

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

April 16, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:24 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 Secretary Paige Barroqueiro; all present.

PUBLIC COMMENT

MINUTES – April 2, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS Nick Angiolieri with Vision Government Solutions provided an update on the data collection process for the Reassessment, stating that training has begun and fieldwork is underway. The data collection phase is expected to take approximately 12 months, followed by opportunities for taxpayers to review, verify, and request changes through both informal and formal review processes. Notifications will be provided to municipalities, with information distributed directly and coordination with state police and local law enforcement as needed. Municipal officials may request attendance at local meetings, with at least two weeks' notice recommended. He noted that the process is still in early stages and has not yet fully begun in all areas. Staff support will include office availability for one-on-one discussions, attendance at municipal meetings upon request, and public outreach efforts including social media and participation in community events.

Katie Sasala from the Potter County Conservation District attended in honor of the Proclamation of Conservation District Week 2026. She provided a brief update on current initiatives, including ongoing flood recovery efforts, the Dirt and Gravel Road Program, the start of the education season, and annual tree sales.

NEW BUSINESS

Proclamation – Mental Health Awareness Month May 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Proclamation – Conservation District Week April 26th – May 2nd 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Resolution 3 of 2026 - Appointing Person or Persons to Make Personal Service and Perform Services in Accordance with the PA Real Estate Tax Sale Law ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Resolution 4 of 2026 - Establishing A County Records Improvement Committee and Adopting a Comprehensive Records Management Plan~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Grant – North Central Greenways Implementation grant for the Wild Elk Gravel – Potter County Expansion Project in the amount of \$17,500 ~ **Action** ~ Comm. Heimel moved to approve a 50% match out of Act 13 Funding. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

CONTRACTS AND AGREEMENTS

Maintenance Agreement - Cleveland Brothers Equipment Company for annual maintenance of the generators at the Gunzburger County Office Building in the amount of \$2,220~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

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

Service Agreement – GFT Infrastructure, Inc. for the 2026 annual North Fork Dam Inspection at an annual cost of \$3,600 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Service Agreement – CDW Government LLC. for VMWare Services for Server Software at an annual cost of \$12,507.84 for a three year term ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

Contract Quote Amendment – Databranch to add Potter County Human Services to Team Assist at an additional cost of \$832.50 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Drug and Alcohol (01/01/2026 - 06/30/2026)**

Pyramid Healthcare-Facility; 07719, 07714, 077018, 077026, 447027, 457040, 097055, 097101, and 707235

Drug and Alcohol Treatment-Inpatient, Inpatient Withdrawal Management, Halfway House

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Facility Number 077019		
Level 3.7	\$367.00/Day	
Level 3.7 Enhanced	\$360.00/Day	No Change
Level 3.7 Withdrawal Management	\$435.00/Day	
Level 3.5	\$309.00/Day	
Level 3.5 Enhanced	\$338.00/Day	
Facility Number 077014		
Halfway House-Gratitude House	\$170.00/Day	No Change
Facility Number 077018		
Halfway House-Tradition House	\$165.00/Day	No Change
Facility Number 077026		
Halfway House-Pine Manor	\$170/Day	No Change
Facility Number 457040-Hillside		
Level 3.7	\$381.73/Day	
Level 3.7 Withdrawal Management	\$474.54/Day	No Change
Level 3.5	\$365.37/Day	
Level 3.5 Enhanced	\$379.83/Day	
Facility Number 097055-Quakertown		
Level 3.5	\$350.00/Day	\$362.00/Day
Facility Number 097101-Langhorne		
Level 3.7 Withdrawal Management	\$503.00/Day	\$525.00/Day
Level 3.5	\$387.00/Day	\$403.00/Day
Facility Number 707235-Ridgeview		
Level 3.5	\$321.67/Day	No Change

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

PERSONNEL

Promotion: The Potter County Jail Board has voted and is requesting the promotion of Ricky Hurler from Deputy Warden to Warden, effective May 1, 2026

Separation of Employment – Billie Jean Guinther, Prothonotary/Clerk of Courts Deputy II, effective April 10, 2026 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Hire – Human Services Administrator Thomas Patterson is requesting the hire of Kiara Perkins to fill the County Caseworker II position, effective April 27, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Grupp reported that the Potter County Outdoor Show will be at the county fair grounds on Saturday, May 16, 2026. The America250 mobile unit will be set up and she encouraged residents to check it out.

