

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**January 22, 2026**

(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** – January 8, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**GUESTS**

**NEW BUSINESS**

Potter County Forest Timber Sale Prospectus Bid Selection ~ **Action** ~ Comm. Rossman moved to accept the bid From Gutchess Lumber Co Inc. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Opening of the Congregate Meals, Frozen Meals, and Supply Bid for Potter County Human Services: Homestyle Direct, frozen meals only at \$7.50 per meal with a rate increase each year; Dream Catch, fresh and frozen meals at \$8.75 per meal with no rate increase through June 30, 2029.

Congregate Meals, Frozen Meals, and Supply Bid Selection ~ **Action** ~ Comm. Rossman moved to accept the bid from Dream Catch. Comm. Heimel seconded. Commissioner Grupp looked to Potter County Human Services Area on Aging Agency Director Mary Freeman for input on the vendor bids. Freeman stated she has heard positive reviews of Dream Catch and noted that, while it would be a price increase, the suggested donation per meal at the senior center could be increased to help cover the cost. Commissioner Rossman agreed with moving forward with Dream Catch, noting they were the only vendor willing to provide fresh meals and that he does not feel comfortable serving frozen meals to Potter County seniors. Rossman yes; Heimel yes; Grupp yes.

Engagement Letter – Eckert Seamans for Legal Bond Counsel Services ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Grant – The County Commissioners Association of PA (CCAP) and the Pennsylvania Commission on Crime and Delinquency (PCCD) for Criminal Justice Advisory Board Technical Assistance and Training in the amount of \$750.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Resignation – Victor Brown from the Potter County Human Services Advisory Board effective January 12, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Resignation – Gail Allen from the Potter County Human Services Advisory Board effective December 1, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment – Charles Wicker to the Potter County Human Services Advisory Board for a term of July 2025 through July 2028 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Amendment – Zito Technical Service Agreement 14 at a monthly cost of \$632.50 and a one-time cost of \$60.00 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Agreement – Davis Ulmer Fire Protection for fire monitoring at the Potter County Gunzburger Building for a term of March 1, 2026, to February 28, 2027, at an annual fee of \$575.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Agreement – Darling Apothecary LLC for pharmaceutical services at the Potter County Jail for a term of January 22, 2026, to January 21, 2027 ~ **Action** ~ Comm. Rossman moved to table for further discussion. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

24/25

25/26

■ **Potter County Human Services (01/01/2026 - 06/30/2027)**

*Terra R Koering, Esquire, of Loomis*

**Description**

Solicitor for Potter County Human Services

**Prior Cost**

\$40,000.00

**Current Cost**

No change

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

**PERSONNEL**

**LIQUID FUELS TAX REQUESTS**

**COMMISSIONERS' REPORTS**

Commissioner Grupp reported her excitement for the beginning of the Potter County Human Services move and stated that an open house will be held for the public in the future. She also noted that steps are being taken to have the former Human Services property in the Village of Roulette appraised and that it will be put out for bid at a later date.

Commissioner Heibel shared updates on his continued work related to the reorganization of the Pa. State Land Tax Fairness Coalition and his role in working with the state legislature on House Bill 2141. The measure would require that a portion of the revenue derived from timber sales and leasing for gas, oil, wind and solar energy developments on state land be shared with school districts, municipalities and counties. He noted that Representative Martin Causer and Senator Cris Dush will be assisting in advancing the legislation.

**BILLS**

**Potter County Fiscal Summary (01/09/2026)**

<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	5068			\$107.42
10	Payroll - Direct Deposit	V1383489-V13835666, V1383488, V1383467-V1383487			\$114,905.70
10	General Fund - Accounts Payable	149768-149769, 149771-149776, 149778-149791, 149793-149795, 149797-149841, 149843-149851, 149853, 146855-149863			\$291,902.31
10	General Fund - A/P Manual Checks	299			\$162,165.25
11	LEPC - Local Emergency Planning	3217-3219			\$387.30
16	911 Fund	4133-4142			\$43,240.05
17	Saulter Preserve	149852			\$750.00
34	V.O.J.O.	149777, 149792, 149842			\$304.24
35	Victim Services/RASA	149777, 149792, 149842			\$2,035.18
38	Divorce Fund	149842, 149770			\$351.98
59	P.C. Victim Impact Panel (CO)	149854			\$917.00
66	911 Statewide Interconnectivity Grant	149796			\$314.38

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

**Potter County Human Services Fiscal Summary (01/22/2026)**

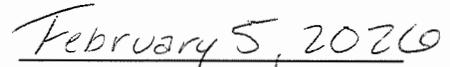
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$39,533.33
PAYROLL TAX TRANSFERS (EFTPS)	\$11,352.14
STATE TAX WITHHOLDINGS (ETIDES)	\$1,647.53
PAUC	\$38.47
Local W/H	\$536.65
Isolved P/R Charge	\$143.57
ACCOUNTS PAYABLE CHECKS – 01/22/2025 Ck# 81676-81749	\$204,126.02
<b>Total Checks Written</b>	<b>\$257,377.71</b>

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

**NEXT MEETING:** February 5, 2026

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

  
\_\_\_\_\_  
Potter County Executive Secretary

  
\_\_\_\_\_  
Approval Date