

~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) <i>Bonnie Murphy</i> Senior Center Assistant Manager	\$13.00/hour	No Change
■ Children and Youth (07/01/2025 - 06/30/2026) <i>Alcohol and Drug Abuse Services, Inc.</i> 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
<i>Leon Kaple, Independent Living/PCHI</i> Dependent/Delinquent - PCHI	\$25.00/hour	No Change
■ Drug and Alcohol (07/01/2025 - 12/31/2025) <i>Endless Mountain, Facility #087030</i> Drug and Alcohol Treatment - Impatient: 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
<i>Esper Center, Facility #257058</i> Drug and Alcohol Treatment - Methadone Treatment		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#257058 Daily Dose of Methadone/Counseling	\$92.00/week	No Change
Annual Physical	\$100.00/year	No Change
Annual Blood Work	\$50.00/year	No Change
<i>Guadenzia - Facility #257046, 251086, 257048, 257087, 157039, and 227036</i> 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		
Description	Prior Cost	Current Cost
#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		
Description	Prior Cost	Current Cost
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)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148003-148022			\$136,387.51
10	General Fund - A/P Manual Checks	250			\$35.00
11	LEPC - Local Emergency Planning	3180-3181			\$644.71
16	911 Fund	3972-3974			\$144,419.37
34	V.O.J.O.	148003			\$7.95
35	Victim Services/RASA	148003			\$47.70

Potter County Fiscal Summary (06/13/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V920404;V920406;V920407-V920427			\$112,755.12
10	General Fund - Accounts Payable	148023-148088			\$366,198.27
10	General Fund - A/P Manual Checks	251			\$157,826.89
11	LEPC - Local Emergency Planning	3182-3183			\$882.69

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

Potter County Fiscal Summary (06/20/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148089-148251			\$30,776.30

Potter County Fiscal Summary (06/27/2025)

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

Potter County Fiscal Summary (06/30/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V934915-V934944			\$7,752.26
10	General Fund - A/P Manual Checks	254			\$10,045.08

Potter County Fiscal Summary (07/01/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148339-148356			\$140,382.18
10	General Fund - A/P Manual Checks	256			\$35.00

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

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
Total Checks Written	\$143,577.63

NEXT MEETING: July 24th, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro