER COUNTY BOARD OF COMMISSIONERS**



Nancy J. Grupp

Nancy J. Grupp, Chair



Paul W. Heimel

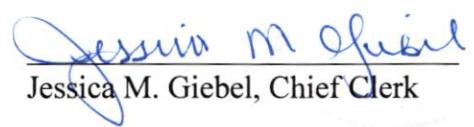
Paul W. Heimel, Commissioner



Robert W. Rossman

Robert W. Rossman, Commissioner

**ATTEST:**



Jessica M. Giebel

Jessica M. Giebel, Chief Clerk



*Established  
1804*

## **County of Potter Board of Commissioners**

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Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Stephanie L. Fera, Solicitor

### **PROCLAMATION**

#### **Mental Health Awareness Month May 2025**

**WHEREAS**, mental health is essential to everyone's overall health and well-being; and

**WHEREAS**, all Americans face challenges in life that can impact their mental health; and

**WHEREAS**, prevention is an effective way to reduce the burden of mental health conditions; and

**WHEREAS**, there are practical tools that all people can use to improve their mental health and increase resiliency; and

**WHEREAS**, mental health conditions are real and prevalent in our nation; and

**WHEREAS**, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

**WHEREAS**, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

**THEREFORE**, Potter County Board of Commissioners, do hereby proclaim May 2025 as Mental Health Awareness Month in Potter County. As the Board of Commissioners, we also call upon the citizens, government agencies, public and private institutions, businesses and schools in Potter County to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Given under our hands this **1st day of May 2025**.

**POTTER COUNTY BOARD OF COMMISSIONERS**

Nancy J. Grupp  
Nancy J. Grupp, Chair

Paul W. Heimel  
Paul W. Heimel, Commissioner

Robert W. Rossman  
Robert W. Rossman, Commissioner

**ATTEST:**

Jessica M. Giebel  
Jessica M. Giebel, Chief Clerk