

*~Minutes~*

**POTTER COUNTY COMMISSIONERS MEETING**

**November 26, 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 Barroqueiro; all present.

**PUBLIC COMMENT**

**MINUTES** – November 13, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**GUESTS**

**NEW BUSINESS**

Intent to Advertise for an Ordinance Adopting the Articles of Agreement Between and Among the Governments of the Northcentral Regional ATV Trail Network Council of Governments ~ **Action** ~ Comm. Rossman moved to advertise for the Ordinance. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resolution 13 of 2025 – Tax Levy for Budget Year 2026 and Per Capita Tax Rate. Real Estate Tax will remain at the current 24 Mills and no Per-Capita Tax will be levied. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment – Jon Blass to the Potter County Solid Waste Authority for a term of January 2026 to December 2030 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Appointment – Lauren Hinman to fill the seat vacated by Mike Salvadge on the Potter County Solid Waste Authority for a term of January 2026 to December 2030 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

Contract Quote - Databranch, for DataGuard renewal for Potter County Human Services at an annual cost of \$199.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Vertiv Corporation – UPS Power Battery Services at an annual cost of \$7,758.45. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Contract Renewal – Anita J. Eaton as Victim/Witness Coordinator at a rate of \$21.00 per hour, Jan. 1, 2026, to Dec. 31, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Heimel noted that this contract is grant funded and a required service. Rossman yes; Heimel yes; Grupp yes.

Agreement – CenClear, for Tele mental Health Services at the Potter County Jail at a monthly rate of \$3,893.51; effective May 30, 2025 – May 29, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement – John R. Thomas, Esq., as Solicitor for Prothonotary/Clerk of Courts. Annual retainer fee of \$2,000. Effective Jan. 1, 2026, to Dec. 31, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Agreement - Tioga County for housing inmates at a rate of \$85/day, effective Dec. 26, 2025 through Dec. 25, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**24/25**

**25/26**

■ **Potter County Human Services (11/01/2025 - 11/30/2026)**

Genesee Volunteer Fire Department

**Description**

CPR and First Aid Training Services

**Prior Cost**

\$30.00/student

**Current Cost**

\$40.00/student

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

**PERSONNEL**

Hire – District Attorney Andy Watson has hired Nevaeh Kio to fill the part-time Secretary/Clerk position in the District Attorney’s Office, effective November 14, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**LIQUID FUELS TAX REQUESTS**

Oswayo Township                \$2,338.92

Sylvania Township             \$528.99

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

**COMMISSIONERS’ REPORTS**

Commissioner Grupp informed the public that the Potter County bell will be unveiled on December 19, 2025 at 1:45 in the hallway of the Gunzburger Building as a part of the America250 events.

Commissioner Heimel commended the Chief Clerk, Department Heads, and Elected Officials for working on the budget diligently to avoid any need for tax increases.

Commissioner Rossman announced their appointment to the CCAP Board of Directors, noting that it is an honor and an opportunity to advocate for Pennsylvania’s rural communities like Potter County. Rossman noted that he will serve as Chair of the CCAP Community and Economic Development Committee in 2026, focusing on statewide economic opportunity and legislative engagement. Rossman thanked incoming CCAP President Joe Kantz for his support and expressed pride in representing Potter County.

**BILLS**

**Potter County Fiscal Summary (11/14/2025)**

<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	5052-5056			<b>\$214.63</b>
10	Payroll - Direct Deposit	V1239787- V1239865,V1239960, V1239961-V1239981			<b>\$115,230.32</b>
10	General Fund - Accounts Payable	149186-149202, 149204- 149206, 149208-149215, 149217-149235, 149237- 149245, 149247-149263, 149265-149283			<b>\$270,853.91</b>
10	General Fund - A/P Manual Checks	287			<b>\$160,008.25</b>
11	LEPC - Local Emergency Planning	3210, 3210			<b>\$252.25</b>
14	Liquid Fuels	1831, 1832			<b>\$6,039.63</b>
16	911 Fund	4096-4106			<b>\$64,287.61</b>
34	V.O.J.O.	149216			<b>\$180.00</b>
35	Victim Services/RASA	149216			<b>\$1,329.20</b>
38	Divorce Fund	149264			<b>\$38.95</b>
60	Hotel Excise Tax Fund	149246, 149246			<b>\$102,269.34</b>

61	Employee Wellness Initiative	149207			<b>\$276.42</b>
64	Gas Well Impact-Capital Reserve	149236			<b>\$250.00</b>
66	911 Statewide Interconnectivity Grant	149203			<b>\$66,276.00</b>

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

**Potter County Fiscal Summary (11/17/2025)**

<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	149284	149203	\$66,276.00	<b>\$66,276.00</b>
69	Home Grant	149285-149288			<b>\$10,857.00</b>

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

**Potter County Human Services Fiscal Summary (11/26/2025)**

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,856.39
PAYROLL TAX TRANSFERS (EFTPS)	\$11,261.15
STATE TAX WITHHOLDINGS (ETIDES)	\$1,625.17
PAUC	\$37.97
Local W/H	\$529.39
Isolved P/R Charge	\$145.44
ACCOUNTS PAYABLE CHECKS – 11/26/2025 Ck# 81423-81499	\$495,909.32
<b>Total Checks Written</b>	<b>\$548,166.35</b>

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

**NEXT MEETING:** December 11, 2025

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



Potter County Executive Secretary

December 11, 2025

Approval Date

