

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

July 10, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – June 26, 2025

GUESTS

Kal Logue – Community Development on CDBG

Kayla Wright – Potter County Human Services Mental Health Director

NEW BUSINESS

SEDA-COG Financial Management Plan

Procurement Policy

Resignation: Drew Kyle from the Alcohol, Tobacco, and Other Drugs Advisory Board.

2024 Potter County Audit Extension

CONTRACTS AND AGREEMENTS

Amendment: SEDA-Council of Governments Professional and Administrative Services Amendment 2 to remove \$7,000 from the Grant Administration fee, add \$4,000 to the Activity Development fee, and add \$3,000 to the Activity Management fee.

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>23/24</u>	<u>24/25</u>
■ Aging (07/01/2025 - 06/30/2025)		
<u>Bonnie Murphy</u>		
Senior Center Assistant Manager	\$13.00/hour	No Change
■ Children and Youth (07/01/2025 - 06/30/2026)		
<u>Alcohol and Drug Abuse Services, Inc.</u>		
Stengthening families program and Triple-P(4) both evidence based programs		
<u>Program</u>	<u>Prior Cost-Per Diem</u>	<u>Current Cost-Per Diem</u>
Stengthening Families Program	\$35,071/successful classes	No Change
Triple-P(4)	\$69,224/year max	No Change
<u>Leon Kaple, Independent Living/PCHI</u>		
Dependent/Delinquent - PCHI	\$25.00/hour	No Change
■ Drug and Alcohol (07/01/2025 - 12/31/2025)		
<u>Endless Mountain, Facility #087030</u>		
Drug and Alcohol Treatment - Inpatient: Levels 3.7WM, 3.5		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7WM	\$417.00/day	No Change
Level 3.5	\$265.00/day	No Change
<u>Esper Center, Facility #257058</u>		
Drug and Alcohol Treatment - Methadone Treatment		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#257058 Daily Dose of Methadone/Couseling	\$92.00/week	No Change
Annual Physical	\$100.00/year	No Change
Annual Blood Work	\$50.00/year	No Change
<u>Guadenzia - Facility #257046, 251086, 257048, 257087, 157039, and 227036</u>		
Drug and Alcohol Treatment - Inpatient/Intensive Inpatient, Halfway House, IOP		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Facility #257046 HalfwayHouse - Community House	\$237.00/day	No Change
Facility #257048 Halfway House - Daniel Snow	\$166.00/day	No Change
Facility #251086		
Level 3.7	\$351.00/day	No Change
Level 3.5	\$260.00/day	No Change

Facility #257087 - House of Healing - Level 3.5	\$400.00/day	No Change
Facility #157039 - Women with Children - Level 3.5	\$399.00/day	No Change
Facility #227036 - Intensive Outpatient	\$120.00/day	No Change
<u>Harbor Counseling</u>		
Drug and Alcohol Treatment - Intensive Outpatient, Outpatient, Intervention		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#597013 Intensive Outpatient	\$140.00/day	No Change
Outpatient Individual	\$100.00/hour	No Change
Outpatient Group	\$45.00/hour	No Change
Intervention	\$110.00/hour	No Change
<u>Sage Counseling</u>		
Prevention Consulting/Assessment		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Evaluation Services/Prevention Services/New Prevention Needs Assessment planning and execution	\$28,350/year	\$17,000/year

**PERSONNEL**

*Retirement:* Warden Angela Milford, Potter County Jail Warden, will be retiring effective September 1, 2025.

*Resignation:* Danielle Boccardo, Floating Part-Time District Justice Secretary, has resigned her position effective July 8, 2025.

*Resignation:* Linda Huggler, Senior Center Operator I Substitute with Potter County Human Services, has resigned her position effective June 18, 2025.

*Resignation:* Herbert McElwee, Van Driver with Potter County Human Services, has resigned his position effective June 27, 2025.

