

*~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.

<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			
Program		<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			
Description		<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			
Description		<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			
Description		<u>Prior Cost</u>	<u>Current Cost</u>
Facility #257046 Halfway House - 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
<i>Harbor Counseling</i>			
Drug and Alcohol Treatment - Intensive Outpatient, Outpatient, Intervention			
Description		<u>Prior Cost</u>	<u>Current Cost</u>
#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
<i>Sage Counseling</i>			
Prevention Consulting/Assessment			
Description		<u>Prior Cost</u>	<u>Current Cost</u>
Evaluation Services/Prevention Services/New Prevention Needs			
Assessment planning and execution		\$28,350/year	\$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)**

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

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

### **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

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

### **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

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

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	<b>\$118,768.76</b>
10	General Fund - Accounts Payable	148252-148338			<b>\$235,882.10</b>
10	General Fund - A/P Manual Checks	255			<b>\$165,463.03</b>
11	LEPC - Local Emergency Planning	3184-3186			<b>\$7,081.59</b>
15	North Fork Dam	148282;148317;148327			<b>\$3,043.76</b>
16	911 Fund	3982-3991			<b>\$24,949.38</b>
17	Saulter Preserve	148327			<b>\$44.21</b>
18	Automation Fund (Civil)	148319			<b>\$174.66</b>
25	Automation Fund (Criminal)	148319			<b>\$174.66</b>
34	V.O.J.O.	148271			<b>\$180.00</b>
35	Victim Services/RASA	148,271			<b>\$1,290.00</b>

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

Potter County Fiscal Summary (06/30/2025)

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

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

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			<b>\$140,382.18</b>
10	General Fund - A/P Manual Checks	256			<b>\$35.00</b>
11	LEPC - Local Emergency Planning	3187-3188			<b>\$1,715.25</b>
16	911 Fund	3992-3993			<b>\$414.30</b>
34	V.O.J.O.	148339			<b>\$7.95</b>
35	Victim Services/RASA	148339			<b>\$47.70</b>

~ 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
<b>Total Checks Written</b>	<b>\$143,577.63</b>

~ **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.

  
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Potter County Executive Secretary

July 24, 2025  
\_\_\_\_\_  
Approval Date