Commissioner Heibel thanked all who participated in the Revitalize Potter County efforts. The draft report has been received from Alchemy Accompanied and the public comment is open and available on

the Potter County website. He noted that implementing the recommendations will require partnerships between residents, community organizations, businesses and government agencies.

Commissioner Rossman informed the public that the first public meeting of the Northcentral Regional ATV Council of Governments (NRAT COG) will be held this evening at the Piper Museum in Lock Haven. He noted that the agenda includes establishing the Executive Board.

BILLS

Potter County Fiscal Summary (04/01/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	150375-150383			\$80,790.49
10	General Fund - A/P Manual Checks	314			\$35.00
11	LEPC - Local Emergency Planning	3266			\$579.03
16	911 Fund	4183			\$208.76
34	V.O.J.O.	150374			\$7.95
35	Victim Services/RASA	150374			\$47.70

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

Potter County Fiscal Summary (04/09/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - A/P Manual Checks	316			\$835.19

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

Potter County Tax Claim Bureau Fiscal Summary (04/16/2026)

ACCOUNTS PAYABLE CHECKS – Check #18454-18495	\$530,300.08
Total Checks Written	\$530,300.08

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

Potter County Human Services Fiscal Summary (04/02/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$43,680.57
PAYROLL TAX TRANSFERS (EFTPS)	\$12,290.01
STATE TAX WITHHOLDINGS (ETIDES)	\$1,806.86
PAUC	\$42.12
Local W/H	\$588.59
Coudersport LST	\$78.00
ACCOUNTS PAYABLE CHECKS – 04/16/2026 Ck# 82038-82086	\$124,293.18
Total Checks Written	\$182,779.33

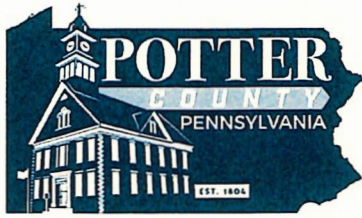
~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

NEXT MEETING: April 30, 2026

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


 Potter County Executive Secretary

April 30, 2026
 Approval Date



**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*

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

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

PROCLAMATION

Mental Health Awareness Month

May 2026

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

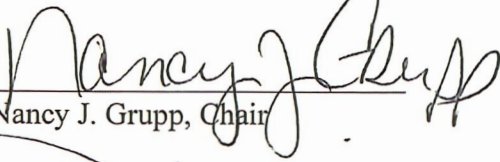
WHEREAS, with effective treatment, those individuals with mental health conditions can
recover and lead full, productive lives; and

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.

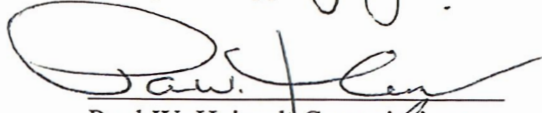
NOW, THEREFORE, BE IT RESOLVED, Potter County Board of Commissioners, do hereby
proclaim May 2026 as Mental Health Awareness Month in Potter County. As the Board of
Commissioners, we also call upon the citizens, government agencies, public and private
institutions, businesses and schools in Potter County 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 16th day of April 2026.


POTTER COUNTY BOARD OF COMMISSIONERS



Nancy J. Grupp, Chair

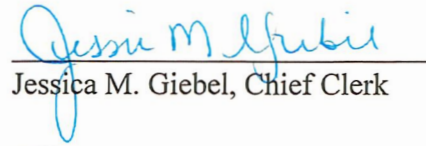


Paul W. Heimel, Commissioner

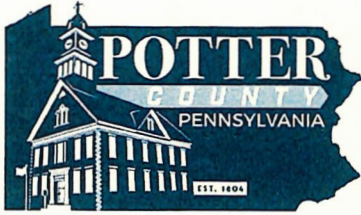


Robert W. Rossman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk



**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*

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

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

PROCLAMATION

Conservation District Week

April 26 - May 2, 2026

WHEREAS, conservation districts are local units of government established under state law to carry out natural resource management programs; and

WHEREAS, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands; and

WHEREAS, conservation districts were created in PA in 1945 to improve soil and water conservation in response to the dust bowl of the 1930's; and

WHEREAS, each county in PA has a conservation district except for Philadelphia; and

