

## ~Minutes~

### POTTER COUNTY COMMISSIONERS MEETING

**August 21, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:49 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 7, 2025 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

#### **GUESTS**

Jamie Shrawder, Program Manager with SEDA-COG, and Kal Logue, Potter County Community Development Coordinator, provided insight on the Community Development Block Grant project review. Shrawder noted that there were three requests and after reviewing, they recommend that the \$181,300 grant be awarded to the Galeton/Beech Flats Booster Station Resiliency at a cost of \$181,300. She also noted that other projects stay in queue if funding becomes available in the future.

#### **NEW BUSINESS**

Resignation – Karen Johnson from the Alcohol, Tobacco, and Other Drugs Advisory Board. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Appointment – Amanda Morey to the Alcohol, Tobacco, and Other Drugs Advisory Board for a second term of June 2025 – June 2028. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Community Development Block Grant Project Certification ~ **Action** ~ Comm. Rossman moved to award this year's grant to the Galeton/Beech Flats Booster Station Resiliency project. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Community Development Block Grant FFY 2025 Project Summary List

MOU – Initial Start-Up Support for the Formation of the NRAT Council of Governments ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

#### **CONTRACTS AND AGREEMENTS**

Community Development Block Grant professional & administrative services agreement with SEDA Council of Government FFY 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Lease Agreement - Pitney Bowes for Domestic Relations at a rate of \$62.28/month for 63 months. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Service Agreement – Between Potter County and John Rotello for 911 Generator Maintenance for \$9,365.00, for a term of July 1, 2025, to June 30, 2026. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Contract Quote - Databranch, for DataGuard renewal at an annual cost of \$1,830.00. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

**PCHS CONTRACTS AND AGREEMENTS****24/25****25/26****■ Area Agency on Aging (July 1, 2025 to June 30, 2026)**Jennifer Ann Davis, RDN, LDN

Registered and Licensed Dietitian (Required by the Department of Aging)  
 Monitoring and inspecting home-delivered and congregate meals, \$100/hr. + expenses  
 etc.

Carla Muirhead

Registered Nurse (Required by the Department of Aging)  
 (July 1, 2025 to December 31, 2025) \$50/hr. +\$400 sign on

Andrea Skaggs

Ombudsman Services  
 (July 1, 2025 to December 31, 2025) \$30.00/hr. +expenses

Pittsburgh Companies North/Nutrition Group

Home Delivered Meal (HDM), Congregate Meals (CGM),  
 Blizzard Boxes HDM & CGM-\$7.74

Pittsburgh Companies North/Nutrition Group

Kitchen Lease in the Potter County Human Services Building  
 (July 1, 2025 to December 31, 2025) \$6,600.00 (\$1,100.00 per month)

**■ Children and Youth (07/01/2025 - 06/30/2025)**Adelphoi Village, Inc.

Shelter/Residential Placement with Treatment Services

| <u>Description</u>   | <u>Prior Cost</u> | <u>Current Cost</u> |
|--|-------------------|---------------------|
| Intensive Supervision MH Focus – Colony, Marker, Susan's, and Alliance | \$450.82          | \$476.80            |
| Intensive Supervision –Sweeney   | \$404.66          | \$476.80            |
| Specialized Setting Mental Health Focus                                |                   | \$536.01            |
| Complex Case   |                   | \$1,193.02          |
| Enhanced Supervision – Manor   | \$493.10          | \$533.82            |
| Sexual Offenses – Benet and Williams                                   | \$450.82          | \$664.99            |
| Sexual Offenses MH Focus – Vincent & Loyalhanna                        | \$450.82          |                     |
| Sexual Offenses La Sa Quik (Eastern Region)                            | \$437.74          | \$472.65            |
| Secure – Sexual Offenses – Middle Creek I                              | \$562.54          | \$604.67            |
| Secure – (F) Middle Creek II / (M) Middle Creek III and Manor          | \$569.22          | \$611.19            |
| Specialized Independent Living – Hilltop                               | \$354.32          | \$370.42            |
| Specialized Independent Living –Saxman                                 | \$354.32          | \$370.42            |

