

~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.

No Change

Carla MuirheadRegistered Nurse (Required by the Department of Aging)
(July 1, 2025 to December 31, 2025)

\$50/hr. +\$400 sign on

No Change

Andrea SkaggsOmbudsman Services
(July 1, 2025 to December 31, 2025)

\$30.00/hr. +expenses

\$31.00/hr. +expenses

Pittsburgh Companies North/Nutrition GroupHome Delivered Meal (HDM), Congregate Meals (CGM),
Blizzard Boxes
(July 1, 2025 to December 31, 2025)

HDM & CGM-\$7.74

No Change

Pittsburgh Companies North/Nutrition GroupKitchen Lease in the Potter County Human Services Building
(July 1, 2025 to December 31, 2025)\$6,600.00 (\$1,100.00 per
month)

No Change

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

Shelter/Residential Placement with Treatment Services

Description**Prior Cost****Current Cost**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
Complex Case

\$536.01

\$1,193.02

Enhanced Supervision – Manor

\$493.10

\$533.82

Sexual Offenses – Benet and Williams

\$450.82

\$664.99

Sexual Offenses MH Focus – Vincent & Loyallhanna

\$450.82

Sexual Offenses La Sa Quik (Eastern Region)

\$437.74

\$472.65

Secure – Sexual Offenses – Middle Creek I

\$562.54

\$604.67

\$611.19

Secure – (F) Middle Creek II / (M) Middle Creek III and Manor

\$569.22

Specialized Independent Living – Hilltop

\$354.32

\$370.42

Specialized Independent Living –Saxman

\$354.32

\$370.42

City Mission

Independent Living

Description**Prior Cost****Current Cost**

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

Description**Prior Cost****Current Cost**

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

Description**Prior Cost****Current Cost**

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

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
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

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
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

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
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		\$120.00/1 hour session Up
County Treatment Court	N/A	to \$25,000 maximum
(August 1, 2025 to July 31, 2026)		

Health Ride Plus

		\$300/ week for on-
		call/standby \$2.57per
		loaded mile
Independent Escort Contractor	N/A	
(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 ir

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)

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

~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel 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
Total Checks Written	\$194,166.24

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

NEXT MEETING: September 4th, 2025

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



Potter County Executive Secretary

September 4, 2025

Approval Date