

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

September 18, 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 Robert Rossman, and Executive Secretary Paige Barroqueiro; present. Commissioner Paul Heimel and Chief Clerk Jessica Giebel; absent.

PUBLIC COMMENT

MINUTES – September 4, 2025 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

GUESTS

Michelle Koslap, SEDA-COG's new Project Coordinator for Potter County, and Kal Logue, Community Development Coordinator, answered questions regarding the final public hearing held immediately prior to the meeting and the related resolutions on the agenda.

Will Hunt, Director of GIS/Planning/Community Development, joined by Jenny Taunton of Alchemy Accompanied, provided an update on the Revitalize Potter County initiative. Recent community meetings have had strong participation and are intended to gather resident input on community values and strategies for community and economic development. Hunt announced upcoming school-based community meetings to engage residents and students in each district with hands-on involvement. A public hub site for Revitalize Potter County will launch soon to host surveys, project information, and grant opportunities.

Brandon Saeler, Staff Geoscientist, and Kennedy Lawson, Planning and Engagement Coordinator with Montrose Environmental, briefed the Commissioners on the Brownfield Coalition Assessment. They noted that reusing brownfield sites, which are unused or abandoned properties, can revitalize neighborhoods and create community opportunities. The process begins with identifying candidate properties, with significant community input. To ensure plans reflect local priorities, Montrose is conducting a market study focused on communities in Cameron, Clearfield, and Potter counties. The Commissioners advised Saeler and Lawson to connect with the Revitalize Potter County efforts.

NEW BUSINESS

Projects and allocations for FFY 2025 CDBG funding ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Resolution 7 of 2025 – Potter County FFY 2025 Community Development Block Grant Application ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Resolution 8 of 2025 – Fair Housing ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Resolution 9 of 2025 – Appointing a Section 504 Compliance Officer and Establishing a Grievance Procedure ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel.

CONTRACTS AND AGREEMENTS

Contract Quote - Databranch, for Microsoft 365 renewal at an annual cost of \$1,306.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Contract Proposal – Dobil Laboratories, for Main Courtroom AV Upgrades at a cost of \$48,015.00. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Service Agreement – Jon Anderson, for Timber Management of County owned forrest land in Coudersport Borough and Eulalia Township at a cost of 12% of the successful high bid. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Service Agreement – Rachel Baker, for Jail Nurse Services at a cost of \$40.00 per hour. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

<u>PCHS CONTRACTS AND AGREEMENTS</u>		<u>24/25</u>	<u>25/26</u>
■ Mental Health (07/01/2025 - 06/30/2026)			
Austin Area School District			
Student Assistance Program and available training		Up to \$375.00/person Up to 5 Individuals	No Change

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

PERSONNEL

Hire - Kelly Coriaty to fill the full-time Fiscal Administrator vacancy; effective September 3, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Hire - Maintenance Director Joe Kurtz has requested the hiring of Rich Herbstritt to fill the permanent part-time Maintenance Worker vacancy; effective October 1, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Hire – Judge Minor has appointed Kathy Barrett to fill the unexpired term of Auditor Michelle Gledhill; effective September 22, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes.

Separation of Employment – Gabrielle Milford, Community Service Coordinator; Effective September 15, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes.

Hire: Thomas Patterson is requesting the hire of David Shalkowski as full-time Clerk-Typist II, effective September 22, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Rossman reminded the public about the prayer gathering on the courthouse square being held this Saturday at 11am.

Commissioner Grupp reported that Commissioner Heimel is absent because he testifying before the U.S. House of Representatives Agricultural Committee on issues affecting rural counties.

BILLS

Potter County Fiscal Summary (09/02/2025)

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	148709-148723			\$122,728.63
10	General Fund - A/P Manual Checks	270			\$35.00
11	LEPC - Local Emergency Planning	3199			\$579.03
16	911 Fund	4030-4031			\$408.76
20	Supervision Fees (County) (CO)	148721			\$259.99
32	Specialty Courts	148721			\$332.04
34	V.O.J.O.	148709			\$7.95
35	Victim Services/RASA	148709			\$47.70

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

Potter County Fiscal Summary (09/05/2025)

<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 Checks	5040			\$25.07
10	Payroll - Direct Deposit	V1082965- V1083043;5040;V1083114; V1083487-V1083508			\$110,036.23
10	General Fund - Accounts Payable	148724-148803			\$220,053.55
10	General Fund - A/P Manual Checks	271			\$153,373.49
11	LEPC - Local Emergency Planning	3200-3201			\$594.77
14	Liquid Fuels	1823			\$2,767.62
16	911 Fund	4032-4039			\$137,697.55
18	Automation Fund (Civil)	148759			\$127.50
25	Automation Fund (Criminal)	148724			\$233.37
28	Domestic Relations IV-D	1074			\$4,752.00
32	Specialty Courts	148727			\$38.79
34	V.O.J.O.	148748			\$180.00
35	Victim Services/RASA	148748			\$1,290.00
66	911 Statewide Interconnectivity Grant	148752			\$310.50

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

Potter County Human Services Fiscal Summary (09/04/2025)

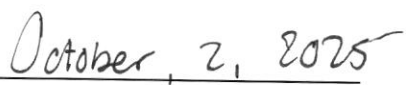
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,291.19
PAYROLL TAX TRANSFERS (EFTPS)	\$11,235.94
STATE TAX WITHHOLDINGS (ETIDES)	\$1,608.11
PAUC	\$37.56
Local W/H	\$523.81
Paytime P/R Charge	\$145.70
ACCOUNTS PAYABLE CHECKS – 09/05/2025 Ck# 81180	\$1,079.00
ACCOUNTS PAYABLE CHECKS – 09/18/2025 Ck# 81181-81228	\$104,868.74
Total Checks Written	\$157,790.05

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

NEXT MEETING: October 2, 2025

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


Potter County Executive Secretary


Approval Date

