

~Minutes~

**POTTER COUNTY COMMISSIONERS MEETING**

**February 19, 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** – February 5, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes. Heimel abstain.

**GUESTS**

**NEW BUSINESS**

Resolution 2 of 2026 – Veteran Real Estate Tax Exemption for Surviving Spouses of Deceased Veterans ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Veterans Affairs Director Mike Pepper explained that the State currently offers this exemption; however, if a Veteran passes away before meeting the eligibility criteria, the surviving spouse loses the opportunity to receive the benefit. He noted that efforts are underway to address this issue, but it would require a Constitutional amendment, which likely would not occur until 2028. He shared that there are currently two Veterans and/or Veteran widows who would qualify for this exemption. Mr. Pepper thanked the Board for approving the Resolution and emphasized the meaningful impact it will have on these families. Rossman yes; Heimel yes; Grupp yes.

Grant – Pennsylvania Emergency Management Agency (PEMA) for Hazardous Material Response Funding (HMRF) for state fiscal year 2025 in the amount of \$6,601.00 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Contract Quote – Databranch for DataGuard at a monthly cost of \$2,839.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Agreement – Cameron County for inmate housing at the Potter County Jail at a rate of \$65.00 per day. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

**PCHS CONTRACTS AND AGREEMENTS**

■ **Alcohol and Drug Abuse Services (01/01/2026 - 06/30/2026)**

DARS Manos House- Facility number 361119

Drug and Alcohol Treatment- Inpatient; Adolescent Male

**Description**

#361119 DARS Manos House Level 3.5

24/25

**Prior Cost**

\$208.00/day

25/26

**Current Cost**

No change

Avenues of Recovery at Valley Forge; Facility number 467152

Adult Drug and Inpatient; Levels 3.5, 3.7, 3.7WM, 4.0WM, and 4.0

**Description**

Inpatient 3.5

**Prior Cost**

\$429.00/day

**Current Cost**

\$471.00/day

Inpatient 3.7

\$495.00/day

\$544.00/day

Inpatient 3.7 Withdrawal Management

\$500.00/day

\$550.00/day

Inpatient 4.0 Withdrawal Management

\$789.00/day

No Change

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

**PERSONNEL**

Resignation: Daniel Holmes, full-time Assistant District Attorney, has resigned his position effective March 27, 2026. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Hire - Thomas Patterson is requesting the hiring of Matthew Allen as a full-time Van Driver, effective February 23, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Hire - Thomas Patterson is requesting the hiring of Darrell Reider as a part-time Van Driver, effective March 9, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire - Thomas Patterson is requesting the hiring of Carole Troupe as a part-time Van Driver, effective March 9, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**LIQUID FUELS TAX REQUESTS**

Austin Borough Council member Jen Inman requested that additional funds be allocated to patch more roads within the Borough. Chief Clerk Giebel clarified that Liquid Fuels allocations are determined by a formula established by PennDOT and explained that the County serves only as a pass-through entity for these funds, without authority to determine how they are distributed. Commissioner Rossman added that there may be additional funding opportunities available through NRAT and stated that he would provide more information as details are finalized.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported on his attendance at the National Association of Counties (NACo) Conference in Washington, D.C. During the conference, he participated in the Rural Action Caucus, where discussions focused on artificial intelligence and data centers, federal transportation funding, increasing community engagement, and strengthening a unified voice for rural communities at both the state and federal levels. He also took part in the Arts and Culture Innovation Caucus, which centered on strategies to promote economic growth by attracting families, visitors, and tourism through arts and cultural initiatives.

**BILLS**

**Potter County Fiscal Summary (01/30/2026)**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - A/P Manual Checks	303			<b>\$1,000.25</b>

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

**Potter County Fiscal Summary (02/06/2026)**

<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 - Direct Deposit	V1447202-V1447222, V1447201, V1447426-V1447503			<b>\$114,961.21</b>
10	General Fund - Accounts Payable	149970-149972, 149976-149999, 150001-150003, 150005-150008, 150010-150028, 150030-150056, 150058-150061	149815	\$4,225.00	<b>\$345,645.51</b>
10	General Fund - A/P Manual Checks	304			<b>\$160,535.21</b>
11	LEPC - Local Emergency Planning	3221-3241			<b>\$13,900.57</b>
16	911 Fund	4149-4155			<b>\$37,401.52</b>
18	Automation Fund (Civil)	150009			<b>\$1,125.84</b>
20	Supervision Fees (County) (CO)	149975, 150029			<b>\$4,168.20</b>
32	Specialty Courts	149973			<b>\$35.88</b>

