

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 11, 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 – May 28, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Resolution 6 of 2026 – PLGIT ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Commissioner Heimel clarified that this Resolution allows Potter County to participate in the Pennsylvania Local Government Investment Trust Fund for better rates. Commissioner Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Service Agreement – The EADS Group, Inc. for primary engineering retainer for a one-year term at a cost paid by entity submitting plans to the Planning Commission ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Planning and GIS Director Will Hunt clarified that the current SALDO recommends having access to a designated engineer. This contract does not require a retainer, and applicants are responsible the pay any fees. Heimel yes; Grupp yes; Rossman yes.

Service Agreement – E & M Engineers and Surveyors, P.C. for secondary engineering retainer for a one-year term at a cost paid by entity submitting plans to the Planning Commission ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Lease Agreement Amendment – Potter County Education Council to lease the modular trailers at 5 Water St., Coudersport, PA 16915 for a term of July 1, 2026 through June 30, 2029 at a rate of \$2,300.00 per month increasing \$300 each year. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Service Agreement – Encartele Cidnet for audio and video services in the Potter County Jail for a term of June 1, 2026, to May 31, 2030. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Usage Agreement - Encartele Cidnet for content and security application data usage in the Potter County Jail for a term of June 1, 2026, to May 31, 2030. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Intergovernmental Agreement – Centre County for inmate housing at a rate of \$75.00 per day for a term of January 1, 2026 through December 31, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

25/26

26/27

■ Children and Youth Services (07/01/2026 - 06/30/2027)

Zayli Thompson

Description

Prior Cost

Current Cost

Trailblazers Supervisor

N/A

\$25.00/hour, not to exceed
\$5,000.00

Kathleen Colon

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Trailblazers Supervisor	N/A	\$25.00/hour, not to exceed \$5,000.00
■ Coordinated Services (07/01/2026 - 06/30/2027)		
<u>PCHS Children and Youth</u>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Transportation for Children and Youth Services	\$2.57/loaded mile	\$2.65/loaded mile
<u>PCHS Intellectual Disabilities</u>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Transportation for Intellectual Disability clients	\$2.57/loaded mile	\$2.65/loaded mile
<u>PCHS Mental Health</u>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Transportation for Mental Health Services	\$2.57/loaded mile	\$2.65/loaded mile
<u>PCHS Drug and Alcohol Services</u>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Transportation for Drug and Alcohol Services	\$2.57/loaded mile	\$2.65/loaded mile

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

PERSONNEL

Hire – Human Resources Manager Danielle Gietler has requested the hiring of Caitlyn Rothermel to fill the part-time Summer Intern vacancy; effective June 3, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Commissioner Heimel verified that this was a budgeted expense and that this intern will float across multiple offices. Rossman yes; Grupp yes; Heimel yes.

Separation of Employment – J’Lina Matias, Domestic Relations Case Manager, effective May 28, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Separation of Employment – Michele Mather, Potter County Human Services Aging Case Manager II, effective July 2, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS’ REPORTS

Commissioner Rossman shared that a Town Hall meeting will be held on June 25th at the Northern Potter school to discuss Tropical Storm Debbie in a community forum.

Commissioner Heimel presented more information on House Bill 2141, which would direct that 20 percent of timber sale and energy production revenue generated on state forest land be shared with counties, townships and school districts. For perspective, he cited a report that more than \$1 billion has been paid to the state from shale gas drilling alone on this tax-exempt property, and only a small fraction of the more than 2.2 million acres of state forest land have been leased.

Commissioner Grupp invited residents to attend upcoming town hall meetings in June and July. These meetings are to provide residents with an opportunity to learn more about the reassessment process and ask questions. Meetings are planned for Shinglehouse, Galeton, and Coudersport. Additional details, including dates, times, and locations, will be posted on the Potter County website and Facebook page as they are finalized. Additionally, Township officials interested in having Vision Government Solutions provide a presentation at a township meeting are encouraged to contact the company directly.

BILLS

Potter County Fiscal Summary (05/14/2026)

<u>Fund #</u>	<u>Fund Description</u>	<u>Check #'s</u>	<u>Voided Check #</u>	<u>Voided Check Amt</u>	<u>Total</u>
16	911 Fund	4209-4219			\$32,836.52

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

Potter County Fiscal Summary (05/29/2026)

<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				\$121,185.32
10	Payroll - Direct Deposit	331-338			\$306,199.93
10	General Fund - Accounts Payable	150800-150802, 150805-150815, 150817-150819, 150821-150825, 150827-150833, 150835-150846, 150848-150865, 150867-150868, 150870-150880, 150883-150886	150736	\$1,300.00	\$227,072.02
11	LEPC - Local Emergency Planning	3274-3275			\$779.69
15	North Fork Dam	150869			\$38.34
16	911 Fund	4220-4229			\$195,793.74
17	Saulter Preserve	150869			\$38.82
18	Automation Fund (Civil)	150834, 150847			\$3,878.13
20	Supervision Fees (County) (CO)	150884			\$184.32
28	Domestic Relations IV-D	1081			\$2,315.98
32	Specialty Courts	150881			\$309.89
34	V.O.J.O.	150820, 150866			\$191.13
35	Victim Services/RASA	150820, 150866, 150882			\$1,405.35
38	Divorce Fund	150803			\$411.86
64	Gas Well Impact-Capital Reserve	150816			\$10,099.20
66	911 Statewide Interconnectivity Grant	150826			\$314.38
69	Home Grant	150804			\$580.00

