

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

May 28, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

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 – May 14, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Request from Tri-County Fire School for funds to do additional work to the burn training facility ~ **Action** ~ Comm. Heimel moved to approve \$2,500 from Act 13 funds to be allocated. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Execution and recording of deed transferring 62 North St., Roulette, Pennsylvania 16746 to The Township of Roulette, pursuant to prior sale authorization ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Opening of RFP from qualified engineering firms for legal services in support of the Planning Commission for Subdivision and Land Development Ordinance (SALDO), stormwater management, and related environmental reviews and inspections ~ **Action** ~ Comm. Rossman moved to table for further review of proposals. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

MOU – Association of Probation Officers for duties related to Alcohol Highway Safe Driving School ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

MOU – Association of Probation Officers for duties related to Court Reporting Network (CRN) ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Service Agreement -Cidnet for audio and video services in the Potter County Jail for a term of June 1, 2026, to May 31, 2030. ~ **Action** ~ Comm. Rossman moved to table for further review by the County Solicitor. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Usage Agreement -Cidnet for content and security application data usage in the Potter County Jail for a term of June 1, 2026, to May 31, 2030. ~ **Action** ~ Comm. Rossman moved to table for further review by the County Solicitor. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Contract Quote – Databranch for additional prorated Adobe licenses in the amount of \$1,005.00 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

25/26

26/27

■ Area Agency on Aging (05/11/2026 - 06/30/2027)
Clearfield County Area Agency on Aging - Mature Resources

Description

Prior Cost

Current Cost

Supervision for Protective Services

N/A

\$50,000.00

■ Drug and Alcohol

Alcohol and Drug Abuse Services Inc. (May 1, 2026, to June 30, 2026)

Drug and Alcohol Recovery Support Services		
Description	Prior Cost	Current Cost
Cost Reimbursement contract for Recovery Support Services	N/A	\$8,000.00
Esper Center; Facility Number 257058 (January 1, 2026, to June 30, 2026)		
Drug and Alcohol Treatment-Methadone Treatment		
Description	Prior Cost	Current Cost
Daily Dose of Methadone Counseling	\$92.00/Week	No Change
Annual Physical	\$100.00/Year	No Change
Annual Blood Work	\$50.00/Year	No Change

~ **Action** ~ Comm. Heibel moved to the contract with Clearfield County Area Agency on Aging. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.
 ~ **Action** ~ Comm. Heibel moved to approve the Contracts for Drug and Alcohol Services. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

PERSONNEL

Separation of Employment – Kelly Ahearn, Aging Care Manager II with Potter County Human Services, effective June 26, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Roulette Township - \$3,723.86

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

COMMISSIONERS' REPORTS

Commissioner Heibel reported on House Bill 2141, introduced by Representative Causer, which proposes that a portion of revenue generated from state forest timber sales and gas lease revenues be shared with townships, school districts, and counties. He noted that timber sales on state forest land in Potter County over the past eight weeks totaled more than \$1.9 million statewide. Based on those figures, if the proposed legislation were enacted, the estimated local share distributed to townships, school districts, and counties would be approximately \$386,400 from those sales alone. This bill passing would be a big step for Counties in Pennsylvania such as Potter that have such a large volume of State Land. Passage of HB 2141 would bring significant annual revenue to local taxing bodies in jurisdictions that have a large volume of tax-exempt state land.

BILLS

Potter County Fiscal Summary (05/15/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit				\$136,015.73
10	General Fund - Accounts Payable	150674-150679, 150681-150710-150716, 150718-150719, 150721-150723, 150725-150747, 150749-150770, 150772-150774, 150776-150799			\$170,077.40
10	General Fund - A/P Manual Checks	329			\$191,364.65
11	LEPC - Local Emergency Planning	3272-3273			\$409.42
14	Liquid Fuels	1844-1847			\$17,980.39
18	Automation Fund (Civil)	150724			\$127.50
20	Supervision Fees (County) (CO)	150748			\$35,119.86
34	V.O.J.O.	150711, 150771			\$201.29
35	Victim Services/RASA	150711, 150771			\$1,417.70
38	Divorce Fund	150771			\$105.77

52	Operational Reserve Fund	150775			\$14,280.00
61	Employee Wellness Initiative	150680			\$99.95
66	911 Statewide Interconnectivity Grant	150717			\$310.50
69	Home Grant	150720			\$300.00

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

Potter County Fiscal Summary (05/19/2026)

<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	330			\$83.73

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

Potter County Human Services Fiscal Summary (05/28/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$45,625.41
PAYROLL TAX TRANSFERS (EFTPS)	\$12,881.81
STATE TAX WITHHOLDINGS (ETIDES)	\$1,882.75
PAUC	\$43.07
Local W/H	\$613.30
Coudersport LST	\$80.00
ACCOUNTS PAYABLE CHECKS – 05/28/2026 #82208-82259	\$125,054.31
Total Checks Written	\$186,180.65

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

NEXT MEETING: June 11, 2026

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


 Potter County Executive Secretary

June 11, 2026
 Approval Date