

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

April 2, 2026

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Paul Heimel called the meeting to order at 11:49 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 – March 19, 2026 ~ Action ~** Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**GUESTS**

David Hyde, Director of A Way Out, attended the meeting in recognition of the proclamation of Sexual Assault Awareness Month 2026 and emphasized the importance of community advocacy in supporting victims of sexual assault, noting that these incidents are often underreported. He highlighted the critical role that local systems including the courts, Human Services, emergency room personnel, law enforcement, and other county entities play in responding to and advocating for victims and encouraged continued collaboration across agencies and the public to raise awareness, reduce stigma, and support those in need. Hyde also shared that A Way Out provides a 24-hour crisis line at 814-274-0240.

Leslie Wishard, Potter-Tioga Library System Administrator, joined the Commissioners for the proclamation in honor of National Library Week, highlighting the five libraries within Potter County that provide dedicated staff, internet access, computers, and, of course, books to the community. Teri McDowell, Director of the Coudersport Public Library, also attended and expressed appreciation for the proclamation, noting that it gives rural libraries a voice and demonstrates that public officials recognize and value the services libraries provide to the community.

**NEW BUSINESS**

Proclamation – Sexual Assault Awareness Month April 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Proclamation – National Library Week April 19-25, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

**CONTRACTS AND AGREEMENTS**

MOU - Bonuses for Union employees from the Supervision Fund ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

MOU - Compensation for performing duties relating to the Court Reporting Network and Alcohol Highway Safety School. ~ **Action** ~ Comm. Rossman moved to table. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Linkage Agreement – With Dickinson Center Inc. for 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement – Palmetto Posting, Inc. for posting delinquent tax notices for a term of April 2, 2026, through December 31, 2026 at a rate of \$50.00 per post which will be charged to the parcel.

**PCHS CONTRACTS AND AGREEMENTS**

24/25

25/26

■ **Early Intervention (07/01/2025 - 06/30/2026)**

Care for Children

Evaluations, Therapies, and Special Instruction for Early Intervention-Rate Changes

**Description**

**Prior Cost**

**Current Cost**

Evaluation Occupational Therapy

\$34.70/Unit

\$37.13/Unit

Occupational Therapy

\$34.70/Unit

\$37.13/Unit

IFSP Teaming Occupational Therapy	\$34.70/Unit	\$37.13/Unit
Evaluation Speech Pathology	\$251.22/Eval.	\$268.81/Eval.
Speech Pathology	\$34.70/Unit	\$37.13/Unit
IFSP Teaming Speech Pathology	\$34.70/Unit	\$37.13/Unit
Evaluation Special Instruction	\$30.58/Unit	\$32.72/Unit
Special Instruction	\$30.58/Unit	\$32.72/Unit
IFSP Teaming Special Instruction	\$30.58/Unit	\$32.72/Unit
Physical Therapy	\$34.70/Unit	\$37.13/Unit
Evaluation Physical Therapy	\$34.70/Unit	\$37.13/Unit
IFSP Teaming Physical Therapy	\$34.70/Unit	\$37.13/Unit

Amy Geiser

Special Instruction Services for Early Intervention-Rate Change

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Special Instruction	\$426.00/Day	No Change

Milestones Physical Therapy, LLC.

Offering a Variety of Evaluations/Therapies for Early Intervention-Rate Changes

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Evaluation Occupational Therapy	\$34.70/Unit	\$37.13/Unit
Occupational Therapy	\$34.70/Unit	\$37.13/Unit
IFSP Teaming Occupational Therapy	\$34.70/Unit	\$37.13/Unit
Physical Therapy	\$34.70/Unit	\$37.13/Unit
IFSP Teaming Physical Therapy	\$34.70/Unit	\$37.13/Unit

The Guidance Center

Evaluations and Therapies for Early Intervention-Rate Change

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Evaluation Occupational Therapy	\$34.70/Unit	\$37.13/Unit
Occupational Therapy	\$34.70/Unit	\$37.13/Unit
IFSP Teaming Occupational Therapy	\$34.70/Unit	\$37.13/Unit
Evaluation Speech Pathology	\$251.22/Eval.	\$268.81/Eval.
Speech Pathology	\$34.70/Unit	\$37.13/Unit
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IFSP Teaming Special Instruction	\$30.58/Unit	\$32.72/Unit
Physical Therapy	\$34.70/Unit	\$37.13/Unit
Evaluation Physical Therapy	\$34.70/Unit	\$37.13/Unit
IFSP Teaming Physical Therapy	\$34.70/Unit	\$37.13/Unit

Julie Schlosser

Special Instruction for Early Intervention-Rate Change

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Special Instruction	\$426.00/Day	No Change

