

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 12, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:07 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 Administrative Assistant Paige Barroqueiro: all present.

PUBLIC COMMENT

MINUTES – May 29, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

GUESTS

Chris Darling, owner of Sprout’s Pharmacy in Shinglehouse, provided an update on his plans to expand services of Rite Aid in Coudersport. He expressed appreciation to the public for their continued patience. Sprout’s has added phone lines and is exploring prescription delivery options. A lease has been signed for a new branch in the former Buchanan Brothers store, licensing is being pursued, and opening is expected by early September. Darling addressed the issue of “spread pricing” by Pharmacy Benefit Managers, which discriminate against smaller, independent pharmacies. He said that without legislative remedies, some community pharmacies may be forced to close.

Mary Freeman with Potter County Human Services Area on Aging provided the Commissioners and public with an overview of services they provide. The state allocates about 1 million dollars per year that must go to specific categories. Some of the services they provide include protective services, 4 senior centers in the county that are open 5 days a week, Report of Need (RON), an aging caseworker on call at all times, “Options” meal program, Transportation to medical appointments at no cost, emergency response, and personal care up to 6 hours a week based on need and income. She said shortfalls in state funding could result in waiting lists.

NEW BUSINESS

Appointment – Coudersport Area School Superintendent Drew Kyle to the Alcohol, Tobacco, and Other Drugs Advisory Board for a 3-year term ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Agreement – GovEase to administer Potter County Tax Claim Bureau Upset Sales and process payments for a 12-month period ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Agreement – Davis Ulmer Fire Protection, for fire monitoring at the Potter County Courthouse. Term of July 1, 2025, to June 30, 2026, at an annual fee of \$375.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

■ Coordinated Services (07/01/2025 - 06/30/2026)

A Way Out

Shelter placement for victims of domestic violence

Room cost / day

No Change

Health Ride Plus

Transportation

\$2.50 / loaded mile

\$2.57 / loaded mile

Northern Tier Childrens Home Residential Services Inc

Shelter placement for the homeless

\$50.00 / day

No Change

\$5.00 / day

No Change

■ **Mental Health (07/01/2025 - 06/30/2026)**

Center for Community Resources (CCR)

24/7 telephone and mobile crisis

Telephone	\$10/15 minute unit	\$10.20/15 minute unit
Mobile	\$20/15 minute unit	\$20.40/15 minute unit

Center for Community Resources (CCR)

Mental Health Crisis / Emergency Services

Daytime Delegate	\$21.45 / unit	No Change
	\$13,462.00 maximum	

Crossroads Counseling, Inc.

Mental Health Psychiatric Outpatient Services

Subject to available local, state, and federal, ect.	No Change
Max of \$20,000	

Dickinson Center, Inc.

Mental Health Drop In Center and Family Based Mental Health Services

Drop In Center	\$66,720 Maximum	\$70,056 Maximum
Family Based	\$46.86 / Unit	No Change
	\$15,000 Maximum	No Change

Dickinson Center, Inc.

School Based Mental Health Specialist

\$70,000 Maximum cost	No Change
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Mental Health Psychiatric Outpatient Services

\$28,000 Maximum cost	No Change
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Dickinson Center, Inc.

PEER Specialist Support Services

\$15.00/15 minutes	
Maximum of \$7,500	No Change
\$5.50/15 minutes Maximum	
of \$30,000	No Change

Psychiatric Rehabilitation Services

\$18.00/15 minutes	
Maximum of \$30,000	No Change

Mobile Psychiatric Rehabilitation

The Guidance Center

Family Based Services for children and families. Project Rapport provides education for at risk teens and pregnant women.

	\$46.86/15 minute unit	
Family Based Services	Maximum of \$15,000	No Change
	\$15.62/15 minute unit	
Project Rapport	Maximum of \$15,000	No Change

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

PERSONNEL

Resignation: Gabriel Greene, part-time Courthouse Security Guard, is resigning his position effective June 11, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire: Sheriff Kevin Siska has hired Brianna Friend to fill the part-time Courthouse Security position; effective June 19, 2025. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation: Michelle Gledhill, Potter County Auditor, is resigning her position effective June 30, 2025 ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resignation: Brian Nolan, Potter County Human Services IT Generalist 2, is resigning his position effective July 4, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Bingham Township \$3,551.94 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

COMMISSIONERS' REPORTS

Commissioner Heimel asked the public to contact state lawmakers in support of additional state funding for county-based senior citizens' services. As demand and costs have risen, state funds were not increased for the 2024-25 fiscal year and are now being deliberated for fiscal 2025-26.

BILLS**Potter County Fiscal Summary (05/30/2025)**

<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	V874599-V874628; V893325; V893352- V893372; V893485- V893565			\$123,853.00
10	General Fund - Accounts Payable	147949-148002			\$84,985.18
10	General Fund - A/P Manual Checks	246:249			\$171,770.07
11	LEPC - Local Emergency Planning	3179			\$2,100.00
15	North Fork Dam	147990			\$38.33
16	911 Fund	3967-3971			\$33,730.29
17	Saulter Preserve	147990			\$40.42
25	Automation Fund (Criminal)	147986			\$47.78
34	V.O.J.O.	147958			\$180.00
35	Victim Services/RASA	147958			\$1,290.00
38	Divorce Fund	147949			\$256.06
64	Gas Well Impact-Capital Reserve	147969			\$2,100.00

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

Potter County Human Services Fiscal Summary (06/12/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$40,923.82
PAYROLL TAX TRANSFERS (EFTPS)	\$11,932.62
STATE TAX WITHHOLDINGS (ETIDES)	\$1,736.77
PAUC	\$40.51
Local W/H	\$565.72
Paytime P/R Charge	\$454.39
ACCOUNTS PAYABLE CHECKS – 05/29/2025 Ck#80647-80709	\$107,531.63
Total Checks Written	\$163,185.46

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

NEXT MEETING: June 26th, 2025

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


Potter County Executive Administrative Assistant

June 26, 2025
Approval Date

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