

*~Minutes~*

**POTTER COUNTY COMMISSIONERS MEETING**

**July 24, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:20 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** – July 10, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUESTS**

Will Hunt, Planning/GIS/Community Development Director, reported on Resolution 6, which will be voted on this meeting to formally support the Northcentral Regional ATV Trail (NRAT) Program. This resolution establishes Potter County's participation alongside neighboring counties, municipalities, and regional partners in the formation of a Council of Governments (COG) to coordinate efforts related to the regional ATV trail system. Hunt noted that ATV tourism has become a significant driver of economic activity in Potter County. During the 2022–2023 season, visitors averaged nine trips per year to the county, with each visit lasting approximately three nights. In that season alone, approximately \$430,000 in revenue was generated through permit sales. Local businesses have reported that up to 30% of their income is attributed to ATV visitors. In response to this demand, many infrastructure and community improvements have been made to better support the ATV community. Hunt emphasized that organized trail systems like the NRAT help reduce riding on private property, limit reckless behavior, and encourage adherence to trail rules. Hunt further clarified that all municipalities in the startup would be involved but being a dues-paying member would enable a township or borough to a vote. Startup fees will be split between counties, but a dollar amount won't be identified until a solicitor begins work. Passing the resolution today only agrees to move forward and does not represent a financial commitment.

Representatives from the Tri-Town Fire Company and Crary Hose Company joined the Commissioners to share updates and express continued excitement regarding the new burn building and training center located in Westfield. The facility will be open to all local fire companies, providing a centralized location for critical firefighter training. The fire companies applied for state funding and were awarded \$100,000 of the \$175,000 needed to purchase the building. Thanks to additional donations from surrounding counties and local fire departments, they are nearing their fundraising goal. To support this important regional project, the Commissioners presented the fire companies with a \$10,000 check from Act 13 funds. The Commissioners commended the departments for their collaborative efforts and reiterated their commitment to supporting public safety and first responder training in the region.

**NEW BUSINESS**

Community Development Block Grant Citizen Participation Plan ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Potter County Language Access Plan for HUD Funded Programs ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resolution 5 of 2025 – Appointing a Language Access Coordinator ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Resolution 6 of 2025 – Support the Northcentral Regional ATV Trail (NRAT) Network ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Appointment: Dan Eskesen to the Alcohol, Tobacco, and Other Drugs Advisory Board for a three-year term of August 2025 – August 2028. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

*Agreement* – ROK Technologies for GIS/Planning Department at a monthly cost of \$4,490.00. Effective 10/01/2025 – 09/30/2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

23/24

24/25

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

Cove Forge; Facility Number 077009 (White Deer Run, LLC dba)

Drug and Alcohol Treatment - Inpatient and Partial

| <u>Description</u> | <u>Prior Cost</u> | <u>Current Cost</u> |
|--------------------|-------------------|---------------------|
| Level 3.7WM        | \$363.00/day      | No Change           |
| Level 3.5 Enhanced | \$362.00/day      | No Change           |
| Level 3.5          | \$303.00/day      | No Change           |
| Level 2.5          | \$139.00/day      | No Change           |

Millerton Acquisition Sub LLC; Bradford Recovery Center, Facility Number 087028

Drug and Alcohol Treatment - Inpatient/Partial Hospitalization: Levels 3.7WM, 3.5, 3.5 Enhanced, and 2.5

| <u>Description</u> | <u>Prior Cost</u> | <u>Current Cost</u> |
|--------------------|-------------------|---------------------|
| Level 3.7WM        | \$426.00/day      | No Change           |
| Level 3.5 Enhanced | \$326.00/day      | No Change           |
| Level 3.5          | \$299.00/day      | No Change           |
| Level 2.5          | \$120.00/day      | No Change           |