WHEREAS, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment; and

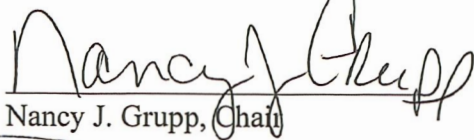
WHEREAS, districts work in partnership with government agencies, private organizations, businesses, and others on the local, state, and federal level to accomplish their mission of helping landowners conserve natural resources; and

WHEREAS, each district is led by a volunteer board of directors made up of farmers, public members, and a member of county government, which identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan; therefore be it

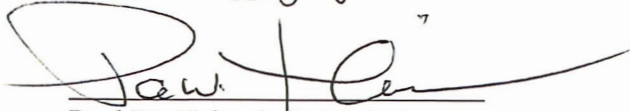
NOW, THEREFORE, BE IT RESOLVED, Potter County Board of Commissioners, do hereby proclaim April 26-May 2, 2026, as Conservation District Week to commemorate the valuable work accomplished by Pennsylvania's 66 Conservation Districts.

Given under our hands this 16th day of April 2026.

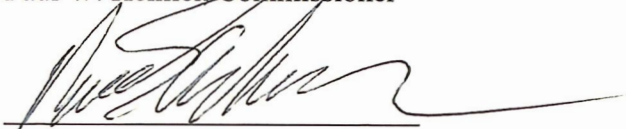
POTTER COUNTY BOARD OF COMMISSIONERS



Nancy J. Grupp, Chair

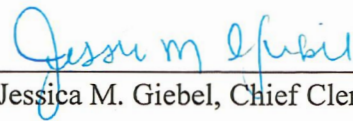


Paul W. Heimel, Commissioner

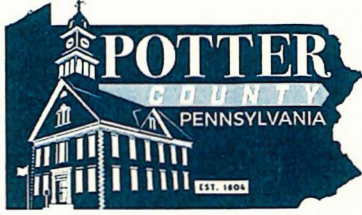


Robert W. Rossman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk



**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*

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

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

RESOLUTION #3 OF 2026
County of Potter, Pennsylvania

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF
POTTER APPOINTING A PERSON OR PERSONS TO MAKE PERSONAL SERVICE
AND PERFORM OTHER RELATED SERVICES IN ACCORDANCE WITH THE
PENNSYLVANIA REAL ESTATE TAX SALE LAW**

WHEREAS THE Pennsylvania Real Estate Tax Sale Law (the "RETSL"), 72 P.S. §§ 5860.101 et seq., authorizes Potter County to conduct the sale of properties for delinquent real estate taxes; and

WHEREAS Section 601 of the RETSL sets forth notice requirements for owner-occupied properties and authorizes the County Commissioners to, by resolution, appoint a person or persons to make such required notices; and

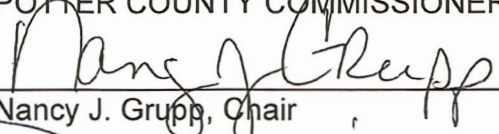
WHEREAS the Tax Claim Bureau of Potter County has requested the County Commissioners to appoint a person or persons to make all personal services and other related services required by the RETSL; and

WHEREAS Palmetto Posting, Inc., a South Carolina corporation, possesses the requisite expertise, experience, and qualifications to make personal service and post notices pursuant to the RETSL.

NOW THEREFORE, BE IT RESOLVED THAT that the Board of Commissioners of Potter County, Pennsylvania, hereby appoints Palmetto Posting, Inc., by and through its employees and/or agents, to make postings and all personal services required by the RETSL as permitted by Section 601(a)(3) thereof, and as directed by the Director of the Tax Claim Bureau, and to make all returns of service as required by the RETSL. This appointment shall continue until revoked by subsequent action of the Board of Commissioners.

ADOPTED at the regular meeting of Potter County this 11th day of April, 2026.

POTTER COUNTY COMMISSIONERS



Nancy J. Grupp, Chair

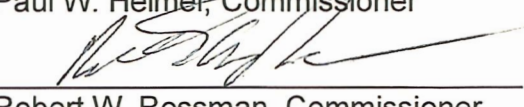
Attest:



