

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

December 23, 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 – December 11, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Resolution 15 of 2025 – Governing Bodies’ Authorization for STMP Phase III ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

2024 Potter County Audit Extension ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Resignation – Donna Sauers from the Alcohol, Tobacco, and Other Drugs Advisory Board ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resignation – Gary Morley from the Potter County Solid Waste Authority ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Commissioner Heimel questioned Secretary Barroqueiro if there are any letters of interest on file for the Solid Waste Authority. She verified that there are not. Rossman yes; Heimel yes; Grupp yes.

MOU - Potter County Department of Emergency Services and Tioga County Department of Emergency Services for placement and operation of radio equipment at the Westfield tower site, owned and maintained by Tioga County Department of Emergency Services ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Adoption of the 2026 Potter County Operating Budget ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Commissioner Heimel questioned if any member of the public had stopped to review the budget. It was clarified that no one had. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – Pa. District Attorneys’ Institute for the Pa. SAVIN Victim notification Services for a term of January 1, 2026, to December 31, 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Lease Agreement - Potter County Human Services for lease of the third floor of the Gunzburger Building for a term of January 1, 2026, to December 31, 2026, at a monthly rent of \$13,179.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Commissioner Rossman clarified that while this amount may seem high, it includes IT and maintenance services. Rossman yes; Grupp yes; Heimel yes.

Agreement – Auvik for network monitoring for a term of February 1, 2026, to January 31, 2029, at an annual fee of \$2,907.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Contracted Service – Vision Government Solutions for a Countywide Reassessment for all Taxable and Exempt Real Property from December 23, 2025, through completion at a rate of \$1,445,174.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Commissioner Grupp stated that

the Commissioners have decided to proceed with a countywide property reassessment. This multi-year project is designed to ensure that school district, municipal, and county property taxes are fair and reflect current market conditions. All properties within Potter County will be reassessed with the new assessed values becoming effective Jan. 1, 2029. Current property values were established during the County's most recent assessment in 1976-1977. Conducting a reassessment was among the recommendations of the Comprehensive study completed in 2025. The purpose is not to raise taxes but create equitable distribution of the tax burden. To ensure full transparency, outreach efforts including public meetings, mailed notifications, and online property information tools will be used to keep residents informed. Commissioner Grupp introduced members of the team from Vision. Heimel yes; Grupp yes; Rossman yes.

Contracted Service – Vision Government Solutions for CAMA Software Implementation from December 23, 2025, through completion at a rate of \$225,000.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Contracted Service – Vision Government Solutions for CAMA Software Subscription and Cloud Hosting from date of implementation for one year at a rate of \$ 30,675.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Agreement – Debra Sue Lehman for cleaning services of the Shinglehouse District Judge Office for a term of January 1, 2026, to December 31, 2026, at a rate of \$20.00/week. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Agreement - AllPaid for Point of Sale Terminals to accept card payments effective December 23, 2025 at no cost to the County. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Lease Agreement – Pam Payne for lease of the Gunzburger Gymnasium for a term of January 1, 2026, to April 1, 2026, at a monthly rent of \$300.00. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

<u>PCHS CONTRACTS AND AGREEMENTS</u>		<u>24/25</u>	<u>25/26</u>
■ <u>Potter County Aging (07/01/2025 - 06/30/2026)</u>			
<u>Lifeline Systems Company</u>			
Personal Emergency Response units to access EMS in event of a fall, and to manage medications.			
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>	
PERS Fee	\$25.00/month	No change	
PERS Cellular Fee	\$30.00/month	No change	
PERS with Fall Detection Fee	\$38.00/month	No change	
PERS Cellular with Fall Detection	\$43.00/month	No change	
Med Dispenser Fee	\$50.00/install	No change	
<u>Pittsburgh Companies North/Nutrition Group</u>			
Home Delivered Meals (HDM), Congregate Meals (CGM), Blizzard Boxes	HDM & CGM \$7.74/meal		No change
01/01/2026 - 01/31/2026			
■ <u>Potter County Children and Youth (01/01/2026 - 12/31/2026)</u>			
<u>Thomas A Walrath, Jr. Esquire</u>			
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>	
Dependency Matters	\$2,500.00/year	No change	
■ <u>Potter County Drug and Alcohol (01/01/2026 - 06/30/2026)</u>			
<u>Endless Mountain; Facility number #087030</u>			
Drug and Alcohol Treatment-Inpatient: Levels 3.7 WM, 3.5			
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>	
Level 3.7 WM	\$417.00/Day	No Change	
Level 3.5	\$265.00/Day	No Change	
~ Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.			

PERSONNEL

<u>LIQUID FUELS TAX REQUESTS</u>	
Oswayo Borough	\$485.80
Galetton Borough	\$2,278.57

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

COMMISSIONERS' REPORTS

Commissioner Grupp encouraged citizens to stop in the Gunzburger Building and see the Liberty Bell that was unveiled in honor of the America250 celebrations.

BILLS

Potter County Fiscal Summary (12/15/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	149660			\$30,000.00

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

Potter County Fiscal Summary (12/31/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V1334469-V1334498			\$7,756.52
10	General Fund - A/P Manual Checks	295			\$10,045.15

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

Potter County Tax Claim Bureau Fiscal Summary (12/23/2025)

ACCOUNTS PAYABLE CHECKS – Check #18306-18336	\$65,026.06
Total Checks Written	\$65,026.06

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

Potter County Human Services Fiscal Summary (12/23/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,454.98
PAYROLL TAX TRANSFERS (EFTPS)	\$11,386.90
STATE TAX WITHHOLDINGS (ETIDES)	\$1,613.86
PAUC	\$38.62
Local W/H	\$525.73
Isolved P/R Charge	\$147.31
ACCOUNTS PAYABLE CHECKS – 12/12/2025 Ck# 81563-81571	\$107,270.94
ACCOUNTS PAYABLE CHECKS – 12/18/2025 Paycor Withdraw	\$1,590.00
ACCOUNTS PAYABLE CHECKS – 12/26/2025 Ck# 81572-81635	\$289,132.22
Total Checks Written	\$450,160.53

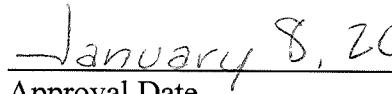
~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

NEXT MEETING: January 8, 2026

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



Potter County Executive Secretary



Approval Date