

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 25, 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 – June 11, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

Sale of Repository Properties – Parcel# 030-005-041 Costello Ave., Austin, PA 16720, to Michael Balmer for \$150.00 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Sale of Repository Properties – Parcel# 030-008-006C-L7 Nelson Run Rd., Austin, PA 16720, to Jeff and Jennifer Nelson for \$50.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Amendment – Previously approved cost of paver edging materials for the Market Village project in the amount of \$1,896.88 from Home Depot to \$1,626.50 from Close’s Lumber ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Professional Administrative Agreement – SEDA-COG Community Development Block Grant FFY 2025 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Agreement – Davis Ulmer Fire Protection for fire monitoring at the Potter County Courthouse for a term of July 1, 2026, to June 30, 2027, at an annual fee of \$375.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement – ESRI for small government enterprise subscription at a yearly cost of \$30,200.00 for a term of July 2026, to July 2029. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

■ Coordinated Services (07/01/2026 - 06/30/2027)

PCHS Area Agency on Aging

Description

Transportation for Area Agency on Aging

25/26

Prior Cost

\$2.57/loaded mile

26/27

Current Cost

\$2.65/loaded mile

Health Ride Plus

Description

Transportation for MATP, HSDF, Aging, Mental Health, and Children and Youth

Prior Cost

\$2.57/loaded mile

Current Cost

\$2.65/loaded mile

A Way Out

Description

Shelter Placement for victims of domestic violence

Prior Cost

Room Cost/Day

Current Cost

Room Cost/Day

Northern Tier Children’s Home Residential Services, Inc.

Description

Shelter placement for the homeless

Prior Cost

\$50.00/Day

Current Cost

No Change

\$5.00/meal

No Change

■ **Mental Health (07/01/2026 - 06/30/2027)**

PCHS Coordinated Services

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Transportation for Mental Health Services	\$300/week Standby \$2.57/loaded mile	\$300/week Standby \$2.65/loaded mile

Health Ride Plus

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Independent Escort Contractor	\$300/week Standby \$2.57/loaded mile	\$300/week Standby \$2.65/loaded mile

Cabin Investments, LLC (Luke Watson-Owner)

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Dwelling location-308 Vine St Coudersport, PA 16915- Homeless House	\$1,400.00/month	No Change

Cabin Investments, LLC (Luke Watson-Owner)

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Dwelling Location-411 Dwight St, Coudersport, PA 16915- Transitional Housing	\$1,600.00/month	No Change

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

PERSONNEL

Separation of Employment – Cristal Cary, Veterans Affairs Officer, effective July 2, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

LIQUID FUELS TAX REQUESTS

Allegany Township - \$2,681.14

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

COMMISSIONERS' REPORTS

Commissioner Grupp informed residents about another town hall meeting open to the public regarding the countywide reassessment. This meeting will be held directly following the Planning Commission meeting on July 14th at 4pm.

Commissioner Heimel highlighted Planning Director Hunt’s work with ESRI, which began over a decade ago and has continued since, noting that it was a significant achievement at the time and that the maps developed through that effort are still in use today.

Commissioner Rossman reminded residents that a Disaster Recovery Town Hall meeting would be held that evening at Northern Potter Children’s School, where residents could share their experiences during Tropical Storm Debbie and hear updates on the recovery process.

BILLS

Potter County Fiscal Summary (06/12/2026)

<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				
10	Payroll - Direct Deposit				\$132,514.86
10	General Fund - Accounts Payable	150900-151051, 151160-151164, 151166-151188, 151190-151198, 151200-151203, 151205-151217, 151219-151240, 151242-151247, 151249-151267	150863, 150861, 151052-151159	\$83.38	\$397,937.43
10	General Fund - A/P Manual Checks	339			\$189,884.48
10	General Fund - A/P Manual Checks	340			\$695.19
11	LEPC - Local Emergency Planning	3277-3278			\$300.84
16	911 Fund	4231-4236			\$33,727.85
18	Automation Fund (Civil)	151204			\$127.50

28	Domestic Relations IV-D	1082			\$843.06
32	Specialty Courts	151165			\$75.00
34	V.O.J.O.	151189			\$180.00
35	Victim Services/RASA	151189			\$1,330.60
38	Divorce Fund	151241			\$349.82
52	Operational Reserve Fund	151248			\$14,756.00
69	Home Grant	151218, 151199			\$1,807.12

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

Potter County Fiscal Summary (06/15/2026)

<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	151268			\$182,508.99

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

Potter County Fiscal Summary (06/17/2026)

<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 - A/P Manual Checks	341			\$180.86

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

Potter County Fiscal Summary (06/18/2026)

<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	151269			\$75.00

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

Potter County Human Services Fiscal Summary (06/25/2026)

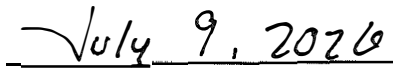
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$44,068.57
PAYROLL TAX TRANSFERS (EFTPS)	\$12,385.31
STATE TAX WITHHOLDINGS (ETIDES)	\$1,820.75
PAUC	\$42.43
Local W/H	\$593.12
Coudersport LST	\$80.00
ACCOUNTS PAYABLE CHECKS – 06/12/2026 #82302-82304	\$8,467.06
ACCOUNTS PAYABLE CHECKS – 06/25/2026 #82305-82357	\$115,111.48
Total Checks Written	\$174,081.66

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

NEXT MEETING: July 9, 2026

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


Potter County Executive Secretary


Approval Date