

*~Minutes~*

**POTTER COUNTY COMMISSIONERS MEETING**

**October 16, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:30 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 Baroqueiro; all present.

**PUBLIC COMMENT**

**MINUTES** – October 2, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUESTS**

Marsha Dippold, Director of Employment Support Services at Dickinson Center, joined the Commissioners in recognition of the 80th anniversary of Disability Employment Awareness Month and the proclamation on the agenda. Dippold expressed appreciation on behalf of Journey and Dickinson Center for the Commissioners' support in celebrating the valuable skills and contributions that individuals with disabilities bring to the workforce.

**NEW BUSINESS**

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

Resolution 10 of 2025 – 2026 Tax Anticipation Loan from Juniata Valley Bank ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

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

MOU - Potter County Commissioners; Northern Tier Community Action Corp; Potter County Housing Authority, Potter County Human Services and A Way Out for application to Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Grant. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

MOU - Potter County Commissioners and Teamsters Local Union No. 110 for implementation of a sign-on bonus for new hires at the Potter County Jail. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment – Donna Sauers to the Alcohol, Tobacco, and Other Drug Advisory Board. Effective October 2025 through October 2028 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Rescind prior motion to approve TextMyGov Service Agreement due to not being covered by grant funding ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Service Agreement – Alcohol & Drug Abuse Services, Inc., for drug counseling services at a cost of \$95.00 per hour, for a term of July 1, 2024 through June 30, 2027 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

**PCHS CONTRACTS AND AGREEMENTS** 24/25 25/26

■ **Aging (07/01/2025 - 06/30/2026)**

Automated Security Alert, Inc.

Personal Emergency Response Systems (PERS) and Medication Dispensers

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
PERS monthly fee	\$29.50	No Change

Cellular PERS monthly fee	\$41.50	No Change
Medication Dispenser monthly fee	\$40.00	No Change
Cellular Medication Dispenser Monthly Fee	\$50.00	No Change
Mobile PERS Monthly Fee	\$34.95	No Change
Mobile PERS Replacement Fee with option for 2 or 1 year renewal at no additional cost	\$199.00	No Change

#### BAYADA Home Health Care, Inc.

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Extension-Personal Care and Home support services	\$23.52/hour	No change
<u>Purfoods LLC dba Mom's Meals</u>		
Home Delivered Meals		
<u>Year</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Year 1 (2025-2026)	\$6.63/HDM	\$6.79/HDM
Year 2 (2026-2027)	\$7.56/Pureed HDM	\$7.69/Pureed HDM
Year 3 (2027-2028)	\$6.79/HDM	\$6.89/HDM
with option for 2 or 1 year renewal at no additional cost	\$7.69/Pureed HDM	\$7.79/Pureed HDM
	\$6.89/HDM	\$6.99/HDM

#### ■ Coordinated Services (07/01/2025 - 06/30/2026)

##### Heart Response, Inc.

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Assists PCHS families with various needs	\$47.00/family unit Max of 70 families	No Change

#### ■ Mental Health (07/01/2025 - 06/30/2026)

##### Coudersport Area School District

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Student Assistance Program and available training	\$375/person Max of 5 individuals	No Change

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

#### PERSONNEL

Hire - Thomas Patterson is requesting the hire of Alexander Dovensky as full-time Administrative Assistant II with the Potter County Area Agency on Aging, effective October 20, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

#### LIQUID FUELS TAX REQUESTS

Sweden Township \$2,971.27

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

#### COMMISSIONERS' REPORTS

Commissioner Grupp reminded the public that PEMA will be hosting Floodplain Management Training in the auditorium from October 21st through 23rd. Grupp also announced that the Potter County Township Convention will be held on November 1st at the Coudersport Volunteer Fire Department, highlighting it as a valuable opportunity for townships to engage in roundtable discussions.

Commissioner Heimel discussed his involvement in ongoing efforts to preserve rural healthcare. He recently attended the Rural Healthcare Summit in Bradford and noted that a summary of the event is available to the public. Topics covered at the summit included affordability, policy, healthcare reform, telemedicine, and workforce recruitment.

Commissioner Rossman reported that the County has been in communication with the State Treasury Department regarding a loan for Human Services and is awaiting a response. He also announced that the Northcentral Regional ATV Trail (NRAT) has officially been established as a 501c3 organization, noting that foundational work is underway and resolutions will follow.

#### BILLS

##### Potter County Fiscal Summary (10/03/2025)

<u>Fund #</u>	<u>Fund Description</u>	<u>Check #'s</u>	<u>Voided Check #</u>	<u>Voided Check Amt</u>	<u>Total</u>
10	Payroll Checks	5042, 5043			\$112.31

10	Payroll - Direct Deposit	V1139316-V1139393, V1139435-V1139455, V11394211			\$111,050.73
10	General Fund - Accounts Payable	148913-148984			\$252,078.09
10	General Fund - A/P Manual Checks	278			\$154,851.36
11	LEPC - Local Emergency Planning	3205-3206			\$697.13
14	Liquid Fuels	1828-1829			\$4,866.40
15	North Fork Dam				\$568.30
16	911 Fund	4071-4080			\$7,000.37
17	Saulter Preserve	148971, 148933			\$383.65
20	Supervision Fees (County) (CO)				\$826.77
27	Substance Abuse (Act 198)				\$1,087.43
28	Domestic Relations IV-D	1075			\$6,624.00
32	Specialty Courts	148980			\$133.85
34	V.O.J.O.	148929			\$180.00
35	Victim Services/RASA	148929, 148976, 148929			\$1,382.55
38	Divorce Fund	148916			\$76.86
61	Employee Wellness Initiative	148916			\$1,142.08
64	Gas Well Impact-Capital Reserve	148984			\$800.00
66	911 Statewide Interconnectivity Grant	148934			\$310.50

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

#### Potter County Human Services Fiscal Summary (10/16/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,587.13
PAYROLL TAX TRANSFERS (EFTPS)	\$11,192.36
STATE TAX WITHHOLDINGS (ETIDES)	\$1,611.40
PAUC	\$37.35
Local W/H	\$524.87
Isolved P/R Charge	\$143.57
ACCOUNTS PAYABLE CHECKS – 10/02/2025 Ck# 81229-81283	\$100,890.94
<b>Total Checks Written</b>	<b>\$152,987.62</b>

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

**NEXT MEETING:** October 30, 2025

**ADJOURNMENT**

*Paige Barroqueiro*  
Potter County Executive Secretary

*October 30, 2025*  
Approval Date