

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

August 7, 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 Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Executive Secretary Paige Barroqueiro; all present.

**PUBLIC COMMENT**

**MINUTES** – July 24, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**GUESTS**

Kelly Harrison, Director of Potter County Domestic Relations, joined the Commissioners in recognition of August 2025 as Child Support Awareness Month. She reported that Potter County consistently exceeds the state's 80% child support collection goal, averaging around \$100,000 collected and distributed monthly. Despite working with a newer staff, the office continues to perform strongly. In response to questions, Harrison clarified that nonpayment is often due to lack of employment or failure to report status of payment, and that the courts prioritize helping individuals find work over punitive measures.

**NEW BUSINESS**

Proclamation – Child Support Awareness Month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Engagement Letter – Between Potter County; PCHS and ZA (Zelenkofske Axelrod LLC), for 2024 Audit at cost that will not exceed \$64,350. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

2026 Potter County Holiday Schedule ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Contract Quote - Databranch, for Additional Acrobat Licenses at a prorated cost of \$725. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Service Agreement – Gannett Fleming, Inc. for 2025 annual North Fork Dam Inspection. Annual cost of \$3,500.00. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS**

■ **Area Agency on Aging**

Barbara A. Busch

PA-MEDI Assistant – Required by Department of Aging  
Care Management  
(July 1, 2025 to December 31, 2025)

\$25.00 + expenses

\$26.00 + expenses

Mary Jones

Senior Center Operator  
Provides OV Senior Center Management Services  
(July 1, 2025 to December 31, 2025)

\$16.00/hr.

\$16.00/hr.

Bonnie Murphy

Assistant Senior Center Manager  
Provides Assistant Senior Center Management Services  
(July 1, 2025 to December 31, 2025)

\$13.00/hr.

\$13.00/hr.

Dorothy E. Taylor

Regional Ombudsman Coordinator  
Plus State-approved mileage rate  
(July 1, 2025 to June 30, 2026)

\$73,440.00

\$75,092.00

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

The Academy

Dependent/Delinquent Female Residential Placement; D&A Female; Shelter Program Female

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
General Residential – Female	\$330.23	\$334.44
In Patient Drug & Alcohol – Female	\$388.44	\$400.09
Shelter Care – Female	\$408.98	\$421.25
Specialized Settings – Female	\$423.70	\$436.41
Enhanced Support Program	\$1,219.00	\$1,219.00
Psychiatric Evaluation	N/A	\$472.65

Summit School, Inc.

Dependent/Delinquent, Residential Placement, D&A, Shelter Program, Male Only Facility

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Residential Program	\$281.03	\$292.27
Inpatient Drug & Alcohol	\$361.00	\$371.83
Specialized Services	\$415.00	\$427.72
Shelter Care	\$383.72	\$395.23
Intense Specialized	\$795.45	\$795.45
Enhanced Support Program	\$1,113.00	\$1,113.00
Diagnostic Program	N/A	\$407.72

Bethesda Children's Home

Dependent/Delinquent – Emergency Shelter; Group Home Placement Program, Foster Care and Transitional Living Program

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Right Start Program – Baby Only (New Name)	\$160.00	No Change
Right Start Program–Mother/Expectant Mother (New Name)	\$370.00	No Change
Right Start Program – Mother and Baby (New Name)	\$530.00	No Change
Right Start Program – Shelter (New)	\$350.00	No Change
Right Start Transitional Living	\$260.00	No Change
Petersen Home (New)	\$230.00	No Change
Foster Care age 0-12 Non-Case Management over 30 miles from main campus	\$68.11	No Change
Foster Care age 13-21 Non-Case Management over 30 miles from main campus	\$68.47	No Change
Foster Care Age 0-12 Therapeutic over 30 miles from main campus	\$83.71	No Change
Foster Care Age 13-21 Therapeutic over 30 miles from main campus	\$88.71	No Change
Foster Care 0-12 Case Management over 30 miles from main campus	\$130.10	No Change
Foster Care Age 13-21 Case Management over 30 miles from main campus	\$135.10	No Change
Mother/Baby over 30 miles from Bethesda main campus	\$133.78	No Change

Merakey

Foster Care R&B, Therapeutic Foster Care R&B+Treatment, Therapeutic Foster Care with infant; Respite, Emergency Respite; Foster Care Plus, Foster Care-Infant Add on only, Enhanced Foster Care, Foster Care with infant, Enhanced Kinship Approval & Support

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Therapeutic Foster Care – (TFC) R&B	\$56.10	\$56.10
Therapeutic Foster Care (R&B+Treatment)	\$174.22	\$174.22
Therapeutic Foster Care Mother with Infant	\$135.82	\$135.82
Respite Foster Care (Unit CC)	\$115.09	\$115.09
Respite Foster Care (Unit CA)	\$115.09	\$115.09
Emergency Respite (Unit HH)	\$126.22	\$127.23
Emergency Respite (unit HI)	\$126.22	\$127.23
Foster Care Plus (Unit BB)	\$114.02	\$114.02
Foster Care Plus (Unit BC)	\$114.02	\$114.02
Foster Care Infant Only	\$104.81	\$104.81
Enhanced Foster Care	\$166.95	\$165.95
Foster Care Mother with infant (Unit TF)	\$173.21	\$173.21
Foster Care Mother with infant (Unit TG)	\$173.21	\$173.21
Foster Care with two infants	\$248.88	\$248.88
CRR ITP	\$19.18	\$19.18

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

Huntington Creek Treatment Facility – Adult and Adolescent; Facility number 407061

