

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 1, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:12 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 17, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Nick Angiolieri with Vision Government Solutions joined to inform residents about the upcoming Data Verification Mailings as part of the real estate tax reassessment. These worksheets are a taxpayer's first chance to review information collected by the data collectors and make any corrections necessary. These mailers will be sent out very soon to the first 5 completed municipalities and then continue to be mailed in batches as more municipalities are completed.

Dave Hyde, Executive Director of A Way Out, joined the Commissioners for the proclamation recognizing October as Domestic Violence Awareness Month 2026. Accompanying him was Anna, a survivor of domestic violence who received assistance from the organization. Anna shared her experience of abuse by her husband of 41 years and her son. With no family nearby to turn to, she sought help from the police, who referred her to A Way Out. The organization helped her secure a safe place to stay, obtain her documents, and begin rebuilding her life step by step. Mr. Hyde emphasized that Anna's story is one of many in our community and highlighted the vital support these services provide.

NEW BUSINESS

2027 Tax Anticipation Loan Proposals ~ **Action** ~ Comm. Grupp moved accept to the lowest rate from Juniata Valley Bank. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Proclamation – Domestic Violence Awareness Month 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Approve projects and allocations for FFY 2025 Community Development Block Grant-Disaster Recovery (CDBG-DR) application funding consideration, as presented. ~ **Action** ~ Comm. Grupp moved to approve the application for \$391,930.00 for the Harrison Valley waste water project. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Resolution 10 of 2026 - CDBG-DR Resolution to Submit Application ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CDBG-DR SEDA-COG Scope of Services

CDBG FFY26 SEDA-COG Scope of Services

Appointment of Traci Leet to the Potter County Redevelopment Authority to fill the unexpired term of Jeff Wilcox Expiring 7/12/2028 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment of Traci Leet to the Potter County Housing Authority to fill the unexpired term of Jeff Wilcox Expiring 11/30/2028 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Municibid Results for 911 Generator 1 ~ **Action** ~ Comm. Rossman moved to accept the bid from Thomas Evers for \$1,285.00. Comm. Heime1 seconded. Rossman yes; Heime1 yes; Grupp yes.

Municibid Results for 911 Generator 2 ~ **Action** ~ Comm. Grupp moved to accept the bid from Brandon Darrah for \$540.00. Comm. Rossman seconded. Grupp yes; Rossman yes; Heime1 yes.

Municibid Results for 911 Generator 3 ~ **Action** ~ Comm. Heime1 moved to accept the bid from Brandon Darrah for \$1,100.00. Comm. Rossman seconded. Heime1 yes; Rossman yes; Grupp yes.

Municibid Results for 911 Generator 4 ~ **Action** ~ Comm. Rossman moved to accept the bid from Brandon Darrah for \$1,250.00. Comm. Heime1 seconded. Rossman yes; Heime1 yes; Grupp yes.

Municibid Results for 911 Generator 5 ~ **Action** ~ Comm. Rossman moved to accept the bid from Thomas Evers for \$380.00. Comm. Grupp seconded. Rossman yes; Grupp yes; Heime1 yes.

Municibid Results for 911 Generator 6 ~ **Action** ~ Comm. Heime1 moved to accept the bid from Thomas Evers for \$540.00 due to the high bidder Jeff Kocher backing out. Comm. Rossman seconded. Heime1 yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Service Agreement – Leads Online, for investigation software at a cost to the county of \$1,738.13, for a term of November 1, 2026 through October 31, 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heime1 seconded. Rossman yes; Heime1 yes; Grupp yes.

Service Agreement – John Rotello for 911 stand-by generator maintenance in the amount of \$9,835.00 per year for a term of July 1, 2026 through June 30, 2027 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heime1 seconded. Rossman yes; Heime1 yes; Grupp yes.

Service Agreement Amendment – ePaymentNow.com to add in the additional service of hotel room excise tax system in the onetime amount of \$5,000.00 ~ **Action** ~ Comm. Heime1 moved to approve. Comm. Rossman seconded. Heime1 yes; Rossman yes; Grupp yes.

Service Agreement – Casella Waste Management for waste removal in the amount of \$1,032.56 per month for a term of October 1, 2026 through September 31, 2029 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heime1 yes.

PCHS CONTRACTS AND AGREEMENTS

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

Concern Professional Service for Children, Youth & Families

	<u>25/26</u>	<u>26/27</u>
Intensive Foster Care age 0-21	\$185.42	\$189.29
Intermediate Foster Care Ages 0-21	\$135.75	\$140.33
Traditional Foster Care Ages 0-18	\$85.08	\$87.70
Medical Level I Foster Care	\$166.21	\$168.90
Medical Level II Foster Care	\$129.92	\$133.21
Medical Level III Foster Care	\$130.07	\$93.90
Medical Level IV Foster Care	\$113.20	\$70.57
Mother/Baby Foster Care	\$211.83	\$213.14
Community Residential Rehab Board Rate	\$67.31	\$70.57
Treatment Unit for Boys	\$339.65	\$392.53
Trauma Focused Foster Care	\$255.70	\$263.76
SIL Program	\$362.35	\$363.33
Kinship Foster Care	New	\$166.78
Southeast Level I Foster Care	New	\$90.75
Southeast Level II Foster Care	New	\$145.04
Southeast Level III Foster Care	New	\$195.79
SAAY-Psycho-Sexual Assessment	\$500.00 total	\$500.00 Total
SAAY-Clinical Services (Individual/Family)	\$100.00/hour	\$100.00/hour
SAAY-Clinical Services (group)	\$50.00/client/session	\$50.00/client/session

■ **Aging (07/01/2026 - 09/30/2026)**

Northwestern Legal Services

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
90-day 2025-2026 Contract Extension	No Change	No Change

Description	Prior Cost	Current Cost
Student Assistance Program and Available Training	Up to \$375.00/person up to 5	No Change
~ Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.		

PERSONNEL

Hire - Judge Minor has hired Mark Wirth to fill the full-time Probation Officer position with the Probation Department, effective October 5, 2026 ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Hire – Sheriff Siska has hired Mayson Freeman to fill the part-time Courthouse Security Guard position, effective September 28, 2026 ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Resignation – Kristie Potter has resigned her position as Clerk of Courts Deputy I effective October 2, 2026 ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Hire – Veterans Affairs Director Michael Pepper is requesting the hiring of Kristie Potter as Veterans Service Officer effective October 5, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resignation – Shirley Raber has resigned her position as Clerk of Courts Deputy II effective October 2, 2026 ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Hire – Ashley Gledhill has hired Shirley Raber to fill the full-time Clerk of Courts Deputy I position effective October 3, 2026 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resignation – Paige Barroqueiro has resigned her position as Confidential Executive Secretary effective November 20, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS’ REPORTS

Commissioner Grupp reported that the Elections Office is in urgent need of poll workers and encouraged anyone interested in serving at their polling location to contact Elections Director Charlie Brown. She also announced that Penn State Extension will offer “Cooking for Crowds,” a food safety course, on October 26, 2026. She concluded by reminding residents of the Commissioners’ upcoming Town Hall meeting on Tuesday, October 13, 2026.

Commissioner Heimel provided an update on his continued work on Pa. House Bill 2141 as chair of the Pa. State Land Tax Fairness Coalition, noting that additional counties are joining the coalition and letters of support are being sent to state representatives and senators. He highlighted a letter from the Austin Area School District, where approximately 90% of the land is owned by the Commonwealth and, thus, tax-exempt, emphasizing the bill’s significance for local communities affected by the transfer of wealth away from their tax bases. He encouraged anyone interested in submitting a letter of support for House Bill 2141 to contact him.

Commissioner Rossman provided an update from his report last meeting stating that the Game Commission has tabled the acquisition of the property from JKLM.

BILLS

Potter County Fiscal Summary (09/18/2026)

Fund #	Fund Description	Check #s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit				\$121,331.17

10	General Fund - Accounts Payable	151849-151875, 151877-151886, 151888-151898, 151900-151904, 151906-151907, 151909-151924, 151926-151935, 151937-151941, 151943-151952			\$134,156.47
10	General Fund - A/P Manual Checks	365			\$168,145.93
11	LEPC - Local Emergency Planning	3293			\$80.02
14	Liquid Fuels	1850			\$2,320.70
15	North Fork Dam	151936			\$38.34
16	911 Fund	4284-4296			\$8,421.47
18	Automation Fund (Civil)	151887			\$127.50
27	Substance Abuse (Act 198)	151908			\$5,000.00
28	Domestic Relations IV-D	1084			\$37.15
34	V.O.J.O.	151876			\$180.00
35	Victim Services/RASA	151876			\$1,323.44
38	Divorce Fund	151925			\$90.48
55	Phare Grant	151905			\$18,750.00
72	Bond-capital projects	151899			\$22,587.50
73	Bond-reassessment propect	151942			\$6,818.18

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

Potter County Fiscal Summary (09/22/2026)

<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	151955			\$1,358.43

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

Potter County Fiscal Summary (09/30/2026)

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll - Direct Deposit				\$7,792.19
10	General Fund - Accounts Payable	366			\$9,921.18

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

Potter County Fiscal Summary (10/01/2026)

<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	151956-151965			\$65,879.96
10	General Fund - A/P Manual Checks	370			\$35.00
11	LEPC - Local Emergency Planning	3294			\$579.03
16	911 Fund	4297			\$208.76

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

Potter County Tax Claim Bureau Fiscal Summary (10/01/2026)

ACCOUNTS PAYABLE CHECKS – Check #18660-18697	\$241,414.97
Total Checks Written	\$241,414.97

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

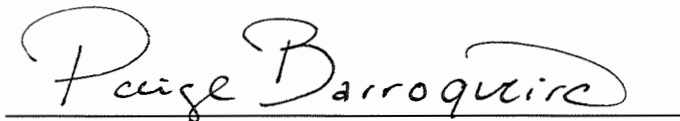
Potter County Human Services Fiscal Summary (10/01/2026)

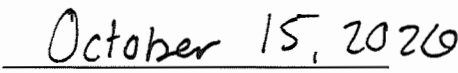
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$37,209.14
PAYROLL TAX TRANSFERS (EFTPS)	\$10,517.97
STATE TAX WITHHOLDINGS (ETIDES)	\$1,539.96
PAUC	\$35.85
Local W/H	\$501.68
Coudersport LST	\$64.00
ACCOUNTS PAYABLE CHECKS – 10/01/2026 #82712-82755	\$200,383.02
Total Checks Written	\$250,251.62

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

NEXT MEETING: October 15, 2026

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


Potter County Executive Secretary


Approval Date