

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

March 5, 2026

(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 Heibel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Executive Secretary Paige Barroqueiro; all present.

PUBLIC COMMENT

MINUTES – February 19, 2026

GUESTS

NEW BUSINESS

Opening of bids for timber harvest on county property in Harrison Township: Keim Logging, \$30,510.00; Hillcrest Logging, \$48,280.00. ~ **Action** ~ Comm. Grupp moved to accept the bid from Hillcrest Logging. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.

Reappointment – George Martin to the Aging Advisory Council Effective Jan. 1, 2026 – Jan. 1, 2029. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

Reappointment – Jerry Moran to the Aging Advisory Council Effective Aug. 1, 2025 – Aug. 1, 2028. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Reappointment – Debra Ostrom to the Aging Advisory Council Effective March 1, 2026 – March 1, 2029. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Reappointment – James Ostrom to the Aging Advisory Council Effective March 1, 2026 – March 1, 2029. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Reappointment – Ronda Reynolds to the Aging Advisory Council Effective March 1, 2026 – March 1, 2029. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Potter County Human Services Policy Manual ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Rossman yes.

Grant – JCJC Juvenile Probation Services Grant in the amount of \$32,828.00 for July 1, 2025 – June 30, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – McKean County for inmate housing at the Potter County Jail at a rate of \$65.00 per day. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Agreement – Paycor for Jail time clock service and maintenance in the amount of \$6.25 per month and a one time purchase of the time clock in the amount of \$643.50 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Area on Aging**

CRSB Holdings (03/01/2026 - 02/28/2027)

Description

Coudersport Senior Center Lease Agreement

Prior Cost

N/A

Current Cost

\$1,250.00/month

■ **Alcohol and Drug Abuse Services**

Eagleville Hospital Facility Number 461031

Adult Drug and Alcohol Inpatient; Levels 3.5, 3.7, 3.7WM, 4.0WM, and 4.0

Description

Inpatient 3.5

Prior Cost

\$454.00/day

Current Cost

No Change

Inpatient 3.5 Enh

\$469.00/day

No Change

Inpatient 3.7

\$524.00/day

No Change

Inpatient 3.7 Enh

\$540.00/day

No Change

Inpatient 3.7 Withdrawal Management

\$550.00/day

No Change

Inpatient 4.0 Withdrawal Management

\$525.81/day

No Change

Inpatient 4.0

\$525.81/day

No Change

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

PERSONNEL

Resignation: Brett McKerverey, full-time Corrections Officer at the Potter County Jail, has resigned his position effective February 5, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Promotion: Deputy Warden Hurler is requesting the promotion of Patrick Potter from part-time Corrections offer to full-time Corrections Officer, effective March 2, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Promotion: Deputy Warden Hurler is requesting the promotion of Nicholas Phelps from part-time Corrections offer to full-time Corrections Officer, effective March 2, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Austin Borough - \$1,179.98

Genesee Township - \$3,555.62

Ulysses Township - \$2,648.61

Eulalia Township - \$2,954.74

Stewardson Township - \$748.92

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

COMMISSIONERS' REPORTS

Commissioner Heimel discussed housing challenges impacting rural communities, noting that studies continue to show a shortage of affordable housing, including rental units, low-income housing, senior living, assisted living, and workforce housing. He shared that Congress is currently working on a bipartisan package aimed at reducing housing costs and that Pennsylvania has developed a 10-Year Housing Action Plan to address housing shortages statewide. Locally, he has engaged with Potter County Housing Authority Chair Jeff Wilcox for discussion of the new Pennsylvania Housing Action Plan. He added that while the Housing Authority does important work, counties must raise the bar in more effectively addressing housing needs.

Commissioner Rossman discussed the continued effect of the loss of labor and delivery services in the region and noted that a group is interested in forming a coalition to explore opening a birthing center. The effort would involve working with the County and identifying potential state funding opportunities. He invited interested residents to reach out to him for additional information.

Commissioner Grupp shared about the grant seminar scheduled for March 12 from 5:00–7:00 PM, hosted by Rep. Marin Causer at the Smethport Fire Hall. She also noted that the slideshow from the recent DCED training on Emergency Services is available by request.

BILLS

Potter County Fiscal Summary (02/20/2026)

<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	V1475654-V1475732, V1475768, V1475770-V1475790			\$119,992.36
10	General Fund - Accounts Payable	150062-150066, 150068-150083, 150085-150100, 150102-150107, 150109-150119, 150121-150126, 150128-150136, 150138	148431	\$1,577.26	\$19,707.61
10	General Fund - A/P Manual Checks	305			\$166,824.25
11	LEPC - Local Emergency Planning	3253-3255	3190	\$134.59	\$477.77
14	Liquid Fuels	1839-1841			\$4,906.41
15	North Fork Dam	150127, 150108			\$1,638.34
16	911 Fund	1456-1465			\$14,841.68
17	Saulter Preserve	150127			\$36.00
20	Supervision Fees (County) (CO)	150138			\$20,000.00
28	Domestic Relations IV-D	1078			\$7,996.00
32	Specialty Courts	150067			\$30.00
34	V.O.J.O.	150084			\$180.00
35	Victim Services/RASA	150084			\$1,294.35
38	Divorce Fund	150120			\$84.98

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

Potter County Fiscal Summary (02/27/2026)

<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 - A/P Manual Checks	309			\$80.25

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

Potter County Tax Claim Bureau Fiscal Summary (03/05/2026)

ACCOUNTS PAYABLE CHECKS – Check #18379 - 18414	\$135,262.08
Total Checks Written	\$135,262.08

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

Potter County Tax Claim Bureau Fiscal Summary (03/05/2026)

ACCOUNTS PAYABLE CHECKS – Check #18415 - 18417	\$8,242.64
Total Checks Written	\$8,242.64

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

Potter County Human Services Fiscal Summary (03/05/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$41,573.46
PAYROLL TAX TRANSFERS (EFTPS)	\$11,936.75
STATE TAX WITHHOLDINGS (ETIDES)	\$1,729.68
PAUC	\$40.33
Local W/H	\$563.40
Coudersport LST	\$74.00
Isolved P/R Charge	\$199.44
ACCOUNTS PAYABLE CHECKS – 02/25/2026 Ck# 81872	\$1,100.00
ACCOUNTS PAYABLE CHECKS – 03/03/2026 Ck# 81804-81871	\$139,320.51
Total Checks Written	\$196,348.32

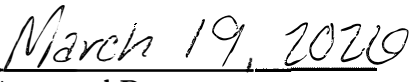
~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

NEXT MEETING: March 19, 2026

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



 Potter County Executive Secretary



 Approval Date