Pathways to Recovery, Facility Number 657038

Drug & Alcohol Treatment-Inpatient; Adolescent Male

#657038 Level 3.5 \$359.00/day No Change

Sojourner House, Facility Number 707160

Drug & Alcohol Treatment-Inpatient Level 3.5 \$408.45/day No Change

White Deer Run

Drug and Alcohol Treatment - Inpatient

| <u>Description</u>                | <u>Prior Cost</u> | <u>Current Cost</u> |
|-----------------------------------|-------------------|---------------------|
| <b>Treatment Facility #601031</b> |                   |                     |
| Level 3.7WM                       | \$371.00/day      | No Change           |
| Level 3.5 Enhanced                | \$336.00/day      | No Change           |
| Level 3.5                         | \$325.00/day      | No Change           |
| <b>Treatment Facility #387017</b> |                   |                     |
| Level 3.7WM                       | \$379.00/day      | No Change           |
| Level 3.5 Enhanced                | \$301.00/day      | No Change           |
| Level 3.5                         | \$272.00/day      | No Change           |
| <b>Treatment Facility #367058</b> |                   |                     |
| Level 3.7WM                       | \$379.00/day      | No Change           |
| Level 3.5 Enhanced                | \$361.00/day      | No Change           |
| Level 3.5                         | \$352.00/day      | No Change           |
| <b>Treatment Facility #397060</b> |                   |                     |
| Level 3.7WM                       | \$382.00/day      | No Change           |
| Level 3.5 Enhanced                | \$325.00/day      | No Change           |
| Level 3.5                         | \$297.00/day      | No Change           |
| <b>Treatment Facility #677069</b> |                   |                     |
| Level 3.7WM                       | \$463.00/day      | No Change           |
| Level 3.5 Enhanced                | \$439.00/day      | No Change           |
| Level 3.5                         | \$361.00/day      | No Change           |
| <b>Treatment Facility #677086</b> |                   |                     |
| Level 3.7WM                       | \$331.00/day      | No Change           |
| Level 3.5 Enhanced                | \$299.00/day      | No Change           |
| Level 3.5                         | \$263.00/day      | No Change           |

■ **Early Intervention (07/30/2025 - 06/30/2026)**

Care for Children

Provides teacher and therapy services for children who qualify for the program

| <u>Description</u>                | <u>Prior Cost</u>   | <u>Current Cost</u> |
|-----------------------------------|---------------------|---------------------|
| Evaluation Occupation Therapy     | \$34.70/15 min      | No Change           |
| Occupational Therapy              | \$34.70/15 min      | No Change           |
| IFSP Teaming Occupational Therapy | \$34.70/15 min      | No Change           |
| Evaluation Speech Pathology       | \$251.22/evaluation | No Change           |
| IFSP Teaming for Speech Pathology | \$34.70/15 min      | No Change           |

|                                  |                |           |
|----------------------------------|----------------|-----------|
| Evaluation Special Instruction   | \$30.58/15 min | No Change |
| Special Instruction              | \$30.58/15 min | No Change |
| IFSP Teaming Special Instruction | \$30.58/15 min | No Change |
| Physical Therapy                 | \$34.70/15 min | No Change |
| Evaluation Physical Therapist    | \$34.70/15 min | No Change |
| IFSP Teaming Physical Therapist  | \$34.70/15 min | No Change |

#### The Guidance Center

Provides teacher and therapy services for children who qualify for the program

| <u>Description</u>                | <u>Prior Cost</u>   | <u>Current Cost</u> |
|-----------------------------------|---------------------|---------------------|
| Evaluation Occupation Therapy     | \$34.70/15 min      | No Change           |
| Occupational Therapy              | \$34.70/15 min      | No Change           |
| IFSP Teaming Occupational Therapy | \$34.70/15 min      | No Change           |
| Evaluation Speech Pathology       | \$251.22/evaluation | No Change           |
| Speech Pathology                  | \$34.70/15 min      | No Change           |
| IFSP Teaming Speech Pathology     | \$34.70/15 min      | No Change           |
| Evaluation Special Instruction    | \$30.58/15 min      | No Change           |
| Special Instruction               | \$30.58/15 min      | No Change           |
| IFSP Teaming Special Instruction  | \$30.58/15 min      | No Change           |
| Physical Therapy                  | \$34.70/15 min      | No Change           |
| Evaluation Physical Therapy       | \$34.70/15 min      | No Change           |
| IFSP Teaming Physical Therapist   | \$34.70/15 min      | No Change           |

#### ■ **Intellectual Disability (07/01/2025 - 06/30/2026)**

Alliance for Nonprofit Resource, Inc.

|  |              |              |
|--|--------------|--------------|
| Certified Investigations at the AE Level | \$80.00/hour | \$85.00/hour |
|--|--------------|--------------|

Dickinson Center, Inc.

Provides several services for out ID individuals

| <u>Description</u>                                   | <u>Prior Cost</u> | <u>Current Cost</u> |
|--|-------------------|---------------------|
| Community Participation Support (Comm.) W9351        | \$6.98/unit       | \$7.54/unit         |
| Community Participation Support (Facility) W7226     | \$5.23/unit       | \$5.65/unit         |
| Community Participation Support (Comm. 1-1) W5996    | \$12.81/unit      | \$13.83/unit        |
| Community Participation Support (Facility 1-1) W7244 | \$12.40/unit      | \$13.39/unit        |
| Companion Services (Level 2) W1726                   | \$7.71/unit       | \$8.33/unit         |
| In-Home Community Support (Level 2) W7060            | \$10.28/unit      | \$11.10/unit        |
| Supported Employment-Job Support W9794               | \$17.91/unit      | \$19.34/unit        |
| Small Group Employment Level 3 W7245                 | \$13.15/unit      | \$14.20/unit        |
| Clinical Interview (Amanda Straub)                   | \$450.00          | No Change           |

Goodwill Industries

Small Group Employment and Supported Employment/Job Support

| <u>Description</u>            | <u>Prior Cost</u> | <u>Current Cost</u> |
|-------------------------------|-------------------|---------------------|
| Small Group Level 3           | \$13.15 per unit  | \$15.20 per unit    |
| Small Group Level 2           | \$6.96 per unit   | \$7.52 per unit     |
| Small Group Level 1           | N/A               | \$3.82 per unit     |
| Job Support 1:1               | \$17.91 per unit  | \$19.34 per unit    |
| Job Finding / Job Development | N/A               | \$19.34 per unit    |

Health Ride Plus

Transportation

| <u>Description</u>    | <u>Prior Cost</u> | <u>Current Cost</u> |
|-----------------------|-------------------|---------------------|
| Zone 1 Transportation | \$35.32/trip      | \$36.54/trip        |
| Zone 2 Transportation | \$63.96/trip      | \$65.78/trip        |
| Zone 3 Transportation | \$72.65/trip      | \$74.73/trip        |

Daniel Kysor

Evaluations for individuals to determine eligibility

|             |                  |           |
|-------------|------------------|-----------|
| Evaluations | \$300.00/session | No Change |
|-------------|------------------|-----------|

One Well LLC

Companion Services W1726 Level 2

|   |              |              |
|---|--------------|--------------|
| In Home Community Support W7060 Level 2 | \$10.28/unit | \$11.10/unit |
|---|--------------|--------------|

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

Beacon Light Behavioral Health System

|                              |                   |                |
|------------------------------|-------------------|----------------|
|                              | \$33.00/15 min    | \$33.66/15 min |
| Mobile Medication Management | Up to \$30,000.00 | No Change      |
|                              | \$22.05/15 min    | \$22.49/15 min |
| Peer Support                 | Up to \$5,000.00  | No Change      |

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

### PERSONNEL

Resignation: Paige Barroqueiro, Executive Administrative Assistant, is resigning her position effective July 15, 2025 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Hire: Paige Barroqueiro to fill the full-time Executive Secretary position; effective July 16, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

