

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

August 7, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – July 24, 2025

GUESTS

Kelly Harrison – Potter County Domestic Relations Director

NEW BUSINESS

Proclamation – Child Support Awareness Month

Engagement Letter – Between Potter County; PCHS and ZA (Zelenkofske Axelrod LLC), for 2024 Audit at cost that will not exceed \$64,350.

2026 Potter County Holiday Schedule

CONTRACTS AND AGREEMENTS

Contract Quote - Databranch, for Additional Acrobat Licenses at a prorated cost of \$725.

Service Agreement – Gannett Fleming, Inc. for 2025 annual North Fork Dam Inspection. Annual cost of \$3,500.00.

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>23/24</u>	<u>24/25</u>
■ <u>Area Agency on Aging</u>		
<u>Barbara A. Busch</u>		
PA-MEDI Assistant – Required by Department of Aging		
Care Management	\$25.00 + expenses	\$26.00 + expenses
(July 1, 2025 to December 31, 2025)		
<u>Mary Jones</u>		
Senior Center Operator		
Provides OV Senior Center Management Services	\$16.00/hr.	\$16.00/hr.
(July 1, 2025 to December 31, 2025)		
<u>Bonnie Murphy</u>		
Assistant Senior Center Manager		
Provides Assistant Senior Center Management Services	\$13.00/hr.	\$13.00/hr.
(July 1, 2025 to December 31, 2025)		
<u>Dorothy E. Taylor</u>		
Regional Ombudsman Coordinator		
Plus State-approved mileage rate	\$73,440.00	\$75,092.00
(July 1, 2025 to June 30, 2026)		
■ <u>Children and Youth (07/01/2025 - 06/30/2025)</u>		
<u>The Academy</u>		
Dependent/Delinquent Female Residential Placement; D&A Female; Shelter Program Female		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
General Residential – Female	\$330.23	\$334.44
In Patient Drug & Alcohol – Female	\$388.44	\$400.09
Shelter Care – Female	\$408.98	\$421.25
Specialized Settings – Female	\$423.70	\$436.41
Enhanced Support Program	\$1,219.00	\$1,219.00
Psychiatric Evaluation	N/A	\$472.65

<i>Summit School, Inc.</i>		
Dependent/Delinquent, Residential Placement, D&A, Shelter Program, Male Only Facility		
Description	Prior Cost	Current Cost
Residential Program	\$281.03	\$292.27
Inpatient Drug & Alcohol	\$361.00	\$371.83
Specialized Services	\$415.00	\$427.72
Shelter Care	\$383.72	\$395.23
Intense Specialized	\$795.45	\$795.45
Enhanced Support Program	\$1,113.00	\$1,113.00
Diagnostic Program	N/A	\$407.72
<i>Bethesda Children's Home</i>		
Dependent/Delinquent – Emergency Shelter; Group Home Placement Program, Foster Care and Transitional Living Program		
Description	Prior Cost	Current Cost
Right Start Program – Baby Only (New Name)	\$160.00	No Change
Right Start Program–Mother/Expectant Mother (New Name)	\$370.00	No Change
Right Start Program – Mother and Baby (New Name)	\$530.00	No Change
Right Start Program – Shelter (New)	\$350.00	No Change
Right Start Transitional Living	\$260.00	No Change
Petersen Home (New)	\$230.00	No Change
Foster Care age 0-12 Non-Case Management over 30 miles from main campus	\$68.11	No Change
Foster Care age 13-21 Non-Case Management over 30 miles from main campus	\$68.47	No Change
Foster Care Age 0-12 Therapeutic over 30 miles from main campus	\$83.71	No Change
Foster Care Age 13-21 Therapeutic over 30 miles from main campus	\$88.71	No Change
Foster Care 0-12 Case Management over 30 miles from main campus	\$130.10	No Change
Foster Care Age 13-21 Case Management over 30 miles from main campus	\$135.10	No Change
Mother/Baby over 30 miles from Bethesda main campus	\$133.78	No Change
<i>Merakey</i>		
Foster Care R&B, Therapeutic Foster Care R&B+Treatment, Therapeutic Foster Care with infant; Respite, Emergency Respite; Foster Care Plus, Foster Care-Infant Add on only, Enhanced Foster Care, Foster Care with infant, Enhanced Kinship Approval & Support		
Description	Prior Cost	Current Cost
Therapeutic Foster Care – (TFC) R&B	\$56.10	\$56.10
Therapeutic Foster Care (R&B+Treatment)	\$174.22	\$174.22
Therapeutic Foster Care Mother with Infant	\$135.82	\$135.82
Respite Foster Care (Unit CC)	\$115.09	\$115.09
Respite Foster Care (Unit CA)	\$115.09	\$115.09
Emergency Respite (Unit HH)	\$126.22	\$127.23
Emergency Respite (unit HI)	\$126.22	\$127.23
Foster Care Plus (Unit BB)	\$114.02	\$114.02
Foster Care Plus (Unit BC)	\$114.02	\$114.02
Foster Care Infant Only	\$104.81	\$104.81
Enhanced Foster Care	\$166.95	\$165.95
Foster Care Mother with infant (Unit TF)	\$173.21	\$173.21
Foster Care Mother with infant (Unit TG)	\$173.21	\$173.21
Foster Care with two infants	\$248.88	\$248.88
CRR ITP	\$19.18	\$19.18
■ Drug and Alcohol (07/01/2025 - 12/31/2025)		
<i>Huntington Creek Treatment Facility – Adult and Adolescent; Facility number 407061</i>		
Drug and Alcohol Treatment - Inpatient		
Description	Prior Cost	Current Cost
Level 3.7 WM (Adolescent)	\$579.00/per day	No Change
Level 3.5 (Adolescent)	\$472.00/per day	No Change
Level 3.7 (Adult)	\$441.00/per day	No Change
Level 3.5 (Adult)	\$425.00/per day	No Change
Level 3.5 Enh (Adult)	\$450.00/per day	No Change
<i>Resolutions Recovery Center – Adult; Facility number 437031</i>		
Drug and Alcohol Treatment - Inpatient		
Description	Prior Cost	Current Cost
Level 3.5 (Adolescent)	New Contract	\$320.00/per day

