

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

May 14, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:04 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 30, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

GUESTS Gary McKay and other members from God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E) joined the Commissioners in honor of the Proclamation of Motorcycle Safety Awareness month. They expressed their appreciation to the Commissioners for acknowledging the importance of motorcycle safety and reminded residents to look twice and save a life.

NEW BUSINESS

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

Resolution 5 of 2026 - Post-Issuance Compliance Procedures to aid in the County's compliance with its obligations under federal tax law with respect to its tax-exempt debt, and, as applicable, the County's continuing disclosure undertakings with respect to publicly offered securities. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Revitalize Potter County Final Plan ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Commissioner Heimel stated that this plan is a roadmap for not only for government officials but also the public to act on. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Service Agreement - County of Erie for part-time use of Forensic Pathologist Todd Luckasevic, D.O., January 1, 2026, to December 31, 2026, with a retainer fee of \$1,600 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Service Agreement - Vertiv Corporation for UPS Power Battery Services at an annual cost of \$6,919.51. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Funding Agreement – Sylvania Township for \$65,000 of Act 13 funds for the purpose of repair, replacement, or improvement of the Crandall Road bridge, Sylvania Township, PA 16720. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Service Agreement – Ophelia Medical Group FL, P.A. for Opioid Use Disorder treatment at the Potter County Jail at a monthly cost of \$340.00 per inmate. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

MOU – Ophelia Medical Group FL, P.A. for portal access in relation to Opioid Use Disorder treatment at the Potter County Jail. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Area Agency on Aging (May 1, 2026, to September 30, 2026)**

PA Department of Agriculture

Senior Farmers' Market Nutrition Program Agreement

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

PERSONNEL

Hire - Ashley Gledhill has hired Amanda Black to fill the full-time Secretary Clerk position in the Prothonotary's Office, effective June 1, 2026 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Rossman reported on his attendance to the informational meeting held by the American Nuclear Society this past Monday. He encouraged residents hoping to learn more about the topic to watch the recording on the County website.

BILLS

Potter County Fiscal Summary (04/30/2026)

Fund #	Fund Description	Check #s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit				\$7,792.19
10	General Fund - A/P Manual Checks	319;325			\$9,681.36

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

Potter County Fiscal Summary (05/01/2026)

Fund #	Fund Description	Check #s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks				
10	Payroll - Direct Deposit				\$115,044.29
10	General Fund - Accounts Payable	150574, 150577-150588, 150590-150592, 150594-150598, 150600-150617, 150620-150621, 150623-150629, 150631-150637, 150639-150643, 150645-150654, 150657-150668			\$365,972.79
10	General Fund - A/P Manual Checks	322, 323			\$158,149.16
11	LEPC - Local Emergency Planning	3269, 3290			\$978.02
15	North Fork Dam	150644			\$38.51
16	911 Fund	4202-4208			\$28,499.08
17	Saulter Preserve	150644			\$36.00
18	Automation Fund (Civil)	150599			\$998.34
22	Farmland Preserv. & Rollback	150619			\$52.18
28	Domestic Relations IV-D	1080			\$644.48
32	Specialty Courts	150622, 150655			\$555.14
34	V.O.J.O.	150589, 150638			\$201.29
35	Victim Services/RASA	150638, 150589			\$1,449.60
38	Divorce Fund	150575			\$494.60
60	Hotel Excise Tax Fund	150656, 150618			\$56,259.19
69	Home Grant	150630, 150593			\$31,395.00

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

Potter County Fiscal Summary (05/05/2026)

<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 - Accounts Payable	150669, 150670, 150673			\$1,199.55
10	General Fund - A/P Manual Checks	326			\$1,157.37
27	Substance Abuse (Act 198)	150671, 150672			\$1,113.62

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

Potter County Fiscal Summary (05/07/2026)

<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	327			\$1,509.50

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

Potter County Human Services Fiscal Summary (05/14/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$44,787.98
PAYROLL TAX TRANSFERS (EFTPS)	\$12,555.84
STATE TAX WITHHOLDINGS (ETIDES)	\$1,848.92
PAUC	\$43.08
Local W/H	\$602.29
Coudersport LST	\$82.00
Paycor PR Invoice (2)	\$444.50
ACCOUNTS PAYABLE CHECKS – 05/01/2026 #82142	\$1,895.21
ACCOUNTS PAYABLE CHECKS – 05/14/2026 #82143-82207	\$261,025.09
Total Checks Written	\$323,284.90

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

NEXT MEETING: May 28, 2026

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

Raige Barroquiere

Potter County Executive Secretary

May 28, 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. Heibel, Commissioner
Robert W. Rossman, Commissioner

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

PROCLAMATION

Motorcycle Safety and Awareness Month

May 2026

WHEREAS, the safety of all Potter County motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the County of Potter; and

WHEREAS, motorcycle riding is a popular form of recreation and transportation for thousands of people in our county and our nation. Licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

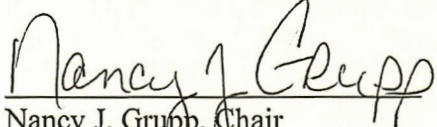
WHEREAS, it is especially important that the citizens of our county be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques, and promoting motorcycle safety; and

WHEREAS, during the month of May, God's Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E.) will continue their advocacy of motorcycle safety and awareness and stay active in promoting motorcycle safety through both motorist and rider education; and improving the image of motorcyclists to the general public.