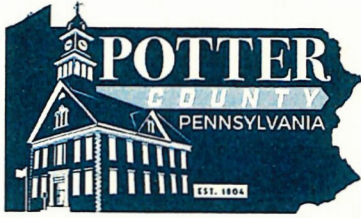
Paul W. Heimel, Commissioner



Jessica J. Giebel, Chief Clerk



Robert W. Rossman, Commissioner



**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*

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

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

RESOLUTION #4 OF 2026

County of Potter, Pennsylvania

**ESTABLISHING A COUNTY RECORDS IMPROVEMENT
COMMITTEE AND ADOPTING A COMPREHENSIVE
RECORDS MANAGEMENT PLAN**

WHEREAS THE Pennsylvania General Assembly enacted Act 87 of 1982, known as the Recorder of Deeds Fee Law, and later enacted an amendment through Act 8 of 1998 (the "Act"), establishing a County Records Improvement Fund in counties of certain classes, as codified in 42 P.S. § 21052.1, as may be amended;

WHEREAS through the Act, the legislature established a County Records Improvement Fund in Potter County;

WHEREAS under the Act, a \$5 fee is imposed per document recorded in the Register and Recorder's Office, with \$3 of such fee to be retained in a separate fund within the Recorder's Office to be used to support development and improvement of office records management activities and systems;

WHEREAS the \$2 remaining of the \$5 fee is to be deposited into the County Records Improvement Fund to be expended in accordance with a comprehensive records management plan;

WHEREAS the Act also requires that a County Records Improvement Committee be established to assess the relative records management capabilities and records management needs of each office and develop recommendations to the County Commissioners for a comprehensive records management plan; and

WHEREAS the County desires to establish a County Records Improvement Committee and adopt a comprehensive records management plan for the County Records Improvement Fund.

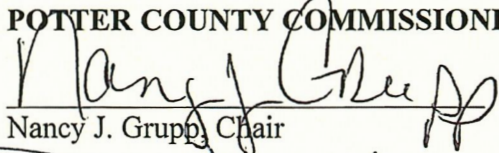
NOW THEREFORE, BE IT RESOLVED THAT by the Board of Commissioners of Potter County, Pennsylvania:


1. A fee of \$5 shall be imposed for each document recorded in the Recorder of Deeds Office.

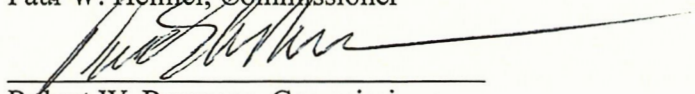
2. Of the \$5 fee imposed for each document recorded, \$3 shall be retained in a separate fund within the Recorder's Office to be used to support development and improvement of office records management activities and systems.
3. The separate fund shall not be used to substitute any allocations of general revenues for the operations of the Recorder's Office without the express consent of the Recorder, and the separate fund shall be used in accordance with regular County budgeting, contracting, and procurement practices and administrative procedures, and it shall be audited by the appropriate auditing agency.
4. Unexpended amounts in the separate fund shall accumulate, with interest, from year to year, except that unencumbered funds remaining shall be transferred to the County Records Improvement Fund every four (4) years.
5. The remaining \$2 of the \$5 fee shall be deposited into the County Records Improvement Fund.
6. The Potter County Records Improvement Committee (the "Committee") shall consist of the County Commissioners, Sheriff, Prothonotary/Clerk of Court, Register and Recorder of Wills and Deeds, and Treasurer.
7. The Committee shall meet regularly as may be required, shall assess the relative records management capabilities and records management needs of each office, and develop recommendations to the County Commissioners for a comprehensive records management plan.
8. The Committee shall provide recommendations to the County Commissioners as needed to ensure the comprehensive records management plan is consistent with the goals established for the County Records Improvement Fund.
9. The comprehensive records management plan shall be based on the goal of standardizing and equalizing the capabilities of all County offices consistent with their need to receive, manage, and provide information to the public as efficiently as possible.
10. The County Records Improvement Fund shall be expended and administered consistent with regular County budgeting, contracting, and procurement practices and administrative procedures, and it shall be audited by the appropriate auditing agency.
11. The comprehensive records management plan shall prioritize funds for critical records preservation, digitization, and system modernization needs across all County offices, including unbudgeted information technology expenses related to records management, with priority given to projects that improve public access, efficiency, and long-term records security unless and until the Commissioners adopt amendments to the comprehensive records management plan based on consultation with the Committee.

DULY RESOLVED AND ADOPTED at the regular meeting of Potter County this 19th
day of April, 2026.

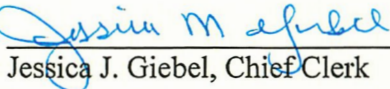
POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Helm, Commissioner


Robert W. Rossman, Commissioner

Attest:


Jessica J. Giebel, Chief Clerk