

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

June 26, 2025

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:00 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT** District Judge Bryan Phelps inquired about the recent hiring of the Human Resource Manager position. He asked how many individuals applied, whether the County paid for any training for the person selected, and if similar training opportunities were made available to other County employees. Commissioners Grupp and Heibel responded that there was only one applicant for the position. They further clarified that the individual currently performing Human Resource duties had completed both County-funded and self-funded training. These trainings were undertaken prior to the formal creation of the Human Resource Manager position and were intended to support the individual's responsibilities in her then-current role.

**MINUTES** – June 12, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**GUESTS**

**NEW BUSINESS**

**CONTRACTS AND AGREEMENTS**

Agreement: Christopher L. Young for the lease of the Magisterial District Court building in Shinglehouse at a monthly rent of \$1050.00, effective August 1, 2025 to July 31, 2026. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Agreement – Linstar for software maintenance of the door-locking system at the Gunzburger Building, yearly cost of \$850.00. Term of July 1, 2025 to June 30, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

MOU – Tyler Technologies acquisition of DataSpec, Inc. and replacing our VetraSpec User Agreement with the Tyler End User Agreement Turnkey Solutions. Term of September 15, 2025, to September 14, 2026, at and annual fee of \$951.88. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Amendment – Real Estate Lease Agreement with Michael Saulter and Terry Saulter to split all payments 50/50 on separate checks retroactive to any unpaid lease payments. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

**23/24**

**24/25**

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

Cornell Abraxas Group Inc. - 4 Facilities: Marienville- Abraxas I, Morgantown- Abraxas Academy, and South Mountain- LDP & Abraxas Youth Center

Residential Placement / Treatment Programs / Male and Female, Dependent Delinquent Youth

<b><u>Program</u></b>	<b><u>Prior Cost-Per Diem</u></b>	<b><u>Current Cost-Per Diem</u></b>
Abraxas I (marienville)-Seneca Dorm and Evergreen Dorm	\$370.76	\$436.51
Intensive Open Residual Program Dakota Dorm	\$400.80	\$575.00
Female D&A Treatment Mohican Dorm	\$384.65	\$459.45
<b><u>Leadership Development Center</u></b>	<b><u>South Mountain</u></b>	
Abraxas Specialized Treatment Program	\$418.15	\$472.00
Shelter	\$415.63	\$462.62
<b><u>Abraxas Youth Center</u></b>	<b><u>South Mountain</u></b>	
Secure Residential Treatment	\$403.26	\$444.25
Detention	No Longer Listed	No Longer Listed

<b>Abraxas Academy</b>	<b>Morgantown</b>	
Secure Residential Treatment	\$543.56	\$690.20
<b>George Junior Republic</b>		
Dependant/Delinquent - Residential Placement Program & Transitional Living		
<b>Program</b>	<b>Prior Cost - Rate</b>	<b>Current Cost - Rate</b>
Regular Residential	\$313.62	\$329.30
Special Needs	\$392.56	\$412.19
Drug & Alcohol	\$323.82	\$340.00
Diagnostic	\$336.62	\$353.45
Intensive Supervision Unit	\$501.74	\$526.83
GJR Secure	\$730.99	No Change
Special Needs M.A.	\$190.14	\$199.65
Drug & Alcohol M.A.	No Change	\$82.94

<b>Hoffman Homes</b>		
Residential Treatment Program, Shelter, and Transitional Living Program		
<b>Description</b>	<b>Prior Cost - Rate</b>	<b>Current Cost - Rate</b>
PRTF (Psychiatric Residential Treatment Program) Non-MA	\$435.00	\$506.21
PRTF ( Psychiatric Residential Treatment Program	\$435.00	\$506.21
Shelter (BA)	\$425.00	\$499.26
Transitional Living Program (JU)	\$888.99	No Change
Transitional Living Program (HO)	\$888.99	No Change
County CYS Clothing & Personal Incidentals	\$5.00	No Change