**LIQUID FUELS TAX REQUESTS**

**COMMISSIONERS' REPORTS**

**BILLS**

**Potter County Fiscal Summary (06/02/2025)**

<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	148003-148022			<b>\$136,387.51</b>
10	General Fund - A/P Manual Checks	250			<b>\$35.00</b>
11	LEPC - Local Emergency Planning	3180-3181			<b>\$644.71</b>
16	911 Fund	3972-3974			<b>\$144,419.37</b>
34	V.O.J.O.	148003			<b>\$7.95</b>
35	Victim Services/RASA	148003			<b>\$47.70</b>

**Potter County Fiscal Summary (06/13/2025)**

<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	V920404;V920406;V920407-V920427			<b>\$112,755.12</b>
10	General Fund - Accounts Payable	148023-148088			<b>\$366,198.27</b>
10	General Fund - A/P Manual Checks	251			<b>\$157,826.89</b>
11	LEPC - Local Emergency Planning	3182-3183			<b>\$882.69</b>

16	911 Fund	3975-3981			<b>\$11,234.35</b>
25	Automation Fund (Criminal)	148073			<b>\$101.39</b>
34	V.O.J.O.	148040;148075			<b>\$262.17</b>
35	Victim Services/RASA	148040;148075			<b>\$1,813.63</b>
64	Gas Well Impact-Capital Reserve	148051			<b>\$700.00</b>

**Potter County Fiscal Summary (06/20/2025)**

<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	148089-148251			<b>\$30,776.30</b>

**Potter County Fiscal Summary (06/27/2025)**

<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	V947184-V947205;V947264-V947346;V947098	148133;147438	\$1,049.19	<b>\$118,768.76</b>
10	General Fund - Accounts Payable	148252-148338			<b>\$235,882.10</b>
10	General Fund - A/P Manual Checks	255			<b>\$165,463.03</b>
11	LEPC - Local Emergency Planning	3184-3186			<b>\$7,081.59</b>
15	North Fork Dam	148282;148317;148327			<b>\$3,043.76</b>
16	911 Fund	3982-3991			<b>\$24,949.38</b>
17	Saulter Preserve	148327			<b>\$44.21</b>
18	Automation Fund (Civil)	148319			<b>\$174.66</b>
25	Automation Fund (Criminal)	148319			<b>\$174.66</b>
34	V.O.J.O.	148271			<b>\$180.00</b>
35	Victim Services/RASA	148,271			<b>\$1,290.00</b>

**Potter County Fiscal Summary (06/30/2025)**

<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	V934915-V934944			<b>\$7,752.26</b>
10	General Fund - A/P Manual Checks	254			<b>\$10,045.08</b>

**Potter County Fiscal Summary (07/01/2025)**

<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	148339-148356			<b>\$140,382.18</b>
10	General Fund - A/P Manual Checks	256			<b>\$35.00</b>

11	LEPC - Local Emergency Planning	3187-3188			<b>\$1,715.25</b>
16	911 Fund	3992-3993			<b>\$414.30</b>
34	V.O.J.O.	148339			<b>\$7.95</b>
35	Victim Services/RASA	148339			<b>\$47.70</b>

**Potter County Human Services Fiscal Summary (07/10/2025)**

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$40,088.60
PAYROLL TAX TRANSFERS (EFTPS)	\$11,678.03
STATE TAX WITHHOLDINGS (ETIDES)	\$1,699.40
PAUC	\$39.62
Local W/H	\$553.53
Paytime P/R Charge	\$450.91
ACCOUNTS PAYABLE CHECKS – 07/01/2025 Ck# 80813-80823	\$13,513.13
ACCOUNTS PAYABLE CHECKS – 07/10/2025 Ck# 80824-80887	\$75,554.41
<b>Total Checks Written</b>	<b>\$143,577.63</b>

**NEXT MEETING:** July 24th, 2025

**ADJOURNMENT**

Prepared by Paige Barroqueiro