

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

October 16, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – September 18, 2025

GUESTS

Marsha Dippold – Director at Dickinson Center

NEW BUSINESS

Proclamation – Disability Employment Awareness Month

Resolution – Tax Anticipation

Potter County Petty Cash Policy

MOU - Potter County Commissioners; Northern Tier Community Action Corp; PC Housing Authority, PCHS and A Way Out for application to Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Grant.

MOU - Potter County Commissioners and Teamsters Local Union No. 110 for implementation of a sign on bonus for new hires at the Potter County Jail.

Appointment – Donna Sauers to the Alcohol, Tobacco, and Other Drug Advisory Board. Effective October 2025 through October 2028

Rescind prior motion to approve TextMyGov Service Agreement due to not being covered by grant funding

CONTRACTS AND AGREEMENTS

Service Agreement – Alcohol & Drug Abuse Services, Inc., for drug counseling services at a cost of \$95.00 per hour, for a term of July 1, 2025 through June 30, 2027

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Aging (07/01/2025 - 06/30/2026)		
Automated Security Alert, Inc.		
Personal Emergency Response Systems (PERS) and Medication Dispensers		
Description	Prior Cost	Current Cost
PERS monthly fee	\$29.50	No Change
Cellular PERS monthly fee	\$41.50	No Change
Medication Dispenser monthly fee	\$40.00	No Change
Cellular Medication Dispenser Monthly Fee	\$50.00	No Change
Mobile PERS Monthly Fee	\$34.95	No Change
Mobile PERS Replacement Fee	\$199.00	No Change
with option for 2 or 1 year renewal at no additional cost		
BAYADA Home Health Care, Inc.		
Description	Prior Cost	Current Cost
Extension-Personal Care and Home support services	\$23.52/hour	No change
Purfoods LLC dba Mom's Meals		
Home Delivered Meals		
Year	Prior Cost	Current Cost
Year 1 (2025-2026)	\$6.63/HDM	\$6.79/HDM
	\$7.56/Pureed HDM	\$7.69/Pureed HDM

Year 2 (2026-2027)	\$6.79/HDM	\$6.89/HDM
	\$7.69/Pureed HDM	\$7.79/Pureed HDM
Year 3 (2027-2028)	\$6.89/HDM	\$6.99/HDM
with option for 2 or 1 year renewal at no additional cost		
■ Coordinated Services (07/01/2025 - 06/30/2026)		
<i>Heart Response, Inc.</i>		
Description	Prior Cost	Current Cost
Assists PCHS families with various needs	\$47.00/family unit	No Change
	Max of 70 families	
■ Mental Health (07/01/2025 - 06/30/2026)		
<i>Coudersport Area School District</i>		
Description	Prior Cost	Current Cost
Student Assistance Program and available training	\$375/person	No Change
	Max of 5 individuals	

PERSONNEL

Hire - Thomas Patterson is requesting the hire of Alexander Dovensky as full-time Administrative Assistant II, effective October 20, 2025

LIQUID FUELS TAX REQUESTS

Sweden Township \$2,971.27

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (10/03/2025)

<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 Checks	5042, 5043			\$112.31
10	Payroll - Direct Deposit	V1139316-V1139393, V1139435-V1139455, V11394211			\$111,050.73
10	General Fund - Accounts Payable	148913-148984			\$252,078.09
10	General Fund - A/P Manual Checks	278			\$154,851.36
11	LEPC - Local Emergency Planning	3205-3206			\$697.13
14	Liquid Fuels	1828-1829			\$4,866.40
15	North Fork Dam				\$568.30
16	911 Fund	4071-4080			\$7,000.37
17	Saulter Preserve	148971, 148933			\$383.65
20	Supervision Fees (County) (CO)				\$826.77
27	Substance Abuse (Act 198)				\$1,087.43
28	Domestic Relations IV-D	1075			\$6,624.00
32	Specialty Courts	148980			\$133.85
34	V.O.J.O.	148929			\$180.00
35	Victim Services/RASA	148929, 148976, 148929			\$1,382.55
38	Divorce Fund	148916			\$76.86

61	Employee Wellness Initiative	148916			\$1,142.08
64	Gas Well Impact-Capital Reserve	148984			\$800.00
66	911 Statewide Interconnectivity Grant	148934			\$310.50

Potter County Human Services Fiscal Summary (10/16/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,587.13
PAYROLL TAX TRANSFERS (EFTPS)	\$11,192.36
STATE TAX WITHHOLDINGS (ETIDES)	\$1,611.40
PAUC	\$37.35
Local W/H	\$524.87
Isolved P/R Charge	\$143.57
ACCOUNTS PAYABLE CHECKS – 10/02/2025 Ck# 81229-81283	\$100,890.94
Total Checks Written	\$152,987.62

NEXT MEETING: October 30, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro