

## *Minutes~*

### **POTTER COUNTY COMMISSIONERS MEETING**

**October 2, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:05 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**

A member of the public asked whether Potter County would need to seek a loan to cover any budget deficits. Commissioner Grupp clarified that while the state budget impasse is significantly affecting Potter County Human Services, the County does not rely on those funds except for certain grant programs. Grupp noted that Human Services is the primary area of concern and will explore the option of a loan if necessary but does not plan to furlough any employees at this time. She added that the current number of open positions has temporarily helped offset financial strain.

**MINUTES** – September 18, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel abstain.

#### **GUESTS**

Dave Hyde, Executive Director, and Michele Boden, Program Director with A Way Out, thanked the Commissioners for issuing a proclamation at this meeting recognizing Domestic Violence Awareness Month. Hyde shared that many victims are also facing homelessness, substance abuse, and mental health challenges. He noted that the lack of housing options and limited public transportation in the area often prevent victims from leaving unsafe situations, as the alternative is frequently homelessness. Hyde stated that as the economy declines, instances of domestic violence tend to rise.

In regard to the ongoing state budget impasse, which has significantly affected A Way Out, Hyde advised that an emergency board meeting will be held early next week to address the situation. He explained that the organization has not received a state payment since July, and donations have nearly stopped. As a result, A Way Out may need to consider furloughs and loans in addition to continuing its regular fundraising efforts.

#### **NEW BUSINESS**

Proclamation – Domestic Violence Awareness Month ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Potter County Building Usage Policy ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Potter County General County Media Policy ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

2025 HOME Grant – Contract number C000092235 for \$400,000 for a period of November 25, 2024 through November 24, 2028. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

2026 Tax Anticipation Loan Proposals ~ **Action** ~ Comm. Grupp moved to accept the 2026 Tax Anticipation Loan Proposal from Juniata Valley Bank. Comm. Rossman seconded and noted that Citizens and Northern and Northwest did not submit proposals. Grupp yes; Rossman yes; Heimel yes.

#### **CONTRACTS AND AGREEMENTS**

Service Agreement – Text My Gov, web-based communication software for Election notices at a cost of \$4,400 annually and a one-time \$2,200 startup fee, for a term of January 1, 2026 through December 31, 2029. Rossman questioned if this would be covered by grant funds and Elections Director Brown noted that she believes it is eligible to be covered by grant funds ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Service Agreement - Robert Kuhl, Title IV-D Attorney for Potter County Domestic Relations at a rate of \$150 per hour, for a term of October 1, 2025 through September 30, 2030 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Intergovernmental Cooperative Agreement – Potter County Sheriff’s Department, for Title IV-D Child Support Enforcement Program at a rate outlined in the Sheriff’s fee schedule, for a term of October 1, 2025 through September 30, 2030 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Lease Agreement - Penn State Extension for lease of space in the Gunzburger Building at a monthly rent of \$0. Effective January 1, 2026 through December 31, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**24/25**

**25/26**

■ **Mental Healh (07/01/2025 - 06/30/2026)**

Susquehanna Software, Inc.

Software, technical support and programming services

\$5,500 / Quarterly

Total \$22,000 / Year

\$5,775 / Quarterly

Total \$23,100 / Year

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

**PERSONNEL**

Separation of Employment – Joey Osborne, Part-Time, Seasonal Maintenance; Effective September 12, 2025 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Separation of Employment – Gary Walaski, Part-Time, Seasonal Maintenance; Effective September 12, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Separation of Employment – Ralph Heberle, Van Driver for Potter County Human Services, effective September 19, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

**LIQUID FUELS TAX REQUESTS**

**COMMISSIONERS’ REPORTS**

Commissioner Heibel noted that Potter County Human Services is in need of van drivers. He was also pleased to announce that the Indigent Defense Grant is now being used for the overload of cases in the Public Defenders office and should be able to help with those additional services through the end of 2026. Heibel also reminded residents of the ongoing America 250 celebrations. On Saturday, October 11<sup>th</sup> at the Ayer Hill Cemetery Potter County Pioneer Asylum Peters will be honored with a new headstone. A professor from Iowa, who conducted the historical research, will be in attendance.

Commissioners Grupp and Rossman reiterated their concern regarding the ongoing state budget impasse and expressed hope that it will pass this year to help relieve the financial strain on many locally operated, state-funded agencies.

**BILLS**

**Potter County Fiscal Summary (09/17/2025)**

<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	148893			\$198.79

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

**Potter County Fiscal Summary (09/19/2025)**

<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	5041			\$25.07

10	Payroll - Direct Deposit	V1115775-V1115855; V1115228;V1115259- V1115280			\$128,748.02
10	General Fund - Accounts Payable	148804-148892; 148894- 148900			\$737,158.46
10	General Fund - A/P Manual Checks	272			\$182,169.80
11	LEPC - Local Emergency Planning	3202-3203			\$1,166.80
14	Liquid Fuels	1824-1827			\$13,856.39
16	911 Fund	4053-4065			\$11,015.50
17	Saulter Preserve	148826			\$50.88
32	Specialty Courts	148820			\$1,330.00
34	V.O.J.O.	148824; 148875			\$185.85
35	Victim Services/RASA	148824;148863;148875			\$3,829.32
38	Divorce Fund	148875;148804			\$333.12
64	Gas Well Impact-Capital Reserve	148879			\$5,000.00
68	Strategic Management Planning Grant	148817			\$13,293.22

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

#### Potter County Fiscal Summary (09/22/2025)

<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	148901			\$944.00

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

#### Potter County Fiscal Summary (09/30/2025)

<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	V1129762-V1129791			\$7,756.55
10	General Fund - A/P Manual Checks	276			\$10,045.12

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

#### Potter County Fiscal Summary (10/01/2025)

<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	148902-148912			\$66,067.53
10	General Fund - A/P Manual Checks	277			\$35.00
11	LEPC - Local Emergency Planning	3204			\$579.03
16	911 Fund	4069, 4070			\$408.76

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

Potter County Tax Claim Bureau Fiscal Summary (10/02/2025)

ACCOUNTS PAYABLE CHECKS – Check #18196 - 18237	\$155,423.74
Total Checks Written	\$155,423.74

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

Potter County Human Services Fiscal Summary (10/02/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$44,871.19
PAYROLL TAX TRANSFERS (EFTPS)	\$14,318.11
STATE TAX WITHHOLDINGS (ETIDES)	\$1,887.53
PAUC	\$43.95
Local W/H	\$614.80
Paytime P/R Charge	\$419.08
ACCOUNTS PAYABLE CHECKS – 10/02/2025 Ck# 81229-81283	\$42,111.21
Total Checks Written	\$104,265.87

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

**NEXT MEETING:** October 16, 2025

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

Paige Barroqueiro  
Potter County Executive Secretary

October 16, 2025  
Approval Date