34	V.O.J.O.	150000			<b>\$180.00</b>
35	Victim Services/RASA	150000			<b>\$1,298.70</b>
38	Divorce Fund	149973, 150029			<b>\$21,919.11</b>
60	Hotel Excise Tax Fund	150029, 150057			<b>\$83,723.60</b>
61	Employee Wellness Initiative	149973			<b>\$371.77</b>
64	Gas Well Impact-Capital Reserve	149974			<b>\$3,127.95</b>
66	911 Statewide Interconnectivity Grant	150004			<b>\$310.50</b>

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

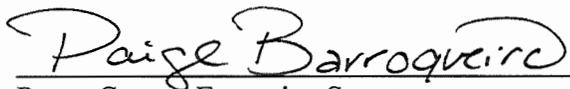
**Potter County Human Services Fiscal Summary (02/19/2026)**

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$41,664.31
PAYROLL TAX TRANSFERS (EFTPS)	\$11,945.49
STATE TAX WITHHOLDINGS (ETIDES)	\$1,732.44
PAUC	\$40.42
Local W/H	\$564.32
Coudersport LST	\$72.00
Isolved P/R Charge	\$466.18
Paycor Transaction	\$3,000.00
ACCOUNTS PAYABLE CHECKS – 02/19/2025 Ck# 81804-81871	\$145,307.61
<b>Total Checks Written</b>	<b>\$204,792.77</b>

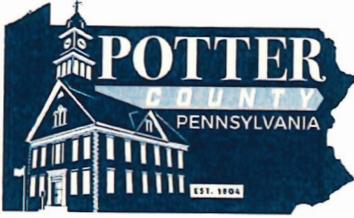
~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**NEXT MEETING:** March 5, 2026

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

  
 Potter County Executive Secretary

March 5, 2026  
 Approval Date



## County of Potter Board of Commissioners

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.gov*

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Stephanie L. Fera, Solicitor

### **RESOLUTION #2 OF 2026** County of Potter, Pennsylvania

#### **Veteran Real Estate Tax Exemption For Surviving Spouses Of Deceased Veterans That Ultimately Died From Their Service-Connected Disability, But Were Not “Permanent Service-Connection”**

**WHEREAS** THE County of Potter currently provides under Pennsylvania law, the Pennsylvania Department of Military and Veterans Affairs (DMVA) administers the Veterans Real Estate Tax Exemption program for any honorably discharged Veteran who is 100% disabled; and

**WHEREAS** THE Veteran must have a 100% permanent service-connected disability rating by the U.S. Department of Veterans Affairs, have served during a period of “war” established by the U.S. Department of Veterans Affairs, own their property, and occupy it as their principal dwelling, and meet financial eligibility guidelines established by the State Veterans Commission. Pennsylvania County Code Title 51 Chapter 89., and;

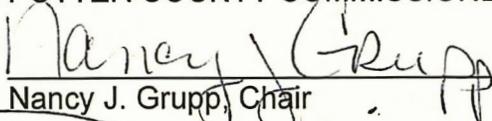
**WHEREAS** if a service member has met all criteria, but does not meet 100% permanent service-connected disability rating by the U.S. Department of Veterans Affairs; and has ultimately died from their service-connected disability(ies) does not allow the surviving spouse to qualify for Veteran Real Estate Tax Exemption, and;

**WHEREAS** Potter County wishes to extend the Veteran Real Estate Tax Exemption process to include the surviving spouses of Veterans of all eras that have ultimately died from their service-connected disability(ies), and;

**NOW THEREFORE, BE IT RESOLVED THAT** Potter County is committed to supporting the thousands of Veterans and their dependents in our County and shall extend the Veteran Real Estate Tax Exemption to surviving spouses of Veterans of any era that have ultimately died from their service-connected disability(ies).

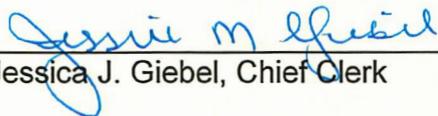
ADOPTED at the regular meeting of Potter County this 19<sup>th</sup> day of FEBRUARY, 2026.

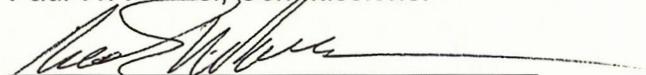
POTTER COUNTY COMMISSIONERS

  
Nancy J. Grupp, Chair

Attest:

  
Paul W. Heimel, Commissioner

  
Jessica J. Giebel, Chief Clerk

  
Robert W. Rossman, Commissioner