Drug and Alcohol Treatment - Inpatient		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7 WM (Adolescent)	\$579.00/per day	No Change
Level 3.5 (Adolescent)	\$472.00/per day	No Change
Level 3.7 (Adult)	\$441.00/per day	No Change
Level 3.5 (Adult)	\$425.00/perday	No Change
Level 3.5 Enh (Adult)	\$450.00/per day	No Change

Resolutions Recovery Center – Adult; Facility number 437031

Drug and Alcohol Treatment - Inpatient		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.5 (Adolescent)	New Contract	\$320.00/per day

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

Lisa Ham		
Evaluations to determine EI eligibility	\$30.58/15 minutes	No Change
Milestones Physical Therapy, LLC		
Provides physical and occupational therapy to program eligible children.		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Occupational Therapy	\$34.70/15 minutes	No Change
IFSP Teaming Occupational Therapy	\$34.70/15 minutes	No Change
Physical Therapy	\$34.50/15 minutes	No Change
IFSP Teaming Physical Therapy	\$34.70/15 minutes	No Change
Evaluation – Occupational Therapy	N/A	\$34.70/15 minutes

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

**PERSONNEL**

Hire: Thomas Patterson is requesting the emergency hire of David Shalkowski as part-time emergency relief Clerk-Typist 2, effective July 11, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Hire: Thomas Patterson is requesting the hire of Jessica Ruter as full-time Children and Youth Caseworker II, effective August 11, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation: Crystal Henning, Administrative Assistant II with Potter County Human Services, has resigned her position effective August 8, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**LIQUID FUELS TAX REQUESTS**

Ulysses Borough                      \$1,443.70

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

**COMMISSIONERS' REPORTS**

Commissioner Heimel thanked the Corrections Consultants and the many individuals involved in the recent jail assessment. With Warden Milford's upcoming retirement and a Jail Board meeting scheduled for tomorrow, he noted that the board is eagerly awaiting the assessment results, which are expected to help guide the implementation of best practices moving forward.

Commissioner Rossman addressed local municipalities regarding ongoing efforts to develop a short-term rental ordinance aimed at benefiting all parties involved. He noted that the draft was recently presented to Hebron Township and will be shared with Eulalia Township next. Rossman emphasized that the Commissioners have heard local concerns and are working toward the best possible outcome. He also thanked Planning/GIS Director Will Hunt and his team for their hard work on the project.

Commissioner Grupp acknowledged that it has been one year since the flooding from Hurricane Debby and emphasized that efforts are ongoing with FEMA and PEMA to release recovery funds to those affected. She noted that while the process has been slow, work continues diligently behind the scenes. Commissioner Rossman added that a meeting was recently held with PennDOT, during which it was confirmed that current regulations only allow work up to 50 feet beyond bridges. However, there is willingness to extend that limit to 350 feet. Due to the presence of endangered plant species, this

extension cannot proceed until September. The Commissioners assured the public that these issues are being actively addressed.

**BILLS**

**Potter County Fiscal Summary (07/25/2025)**

<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	V999904- V999982;V1000174;V100 0175-V1000196			\$115,059.53
10	General Fund - Accounts Payable	148435-148536			\$92,398.22
10	General Fund - A/P Manual Checks	258			\$159,757.18
11	LEPC - Local Emergency Planning	3191			\$182.67
15	North Fork Dam	148521			\$38.48
16	911 Fund	4001-4006			\$5,902.84
17	Saulter Preserve	148521			\$43.43
18	Automation Fund (Civil)	148513			\$34.15
20	Supervision Fees (County) (CO)	148440			\$3,726.00
22	Farmland Preserv. & Rollback	148517;148448			\$18,071.00
34	V.O.J.O.	148462			\$180.00
35	Victim Services/RASA	148462			\$1,290.00
38	Divorce Fund	148435			\$105.45
55	Phare Grant	148494			\$18,750.00
59	P.C.Victim Impact Panel (CO)	148502			\$156.00
64	Gas Well Impact-Capital Reserve	148458			\$10,000.00
68	Strategic Management Planning Grant	148478			\$2,658.75

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

**Potter County Fiscal Summary (07/28/2025)**

<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	148537			\$6,039.69

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

**Potter County Fiscal Summary (07/29/2025)**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
16	911 Fund	4008			\$4,357.93

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

**Potter County Fiscal Summary (07/31/2025)**

<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	V1002354-V1002383			\$7,756.56
10	General Fund - A/P Manual Checks	259			\$10,045.11

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

**Potter County Fiscal Summary (08/01/2025)**

<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	148538-148550			\$130,993.59
10	General Fund - A/P Manual Checks	261-262			\$1,746.85
11	LEPC - Local Emergency Planning	3192			\$579.06
16	911 Fund	4009-4010			\$408.76
34	V.O.J.O.	148538			\$7.95
35	Victim Services/RASA	148538			\$47.70

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

**Potter County Human Services Fiscal Summary (08/07/2025)**

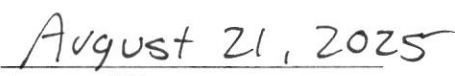
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$39,813.84
PAYROLL TAX TRANSFERS (EFTPS)	\$11,433.85
STATE TAX WITHHOLDINGS (ETIDES)	\$1,659.05
PAUC	\$38.70
Local W/H	\$540.38
Paytime P/R Charge	\$441.28
ACCOUNTS PAYABLE CHECKS – 07/01/2025 Ck# 80973-81045	\$125,377.47
<b>Total Checks Written</b>	\$179,127.88

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

**NEXT MEETING:** August 21th, 2025

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

  
 Potter County Executive Secretary

  
 Approval Date

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