<b>Keystone Adolescent Center</b>		
Dependant/Delinquent - Emergency Shelter, Residential Placement Program & Transitional Living Program, Foster Care		
<b>Description</b>	<b>Prior Cost-Per Diem</b>	<b>Current Cost-Per Diem</b>
Keystone Adolescent Center	\$296.00	\$304.00
Intensive Residential Male	\$388.00	\$406.00
Shelter	\$237.00	\$304.00
Keystone Female Services	\$277.00	\$304.00
Intensive Residential Female	\$390.00	\$406.00
Shelter	\$218.00	\$304.00
Transitional Living - Male Apartments 1-5	\$203.18	\$209.00
Transitional Living - Females	\$190.00	N/A
<b>Foster Care Program - Previous Year Limited Care</b>		
Children Birth to 11 years of age	\$78.00 (No Change)	N/A
Youth Ages 12 and Older	\$83.00 (No Change)	N/A
Mother & Baby Care (any age)	\$118.00 (No Change)	N/A
Supported Placement Level I & II	\$91.00 (No Change)	N/A
Supported Placement Level III & IV	\$106.00 (No Change)	N/A
Medically Dependent	\$91.00 (No Change)	N/A

<b>Mikele Bay, CAC of McKean County</b>		
Child Advocacy Center for forensic child abuse investigations		
Forensic Interview	\$300.00 / Child	No Change

<b>Pathways Adolescent Center</b>		
Dependant/Delinquent - Emergency Shelter, Residential Placement Program & Transitional Living Program		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
Pathways Adol Ctr (2 facilities)	\$253.70	\$315.00
Pathways Enhanced	\$406.69	\$406.69
New Beginnings for Girls	\$250.22	\$330.00
New Beginnings for Girls Enhanced	\$438.33	N/A
Transitional Living #2 and #	\$289.03	\$305.00
NB Transitional Living	\$267.64	\$394.00
Shelter	\$615.00	\$615.00
Shelter Enhanced Beds	\$612.54	\$615.00
Diagnostics 45-90 day period	\$3,000.00	\$3,000.00
Psychological Evaluation	\$250.00	\$250.00
Complex Cases		\$1,495.00

<b>Pentz Run Youth Services, Inc.</b>		
Delinquent/Dependent Placement Group Home, Emergency Shelter Care, and Transitional Living Program		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
Group/Shelter	\$269.49/diem	\$288.94/diem
Transitional Living	\$172.5/diem	\$186.79/diem
Out-of-Area Transportation	\$0.655/mile	\$0.70/mile
Fee For Service – per event	\$134.75	\$134.75
<b>After Care/Mobile Case Management Program</b>		
At Pentz Run Youth Services	\$80.00/hour	\$80.00/hour
In Home	\$90.00/hour	\$90.00/hour

<b>Perseus House</b>		
Dependent/Delinquent – Emergency Shelter, Residential Placement Program, and Transitional Living Program		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
Shelter Services/Males & Females	\$307.60	\$326.06
Intensive Treatment Unit Females	\$359.06	\$365.08

**Rates approved by Medical Assistance**

Perseus House Enhanced Male RTF (CCBH – Erie County)	\$787.11
Perseus House Male RTF (CCBH – Erie County)	\$537.11
Andromeda House Female RTF (CCBH – Erie County)	\$537.47
Brighter Horizons Female RTF (CCBH – Erie County)	\$591.22
Perseus House Enhanced Female RTF– (CCBH–Erie County)	N/A

**■ Drug and Alcohol**

Alcohol and Drug Abuse Services, Inc., Facility Numbers 427038, 537034, 427033, 427024, and 127037

Drug & Alcohol Treatment – Inpatient, Intensive Outpatient, Outpatient, Screening & Assessment, and Case Coordination

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#427038 Non-hospital Inpatient	\$269.54/day	No Change
#427033 Intensive Outpatient	\$135.00/day	No Change
#537034, #427033, #427024, #127037 Outpatient	\$95.00/hour	No Change
#427033 Screening & Assessment	\$80.00/screening	No Change
Case Coordination	\$20.00/15 minutes	
#427033 Intervention		No Change
First Offenders Group	\$100.00/group	
Jail Group	\$120.00/group	
Youthful Offenders Group	\$75.00/group	
(07/01/2025 - 12/31/2025)		

Alcohol and Drug Abuse Services, Inc.

Recovery Support Services

Cost Reimbursement contract	\$40.00	No Change
(07/01/2025 - 06/30/2026)		

Alcohol and Drug Abuse Services, Inc.

