~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 15, 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 – October 1, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Gunzburger Paving Bid Opening. 1 bid received from Glenn O. Hawbaker in the amount of $77,700.00 ~ **Action** ~ Comm. Grupp moved to table for further discussion. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Resolution 11 of 2026 – Tax and Revenue Anticipation Note ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

SEDA-Council of Governments Community Development Program – Minority and Women's Business Enterprise Action Plan ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sale of Repository Properties – Parcel #110-003-016-L5 (trailer) 5 Jeffers Drive, Harrison Valley, PA 16927 to Wynree J. Doan in the amount of $5.00 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Sale of Repository Properties – Parcel #310-012A-056-L2 Wild Boy Rd., Wharton Twp. To Alyssa Hoshal in the amount of $125.00 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Sale of Repository Properties – Parcel #061-005-189 Stone Ave. to Scott and Brandon Hostetlar in the amount of $228.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Sale of Repository Properties – Parcel #050-002-002-L3 183 W Carley Hill Rd. Roulette, PA 16746 to Liberty Bell Partners Group, LLC in the amount of $250.00 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Sale of Repository Properties – Parcel #091-004-103 15 Parsonage Ave, Galeton, PA 16922 to Amanda Misbahu in the amount of $1,200.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Service Agreement – John R. Thomas, Esq., as solicitor for Prothonotary/Clerk of Courts. Annual retainer fee of $2,000. Effective Jan. 1, 2027, to Dec. 31, 2027 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS	25/26	26/27
■ **Children and Youth Services (07/01/2026 - 06/30/2027)**		
Merakey		
Therapeutic Foster Care-R&B	$56.10	No Change
Therapeutic Foster Care-R&B + Treatment	$174.22	No Change
Therapeutic Foster Care Mother w/Infant	$135.82	No Change
Respite Foster Care (Unit CC)	$115.09	No Change
Respite Foster Care (Unit CA)	$115.09	No Change
Emergency Respite (Unit HH)	$127.23	No Change
Emergency Respite (Unit HI)	$127.23	No Change
Foster Care Plus (Unit BB)	$114.02	No Change
Foster Care Plus (Unit BC)	$114.02	No Change
Foster Care Infant Only	$104.81	$102.81
Enhanced Foster Care	$165.95	No Change
Foster Care Mother w/Infant (Unit TF)	$173.21	No Change
Foster Care Mother w/Infant (Unit TG)	$173.21	No Change
Foster Care with 2 infants	$248.88	No Change
CRR ITP	$19.18	No Change
■ **Mental Health (07/01/2026 - 06/30/2027)**		
Coudersport Area School District		
Description	**Prior Cost**	**Current Cost**
Student Assistance Program and Available Training	Up to $375.00/person up to 5	No Change
Susquehanna Software, Inc.		
Description	**Prior Cost**	**Current Cost**
Software, Technical Support and Programming Services	$5,775.00/Quarterly $23,100.00/year	$6,060.00/Quarterly $24,240/year

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

PERSONNEL

Hire –Warden Ricky Hurler is requesting the hiring of Tyler Cobb as a part-time Corrections Officer effective October 26, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Hire – Warden Ricky Hurler is requesting the hiring of Taylor Wood as a part-time Corrections Officer effective October 19, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Resignation – Dorothy Alackness has resigned her position as Clerk Typist II with Potter County Human Services effective October 16, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS

Abbott Township - $2,992.62 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Rossman invited the public to attend the Northcentral Regional ATV (NRAT) Trail Council of Governments meeting this evening in Gaines.

Commissioner Heimel reported on continued concerns regarding housing affordability. He noted that one vacancy on the Potter County Housing Authority was recently filled, with a second appointment anticipated soon. He has been exploring new opportunities for rural counties to expand access to safe, affordable housing and noted that Revitalize Potter County identified affordable housing among residents' top three priorities. He referenced federal legislation known as the 21st Century ROAD to Housing Act as a potential source of new opportunities for rural counties. Commissioner Heimel expressed hope that the new board appointments will help the Authority pursue these opportunities.

Commissioner Grupp announced that the Township Convention will be held on Saturday, October 31, and encouraged township supervisors to attend. She also reported that the second town hall meeting was well attended and stated that the Commissioners plan to continue holding town hall meetings into 2027 as long as public participation continues.

BILLS

Potter County Fiscal Summary (10/02/2026)

Fund #	*Fund Description*	*Check #'s*	*Voided Check #*	*Voided Check Amt*	*Total*
10	Payroll Checks				
10	Payroll - Direct Deposit				**$117,003.82**
10	General Fund - Accounts Payable	151966-151967, 151969-151971, 151973-151977, 151980-151983, 151985, 151987-151989, 151991-151996, 151998-151999, 152001-152014, 152016, 152018-152029,152030-152031	151979	$9,900.00	**$211,709.75**
10	General Fund - A/P Manual Checks	371			**$161,027.81**
14	Liquid Fuels	1851-1853			**$4,799.93**
16	911 Fund	4298-4304			**$5,352.39**
18	Automation Fund (Civil)	151990			**$1,125.84**
24	Improvement Fund	151979			**$9,900.00**
28	Domestic Relations IV-D	1085			**$11,220.00**
34	V.O.J.O.	151978			**$180.00**
35	Victim Services/RASA	151978			**$1,294.56**
38	Divorce Fund	151968			**$121.26**
61	Employee Wellness Initiative	151986, 151997, 151972, 151968			**$960.00**
64	Gas Well Impact-Capital Reserve	152017			**$4,165.00**
65	Gas Well-Highway Bridge Imprmt	152015			**$65,000.00**
66	911 Statewide Interconnectivity Grant	151984			**$310.50**
69	Home Grant	152000			**$1,325.76**

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

Potter County Fiscal Summary (10/07/2026)

Fund #	*Fund Description*	*Check #'s*	*Voided Check #*	*Voided Check Amt*	*Total*
10	General Fund - Accounts Payable	372			**$1,498.25**

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

Potter County Tax Claim Bureau Fiscal Summary (10/15/2026)

ACCOUNTS PAYABLE CHECKS – Check #18660-18697	**$147,021.03**
Total Checks Written	**$147,021.03**

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

Potter County Human Services Fiscal Summary (10/15/2026)

PAYROLL CHECK #1	$0
PAYROLL AUTOMATIC DEPOSITS	$37,254.16
PAYROLL TAX TRANSFERS (EFTPS)	$10,706.83
STATE TAX WITHHOLDINGS (ETIDES)	$1,556.72
PAUC	$36.27
Local W/H	$507.11
Coudersport LST	$62.00

ACCOUNTS PAYABLE CHECKS – 10/01/2026 #82756	$2,372.98
ACCOUNTS PAYABLE CHECKS – 10/15/2026 #82757-82805	$162,397.80
Total Checks Written	$214,746.66

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

NEXT MEETING: October 29, 2026

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

Paige Barroqueiro
Potter County Executive Secretary

October 29, 2026
Approval Date