~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

October 29, 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 15, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Nick Angiolieri and Michelle Mack, Project Managers with Vision Government Solutions, updated residents on the progress of the countywide reassessment. Residential data collection is winding down as winter approaches, and data collectors will transition to commercial properties. Residents with questions may contact Vision at 800-525-9876.

NEW BUSINESS

MOU - Potter County Commissioners; Northern Tier Community Action Corp; PC Housing Authority, PCHS and A Way Out for application to Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Grant. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Reappointment – Will Hunt to the Comprehensive Economic Development Strategy (CEDS) Committee as the Planning Representative for a three-year term of January 1, 2027, through December 31, 2029 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Appointment – Tracy Leet to the Comprehensive Economic Development Strategy (CEDS) Committee as the Economic Development Representative for a three-year term of January 1, 2027, through December 31, 2029 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment – Robert Wicker to the Comprehensive Economic Development Strategy (CEDS) Committee as the Industry Representative for a three-year term of January 1, 2027, through December 31, 2029 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Reappointment – Lauren Hinman to the Solid Waste Authority for a five-year term of January 1, 2027, through December 1, 2031 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Appointment – Richard Nelson to the Solid Waste Authority to fill the unexpired term of Gary Morley expiring December 31, 2028 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Reappointment – Kyle Miller to the Potter County Planning Commission for a four-year term of January 1, 2027, through December 31, 2030 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Reappointment – Dr. David Hyde to the Potter County Human Services Advisory Board for a term of November 1, 2026, through October 31, 2029 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Lease Agreement - Potter County Human Services for lease of the third floor of the Gunzburger building for a term of January 1, 2027, to December 31, 2027, at a monthly rent of $13,416.66. ~ **Action** ~ Comm. Grupp moved to table. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Maintenance Agreement – Capital Area Communications for radio system maintenance at a total cost of $295,320.00 for a term of January 1, 2027 through December 31, 2028 ~ **Action** ~ Comm. Rossman moved to approve. Commissioner Heimel stated the Commissioners met with Emergency Services Director Glenn Dunn and were impressed with the continual improvement that has happened with Capital. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Quote – Databranch for Microsoft Entra and Teams annual subscription at a cost of $2,614.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS	**25/26**	**26/27**
■ **Drug and Alcohol (07/01/2026 - 06/30/2027)**		
Warren General Hospital		
Description	**Prior Cost**	**Current Cost**
Adult Drug and Alcohol Inpatient; Level 4.0 Withdrawal Management	$806.00/Day	No Change
■ **Intellectual Disabilities (07/01/2026 - 06/30/2027)**		
One Well LLC		
2025-2026 contract addendum for state mileage increase		
Dates	**Prior Cost**	**Current Cost**
July 1, 2025-December 31, 2025	NA	$0.70/mile
January 1, 2026- June 30, 2026	$0.70/mile	$0.73/mile
■ **PCHS (11/01/2026 - 11/30/2027)**		
Genesee Township Volunteer Fire Department		
Description	**Prior Cost**	**Current Cost**
CPR and First Aid Training Services	$40.00/student	$50.00/Student

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

PERSONNEL

LIQUID FUELS TAX REQUESTS

Coudersport Borough - $4,896.19 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

COMMISSIONERS' REPORTS

Commissioner Grupp reported that the Commissioners received a letter from the Office of the Secretary of Aging granting preliminary approval to redesignate the Office of Human Services as the Area Agency on Aging for Potter County. Services will remain available to residents at the Human Services offices on the third floor of the Gunzburger Building.

Commissioner Heimel reported that he was informed this morning that Potter County was selected as one of 12 counties nationwide to participate in this year's Public Health Leadership Academy, a project of the National Association of Counties and the de Beaumont Foundation. Through the academy, the County will receive training from nationally recognized experts to develop plans that support continued access to safe, affordable health care and establish Health Access Navigation services to help residents connect with care and address barriers related to access or a lack of information. Commissioner Heimel stated that he will provide updates as the process moves forward.

BILLS

Potter County Fiscal Summary (10/16/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks				
10	Payroll - Direct Deposit				**$116,128.00**
10	General Fund - Accounts Payable	152032-152037, 152039-152062, 152064-152070, 152072-152105, 152108-152112, 152114-152126, 152128-152129, 152131-152142, 152144-152153			**$222,321.31**
10	General Fund - A/P Manual Checks	373			**$159,114.84**
11	LEPC - Local Emergency Planning	3295-3296			**$591.74**
14	Liquid Fuels	1854			**$3,195.07**
16	911 Fund	4305-4314			**$57,585.05**
22	Farmland Preserv. & Rollback	152107			**$91.62**
34	V.O.J.O.	152127,152113, 152071			**$349.11**
35	Victim Services/RASA	152071, 152127			**$1,354.15**
38	Divorce Fund	152106			**$22,013.73**
52	Operational Reserve Fund	152130			**$14,280.00**
61	Employee Wellness Initiative	152038, 152063			**$686.95**
73	Bond-reassessment prokect	152143			**$101,222.66**

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

Potter County Fiscal Summary (10/21/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	152154, 152155, 152159, 152160	152158	$9,516.13	**$12,304.13**
17	Sauter Preserve	152157			**$43.78**
61	Employee Wellness Initiative	152156			**$440.00**

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

Potter County Human Services Fiscal Summary (10/29/2026)

PAYROLL CHECK #1	$0
PAYROLL AUTOMATIC DEPOSITS	$37,542.62
PAYROLL TAX TRANSFERS (EFTPS)	$10,727.38
STATE TAX WITHHOLDINGS (ETIDES)	$1,557.12
PAUC	$35.61
Local W/H	$507.22
Coudersport LST	$62.00
ACCOUNTS PAYABLE CHECKS – 10/15/2026 #82806-82817	$6,855.49
ACCOUNTS PAYABLE CHECKS – 10/15/2026 #82818	$4.59
ACCOUNTS PAYABLE CHECKS – 10/29/2026 #82819-82870	$181,794.67
Total Checks Written	$238,794.67

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

NEXT MEETING: November 12, 2026

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

Paige Barroquiero
Potter County Executive Secretary

November 12, 2026
Approval Date