

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

November 13, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:00 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 30, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Reappointment – Jon Blass to Potter County Conservation District Board of Directors as Farmer/ Director. Effective Jan. 1, 2026 – Dec. 31, 2029. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Appointment – Peter Ryan to Potter County Conservation District Board of Directors as Public/ Director. Effective Jan. 1, 2026 – Dec. 31, 2029. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment – Robert Rossman to Potter County Conservation District Board of Directors as Commissioner/Director. Effective Jan. 1, 2026 – Dec. 31, 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman abstain.

CONTRACTS AND AGREEMENTS

Service Agreement - Christopher Bickel for snow removal at the District Judge's Office. Term November 1, 2025 – March 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Service Agreement - Robert Kuhl, independent council for Potter County Public Defender at a rate of \$100 per hour, for a term of October 1, 2025 through September 30, 2026. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Service Agreement - TransUnion, TRADS services for Potter County Domestic Relations at a rate of \$120 per month, for a term of January 1, 2026 through December 31, 2026. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ Early Intervention (10/01/2025 - 06/30/2026)

Amy Geiser

Description

Provides special instruction for children eligible for EI

Prior Cost

N/A

Current Cost

\$30.58/unit

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

Concern

Family Based Mental Health Services and Intensive Behavioral Health Services (IBHS)

Description

Family Based MH with Medical Assistance

Prior Cost

\$12.93/15 minute unit

Current Cost

\$12.09/15 minute unit

Up to \$20,000.00 max

Up to \$20,000.00 max

Family Based MH without Medical Assistance and Community

\$46.86/15 minute unit

\$47.80/15 minute unit

Care Behavioral Health

Up to \$20,000.00 max

Up to \$20,000.00 max

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

PERSONNEL

New Hire – Interim Warden Siska is requesting to hire Tyler Cook to fill the full-time Corrections Officer vacancy with the Jail, effective November 10, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

New Hire – Interim Warden Siska is requesting to hire Brett McKervey to fill the full-time Corrections Officer vacancy with the Jail, effective November 10, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Abbott Township \$3012.22

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

COMMISSIONERS' REPORTS

Commissioner Grupp expressed her relief that the state budget has been resolved, and Commissioner Rossman echoed her sentiments.

Commissioner Heimel reported on his attendance to the UPMC Cole Annual Public Meeting, noting positive updates on the hospital's stability, service volumes, and recent improvements, including EMS training enhancements, security upgrades, and medical records modernization. Leadership emphasized ongoing efforts to recruit and retain medical staff and to expand or share services as needed to preserve local care. Commissioner Heimel also noted that ongoing meetings with UPMC leadership have been arranged to support continued rural healthcare advocacy, stating that maintaining strong local healthcare services is vital to Revitalize Potter County.

BILLS

Potter County Fiscal Summary (10/30/2025)

| Fund # | Fund Description | Check #'s | Voided Check # | Voided Check Amt | Total |
|--------|---------------------------------|-----------|----------------|------------------|----------|
| 10 | General Fund - Accounts Payable | 46584 | | | \$900.00 |

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

Potter County Fiscal Summary (10/31/2025)

| Fund # | Fund Description | Check #'s | Voided Check # | Voided Check Amt | Total |
|--------|----------------------------------|---|----------------|------------------|--------------|
| 10 | Payroll Checks | 5046-5050 | | | \$287.97 |
| 10 | Payroll - Direct Deposit | V1206715-V1206735, V1206714, V1206636- V1206713 | | | \$119,175.47 |
| 10 | General Fund - Accounts Payable | 149088-149143, 149145- 149146, 149148-149172 | | | \$113,507.14 |
| 10 | General Fund - A/P Manual Checks | 283,280 | | | \$175,075.76 |
| 11 | LEPC - Local Emergency Planning | 3208 | | | \$700.00 |
| 14 | Liquid Fuels | 1830 | | | \$801.20 |
| 15 | North Fork Dam | 149109, 149150, 149158 | | | \$3,678.23 |
| 16 | 911 Fund | 4090-4094 | | | \$1,804.12 |
| 17 | Saulter Preserve | 149150 | | | \$43.59 |
| 18 | Automation Fund (Civil) | 149114 | | | \$959.93 |

| | | | | | |
|----|---------------------------------------|----------------|--|--|------------|
| 20 | Supervision Fees (County) (CO) | 149091 | | | \$3,657.52 |
| 22 | Farmland Preserv. & Rollback | 149133 | | | \$2,389.77 |
| 32 | Specialty Courts | 149160 | | | \$584.64 |
| 34 | V.O.J.O. | 149103 | | | \$180.00 |
| 35 | Victim Services/RASA | 149103 | | | \$1,357.20 |
| 38 | Divorce Fund | 149089, 149146 | | | \$630.88 |
| 51 | Capital Projects Fund | 149132 | | | \$2,500.00 |
| 64 | Gas Well Impact-Capital Reserve | 149094, 149119 | | | \$3,302.00 |
| 66 | 911 Statewide Interconnectivity Grant | 149107 | | | \$310.50 |

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

Potter County Fiscal Summary (11/01/2025)

| Fund # | Fund Description | Check #'s | Voided Check # | Voided Check Amt | Total |
|--------|----------------------------------|---------------|----------------|------------------|-------------|
| 10 | General Fund - Accounts Payable | 149174-149184 | | | \$54,112.71 |
| 10 | General Fund - A/P Manual Checks | 284 | | | \$35.00 |
| 11 | LEPC - Local Emergency Planning | 3209 | | | \$579.03 |
| 16 | 911 Fund | 4095 | | | \$208.76 |
| 34 | V.O.J.O. | 149174 | | | \$7.95 |
| 35 | Victim Services/RASA | 149174 | | | \$47.70 |

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

Potter County Human Services Fiscal Summary (11/13/2025)

| | |
|---|---------------------|
| PAYROLL CHECK #1 | \$0 |
| PAYROLL AUTOMATIC DEPOSITS | \$38,727.65 |
| PAYROLL TAX TRANSFERS (EFTPS) | \$11,153.05 |
| STATE TAX WITHHOLDINGS (ETIDES) | \$1,618.06 |
| PAUC | \$37.78 |
| Local W/H | \$527.06 |
| Isolved P/R Charge | \$193.43 |
| ACCOUNTS PAYABLE CHECKS – 11/13/2025 Ck# 81-375-81422 | \$146,686.04 |
| Total Checks Written | \$198,869.35 |

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

NEXT MEETING: November 26, 2025

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

Paige Baroqueiro

Potter County Executive Secretary

November 26, 2025

Approval Date

