

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

September 4, 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 – August 21, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

Will Hunt, Director of Potter County GIS/Planning/Community Development, provided an update on the Potter County Market Village. He reported that following the close of the bid process and consultation with the Solicitor, a bid waiver and project extension were submitted. A surveying contract will determine the project's limits of disturbance and exact boundaries prior to construction. No materials have been ordered at this time; however, it is anticipated that materials will be ordered in 2025, with project work beginning in 2026. Director Hunt also shared updates on the Revitalize Potter County initiative, noting that Community Engagement meetings are being held, with dates available on Facebook. He expressed appreciation for the strong involvement of the Planning Commission and local schools in the process.

NEW BUSINESS

Service Proposal – Kyle Maxson to survey Potter County's lot for the God's Country Village and Farmers Market at a price not to exceed \$2,000.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

2025 Title IV-D Cooperative Agreement ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Contract Quote - Databranch, for Microsoft Licensing renewal at an annual cost of \$38,014.00. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Children & Youth (08/01/2025 - 06/30/2027)**

Potter County Education Council

Career Mentor Aide Program

Description

Career Mentor Aide Program

Prior Cost

N/A

Current Cost

\$54,000.00/year

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

Eagleville Hospital Facility #461031

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

Description

Inpatient 3.5

Inpatient 3.5 Enh

Inpatient 3.7

Inpatient 3.7 Enh

Inpatient 3.7 Withdrawal Management

Inpatient 4.0 Withdrawal Management

Inpatient 4.0

Prior Cost

\$454.00/Day

\$469.00/Day

\$524.00/Day

\$540.00/Day

\$550.00/Day

\$525.81/Day

\$525.81/Day

Current Cost

No change

No change

No change

No change

No change

No change

No change

Warren General Hospital Facility #627022

Adult Drug and Alcohol Inpatient; Level 4.0WM

Description

Inpatient 4.0 Withdrawal Management

Prior Cost

\$840.00/Day

Current Cost

No Change

■ Early Intervention (07/01/2025 - 16/30/2026)

Beth Freer

Provides special instruction for children eligible for EI services

Description

Special Instruction

Prior Cost

\$30.58

Current Cost

No change

Julie Schlosser

Provides special instruction for children eligible for EI services

Description

Special Instruction

Prior Cost

\$30.58 per unit

Current Cost

No change

■ Intellectual Disability (07/01/2025 - 16/30/2026)

The ARC of Crawford County

Provides services for ID individuals

Description

Administrative Fee

Prior Cost

\$331.61/month

Current Cost

No change

Base Service Not-Otherwise-Specified

\$40.00/unit-\$100.00/unit

No change

In-Home Community Supports W7060

\$8.15/unit

No change

In-Home Community Supports W7060-U4

\$7.33/unit

No change

Companion Services W1726

\$6.56/unit

No change

Companion Services W1726-U4

\$5.72/unit

No change

Help at Home

Provides services for individuals with an intellectual disability.

Description

In-Home and Community Support W7060

Prior Cost

\$11.10/unit

Current Cost

No change

Transportation -Mile

\$0.67/mile

No change

■ Mental Health (09/01/2025 - 16/30/2026)

Dickinson Center, Inc.

Mental Health Psychiatric Rehabilitation Services, Mobile Psychiatric Rehabilitation, and PEER Specialist Support Services

Description

PEER Support

Prior Cost

\$15.00/15 minutes

Current Cost

\$22.49/15 minutes

Maximum of \$7,500.00

Maximum of \$7,500.00

Psychiatric Rehab

\$5.50/15 minutes

\$8.91/15 minutes

Maximum \$30,000.00

Maximum \$30,000.00

Mobile Psychiatric Rehab

\$18.00/15 minutes

No Change

Maximum \$30,000.00

No Change

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

PERSONNEL

Hire – Domestic Relations Director Kelly Harrison has hired Philip Hurban as a full-time Case Manager with Potter County Domestic Relations Office, effective September 8, 2025. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Appointment - The Potter County Board of Inspectors (Potter County Jail Board) is requesting the appointment of Sheriff Kevin Siska as the interim Warden of the Potter County Jail; effective September 1, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Resignation – Shayleen Tucker, County Caseworker I with Potter County Human Services, has resigned her position effective September 8, 2025. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Voluntary Demotion – Nicole Campbell, Aging Care Management Supervisor I with Potter County Human Services, has voluntarily demoted herself to Aging Care Manager II effective September 20, 2025. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Grupp reminded the public that it is harvest season at the Community Garden and noted that an abundance of produce is available in the shed for public use.

Commissioner Heimel reported on the upcoming Liberty Tree planting at Denton Hill and thanked those involved in the planning. He further announced that he has been invited to testify before the United States House Agricultural Committee and noted that the roundtable on community and rural development will provide an opportunity to network with representatives from other states.

Commissioner Rossman reported that the Senate Hearing on PEMA’s response to Tropical Storm Debbie, held in the Gunzburger Auditorium, is available online for public viewing and contained valuable information.

BILLS
Potter County Fiscal Summary (08/22/2025)

<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	V1052455;V1052155-V1052233			\$114,528.24
10	General Fund - Accounts Payable	148634-148708			\$135,394.87
10	General Fund - A/P Manual Checks	266			\$159,304.01
11	LEPC - Local Emergency Planning	3197-3198			\$212.28
15	North Fork Dam	148697			\$38.33
16	911 Fund	4019-4029			\$90,268.05
17	Saulter Preserve	148697			\$43.27
32	Specialty Courts	148639			\$15.00
34	V.O.I.O.	148654;148689			\$190.41
35	Victim Services/RASA	148654;148689			\$1,384.67
38	Divorce Fund	148678;148689			\$21,176.35
67	Vassell Trust Fund	148680			\$9,976.58

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

Potter County Fiscal Summary (08/29/2025)

10	Payroll - Direct Deposit	V1064978-V1065007			\$7,756.55
10	General Fund - A/P Manual Checks	269			\$10,045.12

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

Potter County Tax Claim Bureau Fiscal Summary (09/04/2025)

ACCOUNTS PAYABLE CHECKS – Check #18156 - 18195	\$151,154.09
Total Checks Written	\$151,154.09

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

Potter County Human Services Fiscal Summary (09/04/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$37,333.81
PAYROLL TAX TRANSFERS (EFTPS)	\$10.913
STATE TAX WITHHOLDINGS (ETIDES)	\$1,565.51
PAUC	\$36.56
Local W/H	\$509.93

Paytime P/R Charge	\$428.18
ACCOUNTS PAYABLE CHECKS – 08/08/2025 Ck# 81126	\$755.50
ACCOUNTS PAYABLE CHECKS – 08/21/2025 Ck# 81127-81178	\$83,922.57
ACCOUNTS PAYABLE CHECKS – 08/22/2025 Ck# 81179	\$2,595.34
Total Checks Written	\$138,060.40

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

NEXT MEETING: September 18th, 2025

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


 Potter County Executive Secretary

September 18, 2025
 Approval Date