

*~Minutes~*

**POTTER COUNTY COMMISSIONERS MEETING**

**October 30, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:01 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** – October 16, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUESTS**

Will Hunt, GIS/Planning/Community Development Director, was joined by Abigail Troupe, a student from Coudersport High School who was shadowing for the day. Hunt provided an update on the Revitalize Potter County initiative, noting that the community meetings have concluded with participation from over 800 students and 300 community members. Alchemy Accompanied will now begin conducting one-on-one interviews with members of the public, and the team anticipates beginning work on a draft plan by mid-December.

**NEW BUSINESS**

Proclamation – Operation Green Light for Veterans ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resolution 11 of 2025 – Authorization to Join as a Member of the Pennsylvania Counties Health Insurance Purchasing Cooperative (PCHIPC) ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Intergovernmental Cooperation Agreement - Pennsylvania County Health Insurance Purchasing Cooperative, for employee health benefits program ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resolution 12 of 2025 – Resolution by Municipality Certifying Provision of Local Match for State Operating Financial Assistance for Fiscal Year 2026-2027 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Reappointment – Katie Sasala to Potter County Planning Commission for a term of January 1, 2026 through January 1, 2030 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment – Candace Hillyard to Potter County Planning Commission for a term of January 1, 2026 through January 1, 2030 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Reappointment – Michael Callahan to Potter County Planning Commission for a term of January 1, 2026 through January 1, 2030 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Reappointment – Loren Fitzgerald to the Potter County Housing Authority for a term of December 1, 2025 through November 30, 2030 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Reappointment – Loren Fitzgerald to the Potter County Redevelopment Authority for a term of July 13, 2025 through July 12, 2030 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Funding Request – North Central Pennsylvania Regional Planning and Development Commission (Regional Healthcare Coordinator through AmeriCorps) ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Commissioner Grupp requested that Jim Chorney, Executive Director of North Central, provide clarification on the purpose of the requested funding. Chorney explained that during the Regional Healthcare Summit held in late July, a wide range of topics were discussed concerning rural healthcare challenges. By collaborating with AmeriCorps to fund a Regional Healthcare Coordinator position, the goal is to maintain momentum in addressing the rural healthcare crisis. He noted that there is no financial commitment beyond the first year. Commissioner Rossman questioned how this position would specifically benefit Potter County residents and whether the selected individual would possess both government and healthcare experience. Chorney stated that while the position has not yet been filled, it will focus on addressing a broad spectrum of regional healthcare issues while also working one-on-one with counties to meet their specific needs as best as possible. Commissioner Heibel added that he had served on the steering committee for the summit and suggested that Pa. Act 13 funds shale gas impact fee revenue be used to support this collaborative effort. Grupp yes; Heibel yes; Rossman no.

Approval of the 2026 County Solicitor Agreement with Gabriel Fera P.C. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

**CONTRACTS AND AGREEMENTS**

Service Agreement – Freepoint Energy Solutions to lock-in pricing for 36 months of electricity at \$0.08889 per kWh at county buildings, October 2025 to October 2028 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Service Agreement - UGI Energy Service Gas to lock-in pricing at \$4.0595 per DTH for Human Services and for Potter County Commissioners. Term of November 2025 through October 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Service Agreement – Leads Online, for investigation software at a cost to the county of \$1,687.50, for a term of November 1, 2025 through October 31, 2026. As requested by District Attorney Andy Watson ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

	<u>24/25</u>	<u>25/26</u>
<b>■ Aging (07/01/2025 - 06/30/2026)</b>		
<u>County Homemakers, Inc. d. b. a. Arcadia Home Care and Staffing</u>		
Personal Care and Home Support for Older Adults		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Personal Care and Home Support	\$19.64/hour	No change
<b>■ Intellectual Disabilities</b>		
<u>Service Access &amp; Management, Inc.</u>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Providing Administrative Support Services	N/A	\$2,000/Month
Contract period: November 1, 2025, to June 30, 2026		
<u>Community Services of Venango County</u>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Conducts yearly Independent Monitoring for Quality (IM4Q) surveys	\$706.00/survey	No change
Contract period: July 1, 2025, to June 30, 2026		

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

**PERSONNEL**

Hire - Judge Minor has hired Tigan Chiumento to fill the full-time Community Service Coordinator position with the Probation Department, effective November 5, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Hire – District Judge Kalacinski has hired Kristin Parker to fill the floating full-time Judicial Line Staff/Clerk position, effective November 10, 2025 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

**LIQUID FUELS TAX REQUESTS**

## COMMISSIONERS' REPORTS

Commissioner Heibel addressed recent inquiries regarding SNAP benefits, noting that Potter County Human Services is actively working with its partners to help meet community needs. Individuals with concerns are encouraged to call 211 or 1-800-800-2560 to connect directly with Human Services. He acknowledged the challenges posed by limited resources resulting from the ongoing state and federal budget impasses and expressed hope that the situation will be resolved soon.

