

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

December 11, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:35 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 26, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

GUESTS

NEW BUSINESS

Ordinance 2 of 2025- Articles of Agreement Between and Among the Governments of the Northcentral Regional ATV Trail Network (NRAT) Council of Governments ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Commissioner Heimel questioned if any members of the public had stopped to review the document. Secretary Barroqueiro responded that none had stopped. Commissioner Rossman noted that some community members have expressed their excitement to him directly. Rossman yes; Grupp yes; Heimel yes.

Resolution 14 of 2025 – Distribution of Liquid Fuel Funds ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement - Clarke Gallagher Barbiero Amuso & Glassman Law as solicitor for the Potter County Treasurer. Annual retainer of \$3,000. Effective Jan. 1, 2026, to Dec. 31, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Contract Quote - Databranch, for additional Microsoft Licensing at an annual cost of \$2,674.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Agreement – Davis Ulmer Fire Protection for elevator monitoring at the Potter County Courthouse for a term of February 1, 2026, to January 31, 2027, at an annual fee of \$375.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement – Davis Ulmer Fire Protection for elevator monitoring at the Potter County Gunzburger Building for a term of February 1, 2026, to January 31, 2027, at an annual fee of \$375.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Contracted Service - Thomas Walrath for Juvenile Delinquency Public Defender work from January 1, 2026 through December 31, 2026 for a rate of \$15,000 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Agreement –Northern Tier Children’s Home for court-ordered services at the Women’s Residential Recovery Center, effective Jan. 1, 2026 to Dec. 31, 2026, at a rate of \$90/day per resident. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Agreement - Eagle Response Services for Hazardous Materials Emergency Response for the Potter County Department of Emergency Services, effective Jan. 1, 2026, at a cost not to exceed \$10,000 only if not covered by responsible party. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement –Axon for Tasers and taser 7 certifications for the Potter County Sheriff, effective Jan. 1, 2026 to Jan. 1, 2030, at an annual cost of \$3,463.20. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Sheriff Siska added that tasers and certification for the Sheriff's Department are long overdue and expressed his appreciation for the Commissioners considering it. Rossman yes; Heimel yes; Grupp yes.

Agreement –Paycor for Human Resources and Payroll Program for Potter County Commissioners effective Dec. 11, 2025, at a cost of a onetime implementation fee of \$7,000, year-end filing fee of \$892.50, and \$27,412.50 annually. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement –Paycor for Human Resources and Payroll Program for Potter County Retirement Dec. 11, 2025, at a cost of a onetime implementation fee of \$2,700 and \$3,377.50 annually. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Agreement –Paycor for Human Resources and Payroll Program for Potter County Human Services, effective Dec. 11, 2025, at a cost of a onetime implementation fee of \$3,000, year-end filing fee of \$330.00, and \$8,490.00 annually. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

■ **Potter County Aging (07/01/2025 - 06/30/2026)**

PERS Units, Medminders

Description

PERS Rental Landline

PERS Rental Cellular

mPERS monthly rental

Caregiver w/2-way speaker

Med Ready Medication Dispenser

Med Ready Medication Dispenser rental

Auto fall add-on

Community Resources for Independence, Inc.

Description

Personal Care and Home Support

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

PERSONNEL

LIQUID FUELS TAX REQUESTS

Hector Township \$4,424.82
Shinglehouse Township \$2,386.89

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

COMMISSIONERS' REPORTS

Commissioner Heimel reported that he is involved in ongoing discussions with commissioners from Cameron and Clinton counties, the County Commissioners Assn. of Pa., and other stakeholders from the Pa. State Land Tax Fairness Coalition to prepare for 2026. Their focus will be to build support in the state legislature for legislation that would require that a portion of revenue from timber sales and energy development on state-owned land be distributed to school districts, townships and counties. He said Rep. Martin Causser has introduced state legislation and Sen. Cris Dush is supportive.

BILLS

Potter County Fiscal Summary (11/28/2025)

<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	5057-5061			\$45.34
10	Payroll - Direct Deposit	VI281168-VI281250			\$83,520.09

10		149289-149446, 149447-149449, 149451, 149453-149468, 149470-149482, 149484-149490, 149492-149499, 149501-149522, 149525-149538			
	General Fund - Accounts Payable		149271	\$98.57	\$151,081.28
10	General Fund - A/P Manual Checks	288, 290			\$176,879.09
11	LEPC - Local Emergency Planning	3212			\$63.93
14	Liquid Fuels	1833			\$1,453.41
15	North Fork Dam	149524			\$38.33
16	911 Fund	4107-4110			\$2,062.26
17	Saulter Preserve	149524			\$47.53
18	Automation Fund (Civil)	149483			\$255.00
20	Supervision Fees (County) (CO)	149452, 149523			\$7,628.92
34	V.O.J.O.	149469, 149494			\$242.98
35	Victim Services/RASA	149469, 149494			\$1,667.73
38	Divorce Fund	149448, 149517			\$70.91
61	Employee Wellness Initiative	149448			\$1,090.79
64	Gas Well Impact-Capital Reserve	149491			\$400.00
69	Home Grant	149450, 149500			\$4,007.41

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

Potter County Fiscal Summary (12/01/2025)

<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	149539-149552			\$172,507.59
10	General Fund - A/P Manual Checks	291			\$35.00
11	LEPC - Local Emergency Planning	3213			\$579.03
16	911 Fund	4111, 4112			\$6,408.76
34	V.O.J.O.	149539			\$7.95
35	Victim Services/RASA	149539			\$47.70

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

Potter County Tax Claim Bureau Fiscal Summary (12/11/2025)

ACCOUNTS PAYABLE CHECKS – Check #18275-18305	\$65,383.44
Total Checks Written	\$65,383.44

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

Potter County Human Services Fiscal Summary (12/11/2025)

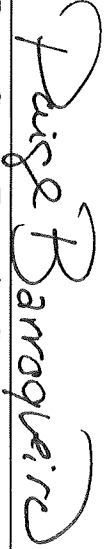
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,711.20

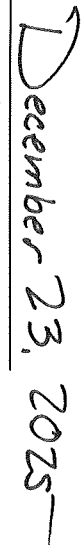
PAYROLL TAX TRANSFERS (EFTPS)	\$11,266.87
STATE TAX WITHHOLDINGS (ETIDES)	\$1,621.63
PAUC	\$37.97
Local W/H	\$528.24
Isolved P/R Charge	\$193.43
ACCOUNTS PAYABLE CHECKS – 12/06/2025 CK# 81500-81501	\$83,071.65
ACCOUNTS PAYABLE CHECKS – 12/11/2025 CK# 81502-81562	\$387,918.07
Total Checks Written	\$523,348.93

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

NEXT MEETING: December 23, 2025

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


Potter County Executive Secretary


Approval Date