

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

July 10, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:25 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Nancy Grupp, Commissioner Robert Rossman, and Executive Administrative Assistant Paige Barroqueiro; present. Commissioner Paul Heimel and Chief Clerk Jessica Giebel; absent.

PUBLIC COMMENT

MINUTES – June 26, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

GUESTS

GIS/Planning/Community Development Director Will Hunt provided an update on the Revitalize Potter County community outreach meetings. So far three have been held in Genesee, Roulette, and Germania. Community members, planning commission members, and township officials were in attendance and the team hopes to hold 5 more meetings this fall.

Kal Logue, Community Development Coordinator, joined the Commissioners to provide a review of the recent annual monitoring meeting with the Department of Community and Economic Development (DCED). He reported that three items on the current agenda, once approved, will bring the County into full compliance with all requirements associated with the Community Development Block Grant (CDBG) program and the HOME Investment Partnerships Program (HOME).

Kayla Wright, Mental Health Director for Potter County Human Services, addressed the Commissioners to provide clarification on the Transformational Living Program and to correct misinformation that had circulated on social media. She explained that the program currently operates three houses in Coudersport and provides bicycles to participants to ensure they can attend all appointments. To qualify, individuals must be transitioning out of long-term treatment and have a history of mental health and/or substance use disorders. The program collaborates with multiple service providers to support rehabilitation and reintegration. Applicants undergo a detailed application and interview process with the housing board. The program currently reports an 85% success rate.

NEW BUSINESS

SEDA-COG Financial Management Plan ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

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

Resignation: Drew Kyle from the Alcohol, Tobacco, and Other Drugs Advisory Board. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

2024 Potter County Audit Extension ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes.

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

PCHS CONTRACTS AND AGREEMENTS

■ **Aging (07/01/2025 - 06/30/2025)**

Bonnie Murphy

Senior Center Assistant Manager

23/24

\$13.00/hour

24/25

No Change

■ **Children and Youth (07/01/2025 - 06/30/2026)**

Alcohol and Drug Abuse Services, Inc.

Stengthening families program and Triple-P(4) both evidence based programs

Program

Stengthening Families Program

Triple-P(4)

Prior Cost-Per Diem

\$35.071/successful classes

\$69,224/year max

Current Cost-Per Diem

No Change

No Change

Leon Kaple, Independent Living PCHI

Dependent/Delinquent - PCHI

\$25.00/hour

No Change

■ **Drug and Alcohol (07/01/2025 - 12/31/2025)**

Endless Mountain, Facility #087030

Drug and Alcohol Treatment - Inpatient: Levels 3.7WM, 3.5

Description

Level 3.7WM

Level 3.5

Prior Cost

\$417.00/day

\$265.00/day

Current Cost

No Change

No Change

Esper Center, Facility #257058

Drug and Alcohol Treatment - Methadone Treatment

Description

#257058 Daily Dose of Methadone/Counseling

Annual Physical

Annual Blood Work

Prior Cost

\$92.00/week

\$100.00/year

\$50.00/year

Current Cost

No Change

No Change

No Change

Guadenzia - Facility #257046, 251086, 257048, 257087, 157039, and 227036

Drug and Alcohol Treatment - Inpatient/Intensive Inpatient, Halfway House, IOP

Description

Facility #257046 Halfway House - Community House

Facility #257048 Halfway House - Daniel Snow

Facility #251086

Level 3.7

Level 3.5

Facility #257087 - House of Healing - Level 3.5

Facility #157039 - Women with Children - Level 3.5

Facility #227036 - Intensive Outpatient

Prior Cost

\$237.00/day

\$166.00/day

\$351.00/day

\$260.00/day

\$400.00/day

\$399.00/day

\$120.00/day

Current Cost

No Change

No Change

No Change

No Change

No Change

No Change

No Change

Harbor Counseling

Drug and Alcohol Treatment - Intensive Outpatient, Outpatient, Intervention

Description

#597013 Intensive Outpatient

Outpatient Individual

Outpatient Group

Intervention

Prior Cost

\$140.00/day

\$100.00/hour

\$45.00/hour

\$110.00/hour

Current Cost

No Change

No Change

No Change

No Change

Sage Counseling

Prevention Consulting/Assessment

Description

Evaluation Services/Prevention Services/New Prevention Needs

Assessment planning and execution

Prior Cost

\$28,350/year

Current Cost

\$17,000/year

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

PERSONNEL

Retirement: Warden Angela Milford, Potter County Jail Warden, will be retiring effective September 1, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Resignation: Danielle Boccardo, Floating Part-Time District Justice Secretary, has resigned her position effective July 8, 2025. ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Rossman seconded. Grupp yes; Rossman yes.

Resignation: Linda Huggler, Senior Center Operator I Substitute with Potter County Human Services, has resigned her position effective June 18, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Resignation: Herbert McElwee, Van Driver with Potter County Human Services, has resigned his position effective June 27, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Rossman informed the public that he attended the recent Coudersport Borough Council meeting, where the Council approved the opening of multiple streets for ATV use. The proposal has now been forwarded to PennDOT for further approval.

Commissioner Grupp shared her recent experience using the SproutRx prescription pickup service at UPMC Cole. She noted that the process went smoothly, emphasizing that while payment must be made over the phone, the pickup itself was efficient and convenient.

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			\$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

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

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			\$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

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

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			\$30,776.30

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

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	\$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

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

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			\$7,752.26
10	General Fund - A/P Manual Checks	254			\$10,045.08

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

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			\$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

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

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

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

NEXT MEETING: July 24th, 2025

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


 Potter County Executive Secretary

July 24, 2025
 Approval Date

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