Commissioner Grupp reported that local food pantries received funding from the Central Pennsylvania Food Bank and Habitat for Humanity. She also provided a list of area food banks along with their days and hours of operation.

Commissioner Rossman noted that progress toward reopening the state budget requires a small number of additional democratic votes in the Senate and expressed hope that state legislators will reach a resolution soon.

## BILLS

### Potter County Fiscal Summary (10/17/2025)

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll Checks	5044-5045			\$131.25
10	Payroll - Direct Deposit	V1173728-V1173806, V1173706, V1173683- V1173703			\$111,642.29
10	General Fund - Accounts Payable	148995, 148997-149031, 149035-149047, 149049-			\$342,682.04
10	General Fund - A/P Manual Checks	279			\$154,222.95
11	LEPC - Local Emergency Planning	3207			\$179.63
16	911 Fund	4081-4089			\$8,227.15
18	Automation Fund (Civil)	149032			\$959.93
34	V.O.J.O.	149017, 149051			\$326.00
35	Victim Services/RASA	149017			\$1,320.80
38	Divorce Fund	149048, 148992			\$19,736.08
61	Employee Wellness Initiative	148996			\$56.03
62	CDBG Entitlement	149063			\$37,620.72
64	Gas Well Impact-Capital Reserve	149073, 149033			\$438,481.96
68	Strategic Management Planning Grant	149034			\$13,000.00

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

### Potter County Fiscal Summary (10/23/2025)

<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	149087			\$156.00

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

### Potter County Tax Claim Bureau Fiscal Summary (10/30/2025)

ACCOUNTS PAYABLE CHECKS – Check #18238-18274	\$145,081.23
Total Checks Written	\$145,081.23

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

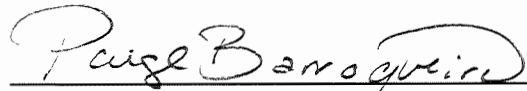
**Potter County Human Services Fiscal Summary (10/30/2025)**

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$39,539.32
PAYROLL TAX TRANSFERS (EFTPS)	\$11,591.93
STATE TAX WITHHOLDINGS (ETIDES)	\$1,653.12
PAUC	\$37.85
Local W/H	\$538.48
Isolved P/R Charge	\$145.44
ACCOUNTS PAYABLE CHECKS – 10/30/2025 Ck# 81326	\$1,000
ACCOUNTS PAYABLE CHECKS – 10/30/2025 Ck# 81327-81374	\$69,173.58
<b>Total Checks Written</b>	<b>\$122,679.72</b>

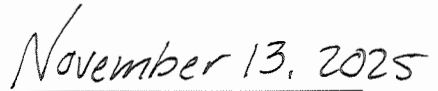
~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

**NEXT MEETING:** November 13, 2025

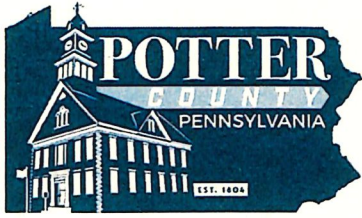
**ADJOURNMENT** ~ **Action** ~ Comm. Rossman moved to adjourn. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.



Potter County Executive Secretary



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. Heimel, Commissioner  
Robert W. Rossman, Commissioner

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

### **PROCLAMATION** **Operation Green Light for Veterans**

**October 2025**

**WHEREAS**, the residents Potter County have great respect, admiration, and the utmost gratitude for those who have selflessly served our country and this community in the Armed Forces; and

**WHEREAS**, their contributions and sacrifices have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

**WHEREAS**, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers to help fellow former service members access health, disability and compensation benefits each year; and

**WHEREAS**, more than half of returning service members experience high levels of stress and some are at a high risk for suicide; and

**WHEREAS**, Potter County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

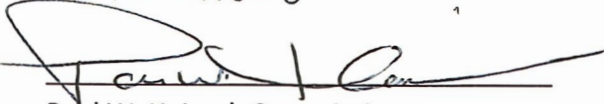
**NOW, THEREFORE, BE IT RESOLVED**, with designation as a Green Light for Veterans county, Potter County hereby declares Nov. 4-11, 2025, as a time to salute and honor the service and sacrifices of those transitioning from active service; and

**BE IT FURTHER RESOLVED**, that Potter County will illuminate county buildings in green, and does hereby encourage others to honor our veterans by displaying green lights in a window of their place of business or residence from Nov. 4-11, 2025.

Given under our hands this 30th day of **October 2025**.



Nancy J. Grupp, Chair



Paul W. Heimel, Commissioner

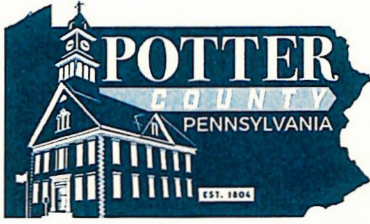


Robert W. Rossman, Commissioner

ATTEST:



Jessica M. Giebel, Chief Clerk



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Paul W. Heibel, Commissioner  
Robert W. Rossman, Commissioner

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

### **RESOLUTION #11 OF 2025** Potter County, Pennsylvania

#### **RESOLUTION AUTHORIZING POTTER COUNTY, PENNSYLVANIA, TO JOIN WITH OTHER COUNTIES AS A MEMBER OF THE PENNSYLVANIA COUNTIES HEALTH INSURANCE PURCHASING COOPERATIVE (PCHIPC), TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE PURPOSE OF JOINING THE PCHIPC AND TO PARTICIPATE AS A MEMBER OF THE PCHIPC.**

**WHEREAS**, a number of Counties, have investigated whether it would be mutually beneficial to cooperate with each other in obtaining employee benefit insurance, and

**WHEREAS**, a plan has been presented to establish the Pennsylvania Counties Health Insurance Purchasing Cooperative (the "PCHIPC") for the purpose of collectively purchasing employee benefits insurance, and

**WHEREAS**, the PCHIPC will be established pursuant to an intergovernmental cooperation agreement entitled the Pennsylvania Counties Health Insurance Purchasing Cooperative Agreement ("the Agreement").

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Potter County, Pennsylvania:

The caption and Preamble of this Resolution set forth above are incorporated herein by reference.

The County hereby approves entering into the Intergovernmental Cooperation Agreement, a copy of which is attached hereto and incorporated herein by reference (and which shall be filed with the minutes of the meeting at which this Resolution was enacted), with the intent and effect that this County shall be bound by the Agreement

The Chairman or Vice-Chairman of the County, acting alone or together with the Secretary or Assistant Secretary, are hereby authorized and directed on behalf of the County, (i) to execute and deliver the Agreement, and (ii) to execute and deliver such additional instruments, and to take such further actions, as may be necessary or appropriate to carry forth the Agreement and the transactions to be effected under the Agreement, including payment to the PCHIPC of such amounts as are due by the County pursuant to the Agreement.

All actions of any officer, agent or other representative of this County heretofore taken in the pursuit of the establishment of the PCHIPC and/or the County's participation therein, are hereby ratified and approved in all respects.

The Board of Commissioners of the County is hereby authorized to take such other action as may be necessary or appropriate to carry out the purposes of this Resolution and of the Agreement.

As required by the Pennsylvania Intergovernmental Cooperation Act, the following matters are specifically found and determined:

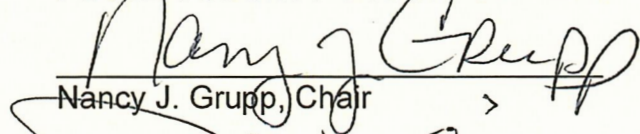
- (a) The conditions of the Agreement are set forth in the Agreement.
- (b) This County shall participate in the PCHIPC for an initial term of three (3) years after agreeing to purchase one or more employee benefits through PCHIPC. All renewal terms, shall be as further set forth in the Agreement.
- (c) The purpose and objectives of the Agreement are as set forth in the Preamble of this Resolution and in the Agreement.
- (d) The manner and extent of financing the Agreement are that (i) no borrowing will be required by the County, (ii) funds to implement the County's obligations under the Agreement same shall come from normal and usual budgeted amounts for such matters, and (iii) other provisions governing the manner and extent of the financing of the PCHIPC shall be as set forth in the Agreement;
- (e) The PCHIPC shall be governed by its Board of Directors pursuant to the terms of the Agreement.
- (f) All property, real or personal, of the PCHIPC, shall be acquired, managed, licensed or disposed of by the PCHIPC in accordance with the terms of the Agreement.
- (g) The PCHIPC created by the Agreement shall be empowered to enter into contracts for policies of group insurance and employee benefits pursuant to the terms of the Agreement.

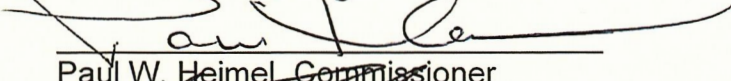
The provisions of this Resolution are severable and if any section, sentence, clause or part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect the remaining sections, clauses, parts or provisions of this Resolution. It is hereby declared to be the intent of the County that such Resolution would have been enacted if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein.

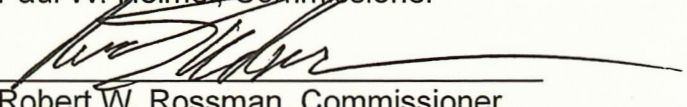
Nothing contained in this Resolution shall be construed to affect any suit or proceeding in any court, or any rights acquired or liability incurred, or any cause of action existing prior to the enactment of this Resolution.

**DULY RESOLVED AND ADOPTED** this 30<sup>th</sup> day of October 2025,  
at a regular meeting of the Board of Commissioners of Potter County, Pennsylvania, in  
lawful session duly assembled.

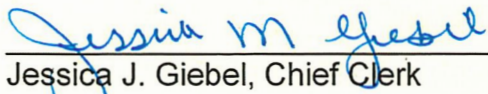
POTTER COUNTY COMMISSIONERS

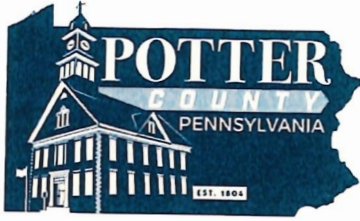
  
Nancy J. Grupp, Chair

  
Paul W. Heimel, Commissioner

  
Robert W. Rossman, Commissioner

Attest:

  
Jessica J. Giebel, Chief Clerk



## County of Potter Board of Commissioners

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Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

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

### **RESOLUTION #12 OF 2025** Potter County, Pennsylvania

#### **RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE FOR FISCAL YEAR 2026-2027**

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners of Potter County will provide to the Area Transportation Authority of North Central Pennsylvania local funds in the amount of \$46,578.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year July 1, 2026 - June 30, 2027.

**BE IT FURTHER RESOLVED**, that the Board of County Commissioners required amount of local matching funds will be provided for each quarter of the fiscal year no later than the date indicated below. The following schedule indicates dates and payments of eligible local matching funds:

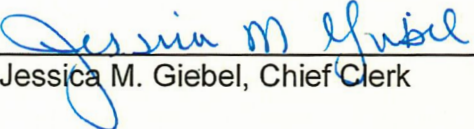
QUARTER PERIOD	PAYMENT AMOUNT DUE	PAYMENT DUE BY
July 1, 2026 – September 30, 2026	\$11,644.50	August 15, 2026
October 1, 2026 - December 31, 2026	\$11,644.50	November 15, 2026
January 1, 2027 – March 31, 2027	\$11,644.50	February 15, 2027

April 1, 2027 – June 30, 2027	\$11,644.50	May 15, 2027
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**ADOPTED** at a regular meeting of the Board of Commissioners held the 30<sup>th</sup>  
day of October, 2025

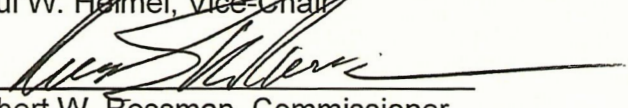
**POTTER COUNTY COMMISSIONERS**

ATTEST:

  
\_\_\_\_\_  
Jessica M. Giebel, Chief Clerk

  
\_\_\_\_\_  
Nancy J. Grupp, Chair

  
\_\_\_\_\_  
Paul W. Heimel, Vice-Chair

  
\_\_\_\_\_  
Robert W. Rossman, Commissioner