Retirement: Brenda Chilson, Clerk Typist II with Potter County Human Services, has resigned her position effective July 25, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

### LIQUID FUELS TAX REQUESTS

|                   |            |
|-------------------|------------|
| Clara Township    | \$1,169.73 |
| Roulette Township | \$3,195.07 |

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

### COMMISSIONERS' REPORTS

Commissioner Heibel announced that the jail assessment has officially concluded following two and a half days of interviews and an in-depth review of financials and daily operations. The assessment was funded through a state grant and conducted at no cost to the County. The Commissioners expressed their anticipation for the final report and the valuable insights it will provide into the facility's operations and potential areas for improvement.

Commissioner Rossman expressed his enthusiasm for the passage of Resolution 6 of 2025, which supports the Northcentral Regional ATV Trail (NRAT) Program. He noted that the initiative is gaining attention at the state level and shared that he has scheduled a tour of the trail system with Commissioners from other counties to showcase the project's progress and regional impact.

Commissioner Grupp expressed her appreciation for the support provided by the Governor's office in awarding grant funding to assist with the installation of gas pumps in Germania. She also reminded the public that the Potter County Fair begins on Sunday and highlighted that it remains one of the few county fairs with no entrance or parking fees, encouraging residents and visitors to attend and support the local event.

### BILLS

#### Potter County Fiscal Summary (07/11/2025)

| <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         | V970880-<br>V970901;V970879;V970788-V970869 |                                 |                         | \$112,617.64 |
| 10            | General Fund - Accounts Payable  | 148357-148434                               | 148233;147713;<br>148300;148374 | \$352.63                | \$328,463.47 |
| 10            | General Fund - A/P Manual Checks | 257   |                                 |                         | \$152,504.93 |

|    |                                       |           |  |  |            |
|----|---------------------------------------|-----------|--|--|------------|
| 11 | LEPC - Local Emergency Planning       | 3189-3190 |  |  | \$269.72   |
| 16 | 911 Fund                              | 3994-4000 |  |  | \$9,166.36 |
| 18 | Automation Fund (Civil)               | 148389    |  |  | \$127.50   |
| 25 | Automation Fund (Criminal)            | 148421    |  |  | \$77.28    |
| 34 | V.O.J.O.                              | 148377    |  |  | \$180.00   |
| 35 | Victim Services/RASA                  | 148377    |  |  | \$1,329.20 |
| 38 | Divorce Fund                          | 148360    |  |  | \$150.32   |
| 66 | 911 Statewide Interconnectivity Grant | 148380    |  |  | \$314.38   |

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

**Potter County Tax Claim Bureau Fiscal Summary (07/24/2025)**

|  |                     |
|--|---------------------|
| ACCOUNTS PAYABLE CHECKS – Check #18115-18155 | \$211,670.32        |
| <b>Total Checks Written</b>                  | <b>\$211,670.32</b> |

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

**Potter County Human Services Fiscal Summary (07/24/2025)**

|  |                     |
|--|---------------------|
| PAYROLL CHECK #1                                     | \$0                 |
| PAYROLL AUTOMATIC DEPOSITS                           | \$47,898.16         |
| PAYROLL TAX TRANSFERS (EFTPS)                        | \$16,734.45         |
| STATE TAX WITHHOLDINGS (ETIDES)                      | \$2,066.18          |
| PAUC   | \$47.97             |
| Local W/H  | \$672.99            |
| Paytime P/R Charge                                   | \$153.18            |
| ACCOUNTS PAYABLE CHECKS – 07/01/2025 Ck# 80888-80892 | \$8,515.64          |
| ACCOUNTS PAYABLE CHECKS – 07/10/2025 Ck# 80893-80972 | \$184,747.39        |
| <b>Total Checks Written</b>                          | <b>\$260,835.96</b> |

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

**NEXT MEETING:** August 7th, 2025

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

*Paige Barroqueiro*

Potter County Executive Secretary

*August 7, 2025*

Approval Date

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