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

**PERSONNEL**

Hire – Maintenance Director Joe Kurtz has requested the hiring of Gary Knauer to fill the seasonal part-time Maintenance Worker vacancy; effective April 15, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Amended Separation of Employment – Daniel Holmes, full-time Assistant District Attorney effective March 20, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Military Leave – Ray Inman, Deputy Sheriff effective January 14, 2026 for a period of 400 days ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Military Leave – Phillip Hurban, Domestic Relations Case Manager effective February 23, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Return From Military Leave - Phillip Hurban, Domestic Relations Case Manager effective April 6, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

**LIQUID FUELS TAX REQUESTS**

Harrison Township - \$5,311.00

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

**COMMISSIONERS' REPORTS**

Commissioner Heibel reported that Revitalize Potter County has engaged hundreds of residents to collect input on enhancing the county's desirability as a place to live and relocate. The Commissioners were provided with a review of the draft plan prepared by Alchemy Accompanied. A Planning Commission meeting will be held on April 14 at 4:00 p.m. in the auditorium to review the draft and open it for public comment; the meeting is open to the public and may also be attended virtually by contacting the Planning Office for access information. Commissioner Heibel also noted that legislation currently before the Pennsylvania House of Representatives would allocate a portion of timber sale and energy development revenues to counties, schools, and municipalities, which would represent a significant benefit to local taxing bodies if enacted.

Commissioner Rossman reported that the Workforce Development Board unveiled CareerLink's new mobile unit, which is equipped with Starlink and will assist residents with applying for jobs and accessing various employment services. He noted that this project has been in development for a significant period of time and that they are excited to begin scheduling dates to bring the unit into communities.

**BILLS**

**Potter County Fiscal Summary (03/19/2026)**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
52	Operational Reserve Fund	150255			<b>\$300,000.00</b>

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

**Potter County Fiscal Summary (03/20/2026)**

<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	V1538134-V1539210, V1538292, V1538668-V1538688			<b>\$116,609.29</b>
10	General Fund - Accounts Payable	150256-150260, 150262-150286, 150288-150294, 150296-150351, 150353			<b>\$146,055.15</b>
10	General Fund - A/P Manual Checks	312			<b>\$162,620.73</b>
11	LEPC - Local Emergency Planning	3264-3265			<b>\$449.98</b>
15	North Fork Dam	150359			<b>\$38.34</b>
16	911 Fund	4173-4182			<b>\$6,464.43</b>
17	Saulter Preserve	150359			<b>\$36.00</b>
34	V.O.J.O.	150261, 150287, 150352			<b>\$190.25</b>
35	Victim Services/RASA	150287, 150261, 150352-150358, 150360-150371			<b>\$1,355.79</b>
38	Divorce Fund	150352			<b>\$82.28</b>
61	Employee Wellness Initiative	150261			<b>\$677.46</b>
64	Gas Well Impact-Capital Reserve	150295			<b>\$40,000.00</b>

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

**Potter County Fiscal Summary (03/23/2026)**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
69	Home Grant	150372-150373			\$29,525.06

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

**Potter County Fiscal Summary (04/02/2026)**

<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	150375-150383			\$80,790.49
10	General Fund - A/P Manual Checks	314			\$35.00
11	LEPC - Local Emergency Planning	3266			\$579.03
16	911 Fund	4183			\$208.76
34	V.O.J.O.	150374			\$7.95
35	Victim Services/RASA	150374			\$47.70

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

**Potter County Human Services Fiscal Summary (04/02/2026)**

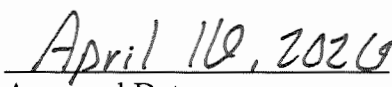
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$44,795.95
PAYROLL TAX TRANSFERS (EFTPS)	\$12,513.78
STATE TAX WITHHOLDINGS (ETIDES)	\$1,845.19
PAUC	\$42.98
Local W/H	\$601.07
Coudersport LST	\$80.00
ACCOUNTS PAYABLE CHECKS – 03/20/2026 Ck# 81974	\$1,100.00
ACCOUNTS PAYABLE CHECKS – 04/02/2026 Ck# 81975-82037	\$212,005.02
<b>Total Checks Written</b>	\$272,983.99

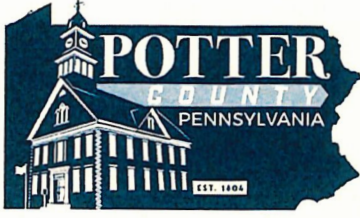
~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**NEXT MEETING:** April 16, 2026

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

  
 Potter County Executive Secretary

  
 Approval Date



**County of Potter  
Board of Commissioners**

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: 814-274-8290 Fax: 814-274-8284  
www.pottercountypa.gov*

