

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

September 17, 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 – September 3, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Michelle Koslap, SEDA-COG's Project Coordinator for Potter County, and Kal Logue, Community Development Coordinator, answered questions regarding the public hearing held immediately prior to the meeting and the related resolutions on the agenda.

NEW BUSINESS

Resolution #7 of 2026 – Potter County's FFY2026 CDBG Application ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Resolution #8 of 2026 – Fair Housing ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Resolution #9 of 2026 – Appointing a Section 504 Compliance Officer ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Approval of the 2027-2028 Solicitor Proposal ~ **Action** ~ Comm. Rossman moved to approve the proposal from Gabriel Fera. Comm. Heimel seconded. Commissioner Rossman noted the slight cost increase is due to union negotiations coming up in 2027. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Service Agreement - Databranch for Cisco service in the amount of \$9,216.00 for a term of one year ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Maintenance Agreement – Infocon (Harris) for maintenance and support of licensed software in the amount of \$2,333.66 for a term of one year ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Maintenance Agreement – Infocon (Harris) for maintenance and support of licensed software for the Sheriff in the monthly amount of \$760.47 for a term of one year ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Maintenance Agreement – Infocon (Harris) for device fees in the monthly amount of \$60.40 for a term of one year ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Maintenance Agreement – Infocon (Harris) for maintenance and support of licensed software for the Prothonotary and Orphan's Court in the monthly amount of \$3,610.62 for a term of one year ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

25/26

26/27

■ Aging (07/01/2026 - 09/30/2026)

Guardian Medical Monitoring

Description

90-day extension to fiscal year 25-26 contract

Prior Cost

No Change

Current Cost

No Change

■ Early Intervention/Intellectual Disability (07/01/2026 - 06/30/2027)

Service Access & Management, Inc.

Description

Administrative Entity for EI Program

Prior Cost

\$18.70/unit

Current Cost

\$22.60/15 Minutes

Service Access & Management, Inc.

Description

Purchase of Services Agreement

Prior Cost

\$3,857.00/month

Current Cost

No Change

Service Access & Management, Inc.

Description

Administrative Entity for ID Program

Prior Cost

ODP/State Rate/15 minutes

Current Cost

No Change

Service Access & Management, Inc.

Description

Administrative Support for the ID Program AE

Prior Cost

\$18.70/15 Minutes

Current Cost

No Change

Service Access & Management, Inc.

Description

Purchase of Services Agreement

Prior Cost

\$2,000.00/month

Current Cost

No Change

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

PERSONNEL

Promotion – Chief Probation Officer Brian Abel is requesting the promotion of Payden Bice from Adult Probation Officer to Treatment Court Probation Officer, effective September 2, 2026 ~ Action ~ Comm. Rossman moved to acknowledge. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS’ REPORTS

Commissioner Heibel reported that he is completing the county’s application for selection to participate in this year’s Public Health Leadership Academy. The program is sponsored through the National Association of Counties, with only 12 teams accepted nationwide. Potter County’s team would include representatives from the Commissioners, Potter County Human Services, and other stakeholders such as UPMC. The program includes both virtual and in-person components, with expenses covered. The team would work to identify healthcare access issues and develop solutions.

Commissioner Rossman reported on a proposed 4,279-acre land acquisition in Potter County by the Pennsylvania Game Commission. He noted that ATV use would not be permitted on the property due to its designation as state game lands, which would mean lost outdoor recreation and related economic development opportunities. The land would be open to the public. It would become tax-exempt due to state ownership, but would generate an additional \$2,500 annually through “in lieu of taxes” payments to local governments which exceed the current tax revenue under the Clean and Green designation of the acreage. Commissioner Heibel added that, if House Bill 2141 were passed by the state legislature, revenue from timber sales on the land would also be shared with local taxing bodies.

BILLS

Potter County Amended Fiscal Summary (09/04/2026)

Fund #	Fund Description	Check #s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit				\$116,166.23
10	General Fund - Accounts Payable				\$374,873.22
10	General Fund - A/P Manual Checks	364			\$161,052.66
11	LEPC - Local Emergency Planning	3291-3292			\$202.03
16	911 Fund	4275-4283			\$164,517.40
18	Automation Fund (Civil)	151802			\$998.34

28	Domestic Relations IV-D	1083			\$10,292.00
32	Specialty Courts	151770			\$34.12
34	V.O.J.O.	151786			\$180.00
35	Victim Services/RASA	151786			\$1,361.44
52	Operational Reserve Fund	151809, 151834			\$15,538.30
64	Gas Well Impact-Capital Reserve	151836			\$850.00
66	911 Statewide Interconnectivity Grant	151794			\$314.38
70	NRAT Network Cog	151814			\$12,000.00

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

Potter County Human Services Fiscal Summary (09/17/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,587.45
PAYROLL TAX TRANSFERS (EFTPS)	\$10,827
STATE TAX WITHHOLDINGS (ETIDES)	\$1,589.96
PAUC	\$37.00
Local W/H	\$517.96
Coudersport LST	\$74.00
ACCOUNTS PAYABLE CHECKS – 09/24/2026 #82663-82711	\$170,659.32
Total Checks Written	\$222,739.21

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

NEXT MEETING: October 1, 2026

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



Potter County Executive Secretary

October 1, 2026
Approval Date