Drug and Alcohol Case Management Services

Cost Reimbursement contract	N/A	\$65,000.00
(07/01/2025 - 06/30/2026)		

Avenues of Recovery at Valley Forge: Facility #467152.

Adult Drug and Alcohol Inpatient: Levels 3.5, 3.7, 3.7 WM, 4.0 WM, and 4.0

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Inpatient 3.5	\$429.00/day	No Change
Inpatient 3.7	\$495.00/day	No Change
Inpatient 3.7 Withdraw Management	\$500.00/day	No Change
Inpatient 4.0 Withdraw Management	\$789.00/day	No Change
Inpatient 4.0	\$789.00/day	No Change
(07/01/2025 - 12/31/2025)		

Crossroads Counseling: Facility # 597027

Drug and Alcohol Treatment – Outpatient Treatment, Group, Intensive Outpatient Treatment, Medication Assisted Treatment

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#597027 Outpatient Treatment	\$95.00/hour	No Change
Group	\$66.00/hour	No Change
Intensive Outpatient	\$89.00/session	No Change
Intensive Outpatient Group	\$11.00/15 minutes	No Change
Transitional Living #2 and #	\$250.00/visit	No Change
MAT Medical Evaluation	\$286.00/visit	No Change
Bup. Induction	\$106.50/visit	No Change
Bup. Maintenance	\$286.00/visit	No Change
Vivitrol Induction	\$106.50/visit	No Change
Vivitrol Maintenance	\$50.00/visit	No Change
MAT Nurse Visit		
(07/01/2025 - 12/31/2025)		

Kassandra Shumac

Cleaning ADAS Coudersport Satellite Office	\$175.00/month	\$200.00/month
(07/01/2025 - 06/30/2027)		

**■ Mental Health**

Cabin Investments, LLC – (Luke Watson, owner)

Transitional Living – 411 Dwight St., Coudersport, PA	\$1,400/month	\$1,600/month
Contract Period: July 1, 2023 - June 30, 2024		
(07/01/2025 - 06/30/2026)		

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

**PERSONNEL**

Hire: District Judge Kalacinski has hired Danielle Boccardo to fill the part-time Secretary position; effective July 7, 2025. ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

Resignation: Danielle Gietler, Executive Secretary, is resigning her position effective June 20, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire: Danielle Gietler to fill the full-time Human Resource Manager position; effective June 23, 2025. ~ **Action** ~ Comm. Heibel moved to approve. Comm. Rossman seconded. Heibel yes; Rossman yes; Grupp yes.

Resignation: Joanne Good, Potter County Domestic Relations Case Worker, is resigning her position effective July 4, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

**LIQUID FUELS TAX REQUESTS**

**COMMISSIONERS' REPORTS**

Commissioner Heibel reported that Representative Martin Causer is preparing a bill to introduce to the Pa. House of Representatives calling for 20 percent of revenue derived from timber sales, energy production and user fees on tax-exempt state park and forest land to be distributed to townships, school districts and counties. He also presented an update on Potter County's America250 activities, including a ceremony for planting of a "Liberty Tree" at Denton Hill State Park on Sept. 6, 2025.

**BILLS**

**Potter County Tax Claim Bureau Fiscal Summary (06/26/2025)**

ACCOUNTS PAYABLE CHECKS – Check #18074-17114	\$199,461.75
Total Checks Written	\$199,461.75

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

**Potter County Human Services Fiscal Summary (06/26/2025)**

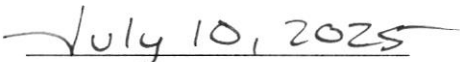
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$40,670.38
PAYROLL TAX TRANSFERS (EFTPS)	\$11,928.18
STATE TAX WITHHOLDINGS (ETIDES)	\$1,728.04
PAUC	\$40.34
Local W/H	\$562.86
Paytime P/R Charge	\$149.44
ACCOUNTS PAYABLE CHECKS – 06/13/2025 Ck#80710-80712	\$7,594.89
ACCOUNTS PAYABLE CHECKS – 06/16/2025 Ck#80713-80715	\$1,208.02
ACCOUNTS PAYABLE CHECKS – 06/13/2025 Ck#80716-80812	\$177,773.08
Total Checks Written	\$241,655.23

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

**NEXT MEETING:** July 10th, 2025

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

  
Potter County Executive Administrative Assistant

  
Approval Date