

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

January 08, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:02 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 23, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Opening of the Timber Sale Prospectus Bid: Bradford Forest, \$102,457.00; David Youse, \$92,000.00; Keim Logging, \$115,5000.00; Gutchess Lumber Co. Inc., \$120,908.00. ~ **Action** ~ Comm. Grupp moved to table for discussion. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Resolution 1 of 2026 - Northcentral Regional ATV Trail (NRAT) Executive Director ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Commissioner Rossman stated that since the formation of the NRAT Council of Governments, an application has been submitted for a grant through DCNR, which will be administered by Will Hunt. The grant is a four-year award intended to fund the Executive Director position. Any remaining costs beyond the grant funding will be covered by the COG. Administration of the grant will be handled as part of Will Hunt's duties in his role as a member of the Executive Board. Rossman yes; Grupp yes; Heimel yes.

Grant – The Pennsylvania Emergency Management Agency (PEMA) for 2025 9-1-1 Statewide Interconnectivity funding in the amount of \$15,000.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sale of Repository Properties – Parcel# 030-003-016 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Commissioner Grupp questioned Austin Borough member Inman regarding plans for the property. Inman stated that the property is located on Main Street and that, using DCED funds, the Borough intends to create a community space to help revitalize downtown Austin. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Contract Quote - Databranch, for Team Assist renewal at an annual cost of \$5,395.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PERSONNEL

Resignation – Kurt LaFever, full-time Corrections Officer at the Jail, is resigning his position effective January 22, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Hire - Thomas Patterson is requesting the hire of Claudia Dynda as part-time Senior Center Operator I at the Oswayo Valley Senior Center, effective January 26, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Hire - Thomas Patterson is requesting the hire of Mary Jones as part-time Senior Center Operator I at the Oswayo Valley Senior Center, effective January 01, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Grupp encouraged members of the community to attend the America250 Kickoff Event on January 28, 2026 at the Potter County Courthouse.

Commissioner Heinel reported that he will serve another term on two National Assn. of Counties panels in 2026 -- the Veterans and Military Services Advisory Council, which advocates for military veterans and their families at the federal level; and the NACo Rural Action Caucus, which focuses on community and economic development and related rural county challenges

BILLS

Potter County Fiscal Summary (12/18/2025)

<i>Fund # ▾</i>	<i>Fund Description ▾</i>	<i>Check #s ▾</i>	<i>Voided Check # ▾</i>	<i>Voided Check Amt ▾</i>	<i>Total T</i>
10	General Fund - Accounts Payable	296			\$3,710.00

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

Potter County Fiscal Summary (12/26/2025)

<i>Fund # ▾</i>	<i>Fund Description ▾</i>	<i>Check #s ▾</i>	<i>Voided Check # ▾</i>	<i>Voided Check Amt ▾</i>	<i>Total T</i>
10	Payroll Checks	5067			\$74.24
10	Payroll - Direct Deposit	V1345570-V1345618, V1345665-V1345685, V1345620			\$80,341.00
10	General Fund - Accounts Payable	149661-149663, 149665- 149684, 149685, 149687- 149691, 149693-149704, 149706-149709, 149711- 149739, 149741-149745, 149747-149752			\$205,341.41
10	General Fund - A/P Manual Checks	297			\$161,738.60
11	LEPC - Local Emergency Planning	3215			\$700.00
14	Liquid Fuels	1837, 1838			\$2,678.58
15	North Fork Dam	149746			\$38.33
16	911 Fund	4124-4130			\$6,244.74
17	Sauter Preserve	149746			\$34.70
18	Automation Fund (Civil)	149705			\$127.50
32	Specialty Courts	149753			\$87.71
34	V.O.J.O.	149692			\$180.00
35	Victim Services/RASA	149692			\$1,290.00
38	Divorce Fund	149664, 149740			\$250.47
61	Employee Wellness Initiative				\$72.51
64	Gas Well Impact-Capital Reserve	149710, 149686			\$3,700.00
69	Home Grant	149684			\$0.50

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

Potter County Fiscal Summary (01/02/2026)

Fund #	Fund Description	Check #s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	149783-149792			\$21,640.76
10	General Fund - A/P Manual Checks	296			\$35.00
11	LEPC - Local Emergency Planning	3216			\$579.03
16	911 Fund	4132			\$208.76
18	Automation Fund (Civil)	149785			\$998.34

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

Potter County Human Services Fiscal Summary (01/08/2026)

PAYROLL CHECK #1		\$0
PAYROLL AUTOMATIC DEPOSITS		\$37,917.40
PAYROLL TAX TRANSFERS (EFTPS)		\$10,767.01
STATE TAX WITHHOLDINGS (ETIDES)		\$1,576.92
PAUC		\$36.87
Local W/H		\$513.67
Isolved P/R Charge		\$608.19
ACCOUNTS PAYABLE CHECKS – 01/08/2025 Ck# 81636-81675		\$79,856.25
Total Checks Written		\$131,276.31

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

NEXT MEETING: January 22, 2026

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

Danige Barroquire

Potter County Executive Secretary

January 22, 2026
Approval Date