City Mission

Independent Living

| <u>Description</u>                             | <u>Prior Cost</u> | <u>Current Cost</u> |
|--|-------------------|---------------------|
| Hope House – Emergency Shelter                 | \$330.00          | N/A                 |
| Promise House – Independent Living 3 Locations | \$230.00          | \$309.00            |

Taylor Diversion

Independent Living Program, Shelter Program

| <u>Description</u>   | <u>Prior Cost</u> | <u>Current Cost</u> |
|----------------------|-------------------|---------------------|
| Residential Services | \$270.00          | \$476.00            |
| Enhanced Rate        |                   | \$1,488.00          |

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

Pyramid Healthcare-Facility Numbers; #07719, #07714, #07718, #077026, #447027, #457040, #097055, #097101,

Drug and Alcohol Treatment-Inpatient/Inpatient Withdrawal Management, Halfway House

| <u>Description</u>                                    | <u>Prior Cost</u> | <u>Current Cost</u> |
|---|-------------------|---------------------|
| Facility Number #077019                               |                   |                     |
| Level 3.7   | \$367.00/Per day  | No change           |
| Level 3.7 Enhanced                                    | \$360.00/Per day  | No change           |
| Level 3.7 Withdrawal Management                       | \$435.00/Per day  | No change           |
| Level 3.5   | \$309.00/Per day  | No change           |
| Level 3.5 Enhanced                                    | \$338.00/Per day  | No change           |
| Facility Number #077014 Halfway House-Gratitude House | \$170.00/Per day  | No change           |
| Facility Number #077018 Halfway House-Tradition House | \$165.00/Per day  | No change           |
| Facility Number #077026 Halfway House-Pine Manor      | \$170.00/Per day  | No change           |
| Facility Number #457040 Hillside                      |                   |                     |
| Level 3.7   | \$381.37/Per day  | No change           |
| Level 3.7 Withdrawal Management                       | \$474.54/Per day  | No change           |
| Level 3.5   | \$365.37/Per day  | No change           |
| Level 3.5 Enhanced                                    | \$379.83/Per day  | No change           |

Facility Number #097055 Quakertown

Level 3.5

\$350.00/Per day

No change

Facility Number #097101 Langhorne

Level 3.7 Withdrawal Management

\$503.00/Per day

No change

Level 3.5

\$387.00/Per day

No change

Facility Number #707235 Ridgeview

Level 3.5

\$321.67/Per day

No change

Pocono Mountain Recovery Center; Facility Number 457039

Drug and Alcohol Treatment- Inpatient/Partial Hospitalization/Intensive Outpatient

Description

Prior Cost

Current Cost

Level 3.7 WM

\$447.00/Per day

No change

Level 3.5

\$408.00/Per day

No change

Level 3.5 Enh

\$421.00/Per day

No change

Level 2.5

\$10.45/Per 15 minutes

No change

Level 2.1

\$11.25/Per 15 minutes

No change

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

EBN LLC

Provides evaluations for children to determine Early Intervention eligibility

Description

Prior Cost

Current Cost

Evaluation Nursing/Health Services

\$30.58 per 15 minutes

No Change

Evaluation Special Instruction

\$30.58 per 15 minutes

No Change

Evaluation Physical Therapy

\$34.70 per 15 minutes

No Change

Evaluation-Speech Therapy

\$251.22 per day

No Change

SAM Inc.

Provides Service Coordination and Supervision for Early Intervention Program

Description

Prior Cost

Current Cost

Service Coordination

\$18.70 per unit

No Change

EI County Coordination

\$3,887.00/month

No Change

EI Training

Not to exceed \$2,416.00

No Change

■ **Intellectual Disabilities**

Family Links Inc.

Provides Supports Coordination for an individual living in Allegheny County

Support Coordination

\$27.21 per unit

No Change

(July 1, 2025 to December 31, 2025)

Sam Inc.

Assist in preparing and developing protocols related to ODP Multi-

Year Growth Strategy

N/A

\$1,500.00

(August 1, 2025 to August 31, 2025)

Service Access & Management, Inc.