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Stephanie L. Fera, Solicitor

**PROCLAMATION**

**Sexual Assault Awareness Month**

**April 2026**

**WHEREAS**, April is recognized nationwide as Sexual Assault Awareness Month (SAAM), marking 25 years of progress in supporting survivors, raising awareness, and inspiring action to prevent sexual assault, abuse, and harassment. The 2026 theme, *"25 Years Strong: Looking Back, Moving Forward,"* recognizes the resilience of survivors and the efforts of communities working together to create change; and

**WHEREAS**, prevention begins with each of us through supporting one another, practicing consent, and creating environments rooted in care and respect, helping to build communities where all individuals feel safe and valued; and

**WHEREAS**, we honor the survivors who have shared their stories and the advocates who continue to lead efforts in awareness, prevention, and support, reminding us that healing is possible and that everyone has a role in creating safer communities; and

**WHEREAS**, statistics show that more than 53 percent of women and nearly 29 percent of men report experiencing contact sexual violence, and in most cases the perpetrator is someone known to the victim, highlighting the importance of awareness and prevention efforts; and

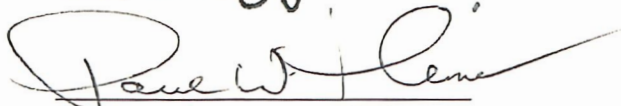
**WHEREAS**, sexual violence disproportionately affects certain communities, including racial minorities, individuals with disabilities, and transgender individuals, demonstrating the continued need for education, advocacy, and support services; and


**NOW, THEREFORE, BE IT RESOLVED**, we do hereby proclaim April 2026 as Sexual Assault Awareness Month and encourages all residents to support survivors and work together to promote respect, awareness, and prevention throughout our communities.

Given under our hands this 2<sup>nd</sup> day of April 2026.


**POTTER COUNTY BOARD OF COMMISSIONERS**

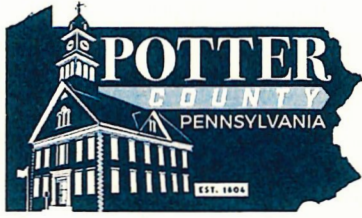
  
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Nancy J. Grupp, Chair

  
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Paul W. Heimel, Commissioner

  
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Robert W. Rossman, Commissioner

**ATTEST:**

  
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Jessica M. Giebel, Chief Clerk



**County of Potter  
Board of Commissioners**

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Robert W. Rossman, Commissioner

Jessica M. Giebel, Chief Clerk  
Stephanie L. Fera, Solicitor

**PROCLAMATION**

**National Library Week Proclamation**

**April 19-25, 2026**

**WHEREAS**, libraries spark creativity, fuel imagination, and inspire lifelong learning by providing welcoming spaces where individuals of all ages can explore new ideas and possibilities;

**WHEREAS**, libraries serve as vibrant community hubs that connect people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and equitable access to tools and opportunities for all individuals regardless of background;

**WHEREAS**, through initiatives such as PA Forward® and diverse programming—including Storytimes, STEAM programs, and literacy initiatives—libraries promote Basic, Information, Civic & Social, Health, and Financial literacy, nurturing curiosity, supporting young minds, and encouraging lifelong success;

**WHEREAS**, libraries strengthen communities by partnering with schools, businesses, and organizations, while empowering job seekers, entrepreneurs, and lifelong learners with resources, training, and opportunities that support career growth, economic success, and financial literacy, including the value of obtaining a library card;


**WHEREAS**, libraries, librarians, and library workers across the country unite to celebrate National Library Week under the theme “Find Your Joy,” highlighting the many ways libraries enrich lives and communities;

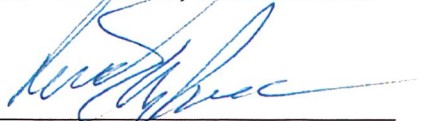
**NOW, THEREFORE, BE IT RESOLVED**, be it resolved that the Potter County Board of Commissioners proclaims National Library Week, April 19–25, 2026, and encourages all residents to visit their library, explore its resources, and celebrate all the ways the library helps our community find joy.

Given under our hands this 2<sup>nd</sup> day of April 2026.

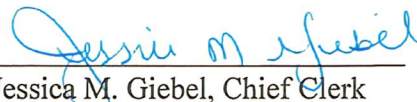
**POTTER COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Nancy J. Grupp, Chair

  
\_\_\_\_\_  
Paul W. Heibel, Commissioner

  
\_\_\_\_\_  
Robert W. Rossman, Commissioner

**ATTEST:**

  
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Jessica M. Giebel, Chief Clerk