

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

April 30, 2026

(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 Secretary Paige Barroqueiro; all present.

PUBLIC COMMENT

MINUTES – April 16, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS Nick Angiolieri with Vision Government Solutions joined the Commissioners to provide clarification on questions surrounding the County Reassessment. The last Countywide reassessment was done in 1977 and it is necessary to update values so that there can be a fair tax distribution. The Reassessment is being conducted in phases including data collection, market analysis, valuations done certified CPEs, valuation review, data verification mailers, informal hearings, and formal appeals. Vision employed data collectors will be wearing vests, driving with Vision marked vehicles, and carrying County photo IDs. Local agencies will be made aware ahead of time before data collection starts in an area and data collectors will not enter your homes under any circumstances. Members of the public with any questions can reach out to Vision at 800-525-9876.

Kayla Wright, Potter County Human Services Mental Health Director, attended the meeting in recognition of Mental Health Awareness Month, which was proclaimed at the previous meeting. She expressed her gratitude for the acceptance and support shown since the Human Services offices were relocated into town. She shared that within the last few months alone, there have been three suicides across Potter and McKean Counties. In an effort to help address these concerns and create positive change, the two counties will be working together to provide trainings in the future. In honor of Mental Health Awareness Month, the Senior Centers created handmade felt hearts featuring the Potter County Crisis Line information. She also reminded residents that the Recovery Center located in the Gunzburger Building is open to everyone and maintains regular weekday hours.

NEW BUSINESS

Request for Proposal – Professional Engineer for Subdivision and Land Development Ordinance, Stormwater Management, and related environment reviews and inspections. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Acceptance of Quotes for Materials for Market Village Project as follows: park benches, National Outdoor Furniture for \$2,631.40; Fence & Sign, Home Depot for \$1,409.60; Trash & Pet Waste, Webstaraunt for \$ 1,267.99; ADA Sign, Grainger for \$ 148.71; Curbs, Webstaraunt for \$ 801.00; Paver Edging, Home Depot for \$ 1,896.88; 2A Gravel, North Penn Supply for \$2,947.00; TSA Sandstone, North Penn Supply for \$2,532.00; DSA Sandstone, North Penn Supply for \$7,027.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment – Will Hunt to the Northcentral Pa. Comprehensive Economic Development Strategy (CEDS) Committee for a term of April 30, 2026 through December 31, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Appointments – The Potter County Safety Committee has requested the appointment of the 2026 members effective through December 31, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – Digital Assurance Certification, LLC for SEC Post-Issuance Compliance Services for the Series 2026 General Obligation Bonds ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Aging (05/01/2026 - Month to Month)**

Ken Bonniger

Galeton Sr Center Lease Modification and Mutual Agreement-Galeton Center will be moving to a new location

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Lease Agreement	N/A	\$1,100.00/month

■ **Intellectual Disability (04/01/2026 - 06/30/2026)**

Enrichment Therapy LLC.

Providing Services for children in the Early Intervention Program

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Speech Pathology	\$34.70/unit	\$37.13/unit
ISFP Teaming Speech Pathology	\$34.70/unit	\$37.13/unit
Evaluation Speech Pathology	\$251.22/unit	\$268.81/unit

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

PERSONNEL

Promotion: Ashley Gledhill has promoted Jessica Woodard-Scott from Secretary Clerk to full-time Deputy II in the Prothonotary’s Office, effective April 27, 2026 ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Hire – District Attorney Andy Watson has hired Derek Hartman to fill the District Attorney Intern position, effective May 6, 2026 through October 15, 2026 ~ **Action** ~ Comm. Heibel moved to acknowledge. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Completion of Assignment – Sheriff Kevin Siska has completed his assignment as interim Warden at the Potter County jail, effective May 1, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Bingham Township - \$3,324.37

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

COMMISSIONERS’ REPORTS

Commissioner Heibel reported that there is a jail board meeting being held tomorrow at noon. Mental health services will give a report as well as newly appointed Warden Hurler addressing improvements. It is encouraging to see the progress being made at the Jail and the recent increase in morale.

BILLS

Potter County Fiscal Summary (04/17/2026)

<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 Checks				
10	Payroll - Direct Deposit				\$117,515.74
10	General Fund - Accounts Payable	150475, 150476, 150478-150499, 150501-150510, 150512-150515, 150517-150528, 150530-150541, 150543-150544, 150546-150567			\$167,766.57
10	General Fund - A/P Manual Checks	317			\$162,148.76
11	LEPC - Local Emergency Planning	3267, 3268			\$697.78
16	911 Fund	4192			\$17,598.79
34	V.O.J.O.	150500, 150477			\$163.89
35	Victim Services/RASA	150500, 150477			\$1,225.27
38	Divorce Fund	150542			\$297.44

52	Operational Reserve Fund	150511, 150545			\$115,080.61
55	Phare Grant	150516			\$18,750.00
69	Home Grant	150529			\$30,445.00

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

Potter County Fiscal Summary (04/21/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	150568, 150571, 150572			\$24,539.22
16	911 Fund	4201			\$27,907.27
35	Victim Services/RASA	150570			\$6,573.00
38	Divorce Fund	150569			\$25,252.42

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

Potter County Fiscal Summary (04/22/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	150573			\$156.00

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

Potter County Fiscal Summary (04/24/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - A/P Manual Checks	318			\$83.73

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

Potter County Human Services Fiscal Summary (05/02/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$43,515.66
PAYROLL TAX TRANSFERS (EFTPS)	\$12,241.83
STATE TAX WITHHOLDINGS (ETIDES)	\$1,797.90
PAUC	\$41.88
Local W/H	\$585.73
Coudersport LST	\$80.00
ACCOUNTS PAYABLE CHECKS – 04/17/2026 #82087-82088	\$3,382.60
ACCOUNTS PAYABLE CHECKS – 04/30/2026 #82089-82141	\$140,582.28
Total Checks Written	\$202,227.88

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

NEXT MEETING: May 14, 2026

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


 Potter County Executive Secretary

May 14, 2026
 Approval Date