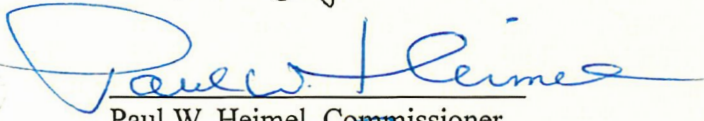
NOW, THEREFORE, in recognition of the importance of motorcycle safety on our county's roads and highways, the Potter County Board of Commissioners do hereby proclaim **May 2026** as **MOTORCYCLE SAFETY AND AWARENESS MONTH**. All motorcyclists are encouraged to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

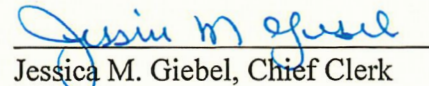
Given under our hands this 14th day of May 2026.

POTTER COUNTY BOARD OF COMMISSIONERS

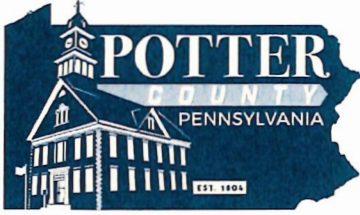

Nancy J. Grupp, Chair

ATTEST:


Paul W. Heimel, Commissioner


Jessica M. Giebel, Chief Clerk


Robert W. Rossman, Commissioner



**County of Potter
Board of Commissioners**

*One North Main Street, Suite 207
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Nancy J. Grupp, Chair
Paul W. Heimel, Commissioner
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk
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RESOLUTION #5 OF 2026
County of Potter, Pennsylvania

POST-ISSUANCE COMPLIANCE PROCEDURES

WHEREAS, this County has issued tax-exempt notes and bonds and/or entered into leases to finance or refinance various capital projects (such notes, bonds and lease agreements being herein referred to as “Obligations”), and may issue Obligations in the future; and

WHEREAS, this County has entered into, from time to time, may enter into additional written undertakings to provide ongoing disclosure of material information in accordance with Rule 15c2-12 of the Securities and Exchange Commission (“Continuing Disclosure Undertakings”); and

WHEREAS, to ensure that interest on the Obligations remains tax-exempt and to ensure compliance with its Continuing Disclosure Undertakings, this County has determined to adopt post-issuance compliance procedures in the form attached hereto (the “Post-Issuance Compliance Procedures”).

NOW, THEREFORE, BE IT RESOLVED, as follows:

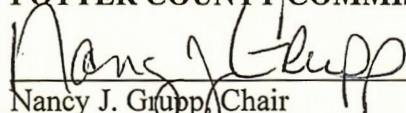
SECTION 1. The attached Post-Issuance Compliance Procedures are approved and adopted.

SECTION 2. The Chief Clerk of this County (the “Compliance Officer”), including his or her successor by the same or comparable title, is hereby charged with the duties and implementation of the Post-Issuance Compliance Procedures, and is granted the necessary authority to do so.

SECTION 3. The Compliance Officer shall report annually to the Board, not later than 15 days after the earliest due date to file information required by the applicable Continuing Disclosure Undertakings, stating that the Post-Issuance Compliance Procedures were properly and timely performed for the preceding fiscal year.

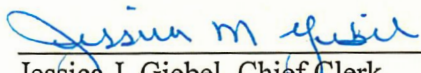
DULY RESOLVED AND ADOPTED at the regular meeting of Potter County this 14th
day of MAY, 2026.

POTTER COUNTY COMMISSIONERS

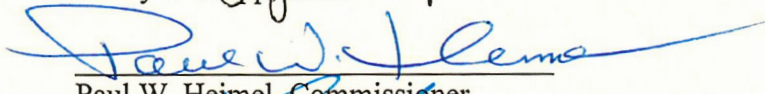


Nancy J. Grupp, Chair

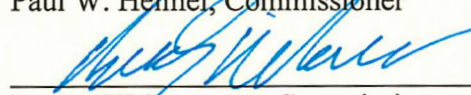
Attest:



Jessica J. Giebel, Chief Clerk



Paul W. Heibel, Commissioner



Robert W. Rossman, Commissioner