Purchase of Service Agreement

N/A

\$18.70 per quarter hour

(July 1, 2025 to June 30, 2026)

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

Galeton Area and Northern Potter School District

Student Assistance Program and available training

Susie Marchesani, LCSW

Trauma Therapy provided to clients referred to currently in Potter

County Treatment Court

N/A

\$120.00/1 hour session Up  
to \$25,000 maximum

(August 1, 2025 to July 31, 2026)

Health Ride Plus

Independent Escort Contractor

N/A

\$300/ week for on-  
call/standby \$2.57 per  
loaded mile

(July 1, 2025 to June 30, 2026)

**PERSONNEL**

**LIQUID FUELS TAX REQUESTS**

**COMMISSIONERS' REPORTS**

Commissioner Rossman reported on his time at the County Commissioners Association of Pennsylvania (CCAP) annual conference and the major topic of discussion across multiple committees being the environmental impact of solar energy production facilities.

Commissioner Heimel also reported on his attendance at the County Commissioners Association of Pennsylvania (CCAP) annual conference. He concluded that the threat of reduced health care services is

rural counties must be treated with a sense of urgency with all levels of government and other stakeholders working together on solutions.

## BILLS

### Potter County Fiscal Summary (08/08/2025)

| Fund # | Fund Description                      | Check #'s                      | Voided Check # | Voided Check Amt | Total               |
|--------|---------------------------------------|--------------------------------|----------------|------------------|---------------------|
| 10     | Payroll - Direct Deposit              | V1024718;V1024764-<br>V1024785 |                |                  | <b>\$115,151.50</b> |
| 10     | General Fund - Accounts Payable       | 148551-148633                  | 148252         | \$350.00         | <b>\$820,731.56</b> |
| 10     | General Fund - A/P Manual Checks      | 263                            |                |                  | <b>\$160,331.52</b> |
| 11     | LEPC - Local Emergency Planning       | 3193-3196                      | 3195           | \$0.00           | <b>\$551.54</b>     |
| 15     | North Fork Dam                        | 148615                         |                |                  | <b>\$2,500.00</b>   |
| 16     | 911 Fund                              | 4012-4018                      | 4011           | \$65.79          | <b>\$5,314.17</b>   |
| 18     | Automation Fund (Civil)               | 148585                         |                |                  | <b>\$127.50</b>     |
| 34     | V.O.J.O.                              | 148577;148620                  |                |                  | <b>\$203.75</b>     |
| 35     | Victim Services/RASA                  | 148577;148620                  |                |                  | <b>\$1,495.56</b>   |
| 38     | Divorce Fund                          | 148553;148601;148620           |                |                  | <b>\$41,201.19</b>  |
| 60     | Hotel Excise Tax Fund                 | 148601;148628                  |                |                  | <b>\$69,124.50</b>  |
| 66     | 911 Statewide Interconnectivity Grant | 148580                         |                |                  | <b>\$314.43</b>     |

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

### Potter County Human Services Fiscal Summary (08/21/2025)

|  |                     |
|--|---------------------|
| PAYROLL CHECK #1                                     | \$0                 |
| PAYROLL AUTOMATIC DEPOSITS                           | \$38,444.79         |
| PAYROLL TAX TRANSFERS (EFTPS)                        | \$11,090.46         |
| STATE TAX WITHHOLDINGS (ETIDES)                      | \$1,602.72          |
| PAUC   | \$37.40             |
| Local W/H  | \$522.03            |
| Paytime P/R Charge                                   | \$145.70            |
| ACCOUNTS PAYABLE CHECKS – 08/08/2025 Ck# 81046-81049 | \$7,959.59          |
| ACCOUNTS PAYABLE CHECKS – 08/21/2025 Ck# 81050-81090 | \$116,916.15        |
| ACCOUNTS PAYABLE CHECKS – 08/22/2025 Ck# 81091-81125 | \$17,447.40         |
| <b>Total Checks Written</b>                          | <b>\$194,166.24</b> |

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

NEXT MEETING: September 4th, 2025

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

  
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Potter County Executive Secretary

  
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Approval Date