■ Early Intervention (07/30/2025 - 06/30/2026)		
<u>Lisa Ham</u>		
Evaluations to determine EI eligibility	\$30.58/15 minutes	No Change
<u>Milestones Physical Therapy, LLC</u>		
Provides physical and occupational therapy to program eligible children.		
Description	Prior Cost	Current Cost
Occupational Therapy	\$34.70/15 minutes	No Change
IFSP Teamer Occupational Therapy	\$34.70/15 minutes	No Change
Physical Therapy	\$34.50/15 minutes	No Change
IFSP Teamer Physical Therapy	\$34.70/15 minutes	No Change
Evaluation – Occupational Therapy	N/A	\$34.70/15 minutes

PERSONNEL

Hire: Thomas Patterson is requesting the emergency hire of David Shalkowski as part-time emergency relief Clerk-Typist 2, effective July 11, 2025

Hire: Thomas Patterson is requesting the hire of Jessica Ruter as full-time Children and Youth Caseworker II, effective August 11, 2025

Resignation: Crystal Henning, Administrative Assistant II with Potter County Human Services, has resigned her position effective August 8, 2025.

LIQUID FUELS TAX REQUESTS

Ulysses Borough \$1,443.70

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (07/25/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V999904- V999982;V1000174;V100 0175-V1000196			\$115,059.53
10	General Fund - Accounts Payable	148435-148536			\$92,398.22
10	General Fund - A/P Manual Checks	258			\$159,757.18
11	LEPC - Local Emergency Planning	3191			\$182.67
15	North Fork Dam	148521			\$38.48
16	911 Fund	4001-4006			\$5,902.84
17	Saulter Preserve	148521			\$43.43
18	Automation Fund (Civil)	148513			\$34.15
20	Supervision Fees (County) (CO)	148440			\$3,726.00
22	Farmland Preserv. & Rollback	148517;148448			\$18,071.00
34	V.O.J.O.	148462			\$180.00
35	Victim Services/RASA	148462			\$1,290.00
38	Divorce Fund	148435			\$105.45
55	Phare Grant	148494			\$18,750.00
59	P.C.Victim Impact Panel (CO)	148502			\$156.00
64	Gas Well Impact-Capital Reserve	148458			\$10,000.00
68	Strategic Management Planning Grant	148478			\$2,658.75

Potter County Fiscal Summary (07/28/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148537			\$6,039.69

Potter County Fiscal Summary (07/29/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
16	911 Fund	4008			\$4,357.93

Potter County Fiscal Summary (07/31/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V1002354-V1002383			\$7,756.56
10	General Fund - A/P Manual Checks	259			\$10,045.11

Potter County Fiscal Summary (08/01/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148538-148550			\$130,993.59
10	General Fund - A/P Manual Checks	261-262			\$1,746.85
11	LEPC - Local Emergency Planning	3192			\$579.06
16	911 Fund	4009-4010			\$408.76
34	V.O.J.O.	148538			\$7.95
35	Victim Services/RASA	148538			\$47.70

Potter County Human Services Fiscal Summary (08/07/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$39,813.84
PAYROLL TAX TRANSFERS (EFTPS)	\$11,433.85
STATE TAX WITHHOLDINGS (ETIDES)	\$1,659.05
PAUC	\$38.70
Local W/H	\$540.38
Paytime P/R Charge	\$441.28
ACCOUNTS PAYABLE CHECKS – 07/01/2025 Ck# 80973-81045	\$125,377.47
Total Checks Written	\$179,127.88

NEXT MEETING: August 21th, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro