

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

May 29, 2025

(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, Chief Clerk Jessica Giebel and Executive Administrative Assistant Paige Barroqueiro: all present.

PUBLIC COMMENT

MINUTES – May 15, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

CONTRACTS AND AGREEMENTS

Service Agreement – Corrections Consultants for a Jail Operations study at a cost of \$12,500 to be covered by STMP grant monies. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Contract Quote - Databranch, for Sonicwall Support renewal at a biannual cost of \$3,190.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Coordinated Services (07/01/2025 - 06/30/2026)**

PCHS Area Agency on Aging

Transportation

\$2.50/loaded mile

\$2.57/loaded mile

PCHS Children and Youth

Transportation

\$2.50/loaded mile

\$2.57/loaded mile

PCHS Drug & Alcohol

Transportation

\$2.50/loaded mile

\$2.57/loaded mile

PCHS Intellectual Disabilities

Transportation

\$2.50/loaded mile

\$2.57/loaded mile

PCHS Mental Health

Transportation

\$2.50/loaded mile

\$2.57/loaded mile

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

PERSONNEL

Hire: Joe Kurtz is requesting the hiring of Richard Herbstritt to fill the part-time Seasonal Maintenance Position with Potter County Maintenance Department, effective May 28, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire: Thomas Patterson is requesting the hire of Daniel Tomkinson as part-time Van Driver, effective June 9, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS

Coudersport Borough \$5,153.56

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

COMMISSIONERS' REPORTS

Commissioner Heimel reported on his recent participation in a statewide meeting about funding of Area Agencies on Aging. Without additional state support, counties could be forced to reduce services or increase real estate taxes. He said Potter County, as a single-county Area Agency on Aging, could be adversely affected and asked citizens to contact state legislators in support of additional funding.

Commissioner Rossman informed the public that the Commissioners are currently accepting photo and video submissions from local photographers for inclusion in the new county website design. Additional information is available on the County’s Facebook page.

Commissioner Grupp announced that Potter County will host “Essentials of Floodplain Management” training in the Gunzburger Building auditorium on October 21–23, 2025. This training has become especially important now that Erb Inspections Inc. will be discontinuing township and borough floodplain management services effective Dec. 31. More than 20 Potter County municipalities will be affected. Commissioner Grupp encouraged each municipality to designate a representative to attend the training. She advised that the Pa. Emergency Management Agency will be monitoring compliance with floodplain management regulations. Townships and boroughs run the risk of losing their eligibility for federally subsidized flood insurance if they fail to comply.

BILLS

Potter County Fiscal Summary (05/16/2025)

<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	V864504;V864511-V864531;V866097-V866178;V866814			\$111,338.90
10	General Fund - Accounts Payable	147831-147947			\$417,083.77
11	LEPC - Local Emergency Planning	3177-3178			\$257.88
16	911 Fund	3959-3966			\$31,202.61
18	Automation Fund (Civil)	147877			\$1,087.43
25	Automation Fund (Criminal)	147924			\$188.86
28	Domestic Relations IV-D	1073			\$7,685.00
34	V.O.J.O.	147860;147908;147924			\$335.86
35	Victim Services/RASA	147860;147924			\$1,382.70
38	Divorce Fund	147924			\$22.19
55	Phare Grant	147897			\$18,750.00
60	Hotel Excise Tax Fund	147901;147931			\$52,782.56
62	CDBG Entitlement	147918			\$92,000.00

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

Potter County Fiscal Summary (05/19/2025)

<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	147948			\$10.00

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

Potter County Tax Claim Bureau Fiscal Summary (05/29/2025)

ACCOUNTS PAYABLE CHECKS – Check #18036-18073	\$139,766.95
Total Checks Written	\$139,766.95

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

Potter County Human Services Fiscal Summary (05/29/2025)

PAYROLL CHECK #1	\$2,011.11
PAYROLL AUTOMATIC DEPOSITS	\$40,096.19
PAYROLL TAX TRANSFERS (EFTPS)	\$12,377.21
STATE TAX WITHHOLDINGS (ETIDES)	\$1,785.63
PAUC	\$40.83
Local W/H	\$581.68
Paytime P/R Charge	\$149.44
ACCOUNTS PAYABLE CHECKS – 05/29/2025 Ck#80568-80646	\$176,763.10
Total Checks Written	\$233,805.19

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

NEXT MEETING: June 12th, 2025

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


Potter County Executive Administrative Assistant

June 12, 2025
Approval Date

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