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

Potter County Fiscal Summary (06/01/2026)

<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 - Accounts Payable	150887-150894, 150896-150899			\$127,999.49
10	General Fund - A/P Manual Checks	335			\$35.00
11	LEPC - Local Emergency Planning	3276			\$579.03
16	911 Fund	4230			\$208.76
32	Specialty Courts	150895			\$1,005.00

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

Potter County Tax Claim Bureau Fiscal Summary (06/11/2026)

ACCOUNTS PAYABLE CHECKS – Check #18496-18532	\$195,575.75
Total Checks Written	\$195,575.75

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

Potter County Human Services Fiscal Summary (06/11/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$43,488.23
PAYROLL TAX TRANSFERS (EFTPS)	\$12,276.80

STATE TAX WITHHOLDINGS (ETIDES)	\$1,800.01
PAUC	\$41.96
Local W/H	\$586.41
Coudersport LST	\$82.00
ACCOUNTS PAYABLE CHECKS – 06/11/2026 #82260-82301	\$145,883.18
Total Checks Written	\$204,423.24

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

NEXT MEETING: June 25, 2026

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

Paige Barroqueiro

Potter County Executive Secretary

June 25, 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 #6 OF 2026

County of Potter, Pennsylvania

PLGIT

WHEREAS, the Pennsylvania Local Government Investment Trust was formed in accordance with the authorization contained in the Intergovernmental Cooperation Act, as amended, initially by the Boroughs of Chambersburg and Emmaus, to provide a vehicle for Pennsylvania municipal entities to pool their funds for investment purposes; and

WHEREAS, the Municipality Authorities Act, as amended, authorizes municipal authorities to join with other political subdivisions and municipal authorities in accordance with the Intergovernmental Cooperation Act for the purpose of purchasing investments; and

WHEREAS, the Intergovernmental Cooperation Act provides that any joint cooperation agreement shall be deemed in force to any local government unit, when the same has been adopted by all cooperating local governmental units;

NOW, THEREFORE, BE IT RESOLVED, as follows:

SECTION 1. This Governmental Unit shall join with other local governmental units in accordance with the Intergovernmental Cooperation Act and other similar acts by becoming a settlor of the Pennsylvania Local Government Investment Trust (the Trust) and entering into the Declaration of Trust, which is adopted by reference with the same effect as if it had been set out verbatim in this section and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted.

SECTION 2. This Governmental Unit is authorized to purchase shares in the Trust from time to time with available funds, and to redeem some or all of those shares from time to time as funds are needed for other purposes, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1. These actions are to be taken by the officers designated for this purpose, pursuant to general or specific instructions by the governing body of this Governmental Unit.

SECTION 3. The Trustees of the Trust are designated as having official custody of this Governmental Unit's funds which are invested by the purchase of shares in the Trust.

SECTION 4. As required by the Intergovernmental Cooperation Act the following matters are specifically found and determined:

(a) The conditions of the agreement are set forth in the Declaration of Trust referred to in Section 1;

(b) This Governmental Unit's participation in the Trust shall be terminable at any time by Resolution, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1;

(c) The Declaration of Trust and the purchase of its shares are for the purpose of investing this Governmental Unit's funds in obligations which are otherwise legal investments, as part of a pooled arrangement with other local governmental units, thereby achieving economic and other advantages of pooled investments; and the powers and scope of authority delegated are set forth in the Declaration of Trust referred to in Section 1;

(d) It is not necessary to finance the agreement authorized herein from funds of this Governmental Unit except through the purchase of shares in the Trust;

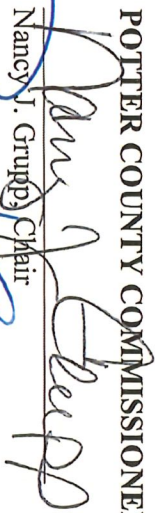
(e) The Trust shall be managed by a Board of Trustees as set forth in the Declaration of Trust and the By-Laws provided for therein;

(f) Shares may be repurchased and redeemed from time to time as this Governmental Unit may determine to be necessary or appropriate to meet its cash investment requirements in accordance with the terms and restrictions of the Declaration of Trust referred to in Section 1 and;

(g) The Trust shall be empowered to enter into contracts for policies of group insurance and employee benefits, including social security, for its employees. Section 5. This Resolution shall become effective at the earliest date permitted by law.

DULY RESOLVED AND ADOPTED at the regular meeting of Potter County this 11th day of June, 2026.

POTTER COUNTY COMMISSIONERS


Nancy J. Grupp, Chair


Paul W. Heimerl, Commissioner


Jessica J. Giebel, Chief Clerk


Robert W. Rossman, Commissioner