

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

July 9, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:10 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

Commissioner Grupp addressed those in attendance under the impression that this meeting was in relation to data centers advising that is not the case and this is a regularly scheduled Commissioners Meeting.

A resident requested an explanation on the lumber quote from Close's Lumber. They also questioned if any additional concrete bids were received and Planning Director Will Hunt advised that two bids were received and the lowest is up for approval.

Another resident asked the commissioners to hold their meetings during evening hours to accommodate members of the public who are unavailable during the day.

MINUTES – June 25, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

GUESTS

NEW BUSINESS

2024 and 2025 Potter County Audit Extension order from Judge Stephen Minor ~ **Action** ~ Comm. Heimel moved to acknowledge. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

2027 Potter County Holiday Schedule ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

2027 Potter County Commissioners meeting schedule ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Commissioner Rossman addressed the public comment about meeting times stating that evening meetings have been held in the past and had a low attendance despite advertising. Commissioner Grupp suggested holding a quarterly town hall meeting in the evening to keep residents informed. ~ **Action** ~ Comm. Grupp moved to table for further discussion. Comm. Rossman Seconded. Grupp yes; Rossman yes; Heimel yes.

2027 Potter County Salary Board meeting schedule ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

2027 Potter County Retirement Board meeting schedule ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

2027 Potter County Election Board meeting schedule ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Amendment – Previously approved cost of Fence and Sign materials for the Market Village project in the amount of \$1,409.60 from Home Depot to \$1,626.50 from Close's Lumber as Home Depot increased its price ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Bid Approval – Curbo Concrete Solutions LLC for Concrete block materials for the Market Village project at a total amount of \$4,721.20 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Service Agreement – Village to Village Press LLC for consulting services related to the Potter County Gravel Cycling Routes at a total cost of \$35,000 paid for by the North Central Greenways grant funding and to be completed by November of 2027 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

Addendum – Ophelia Medical Group to amend the “effective date” of the service agreement from May 14, 2026 to January 18, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

Contract Quote – Databranch for Potter County Human Services Server Migration at a one-time cost of \$4,050.00 ~ **Action** ~ Comm. Heibel moved to approve. Comm. Grupp seconded. Heibel yes; Grupp yes; Rossman yes.

Service Agreement – CenClear for mental health services in the Potter County Jail for a term of July 9, 2026 through July 8, 2027 at a rate of \$3,965.83 per month ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

■ **Children and Youth Services**

Alcohol and Drug Abuse Services, Inc. (January 1, 2026, to June 30, 2027)

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Family Group Decision Making and Evidence Based Program	N/A	\$1,250.00/month plus Operational Expenses

Alcohol and Drug Abuse Services, Inc. (July 1, 2026, to June 30, 2027)

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Strengthening Families Program and Triple-P(4) both evidence based programs	\$35,071.04/successful series of Classes	No Change
Strengthening Families Program	\$69,224.00/ year maximum	No Change

Triple-P(4)

Jaymie Lindsley, Independent Living (July 1, 2026, to June 30, 2027)

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Dependent/Delinquent-Transitional Living Program	N/A	\$35,000/year

Leon Kaple, Independent Living/PCHI (July 1, 2026, to June 30, 2027)

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Dependent/Delinquent-PCHI	25.00/hour	No Change

■ **Early Intervention (07/01/2026 - 06/30/2027)**

Beth Freer 25/26 contract addendum

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Provides Special Instruction for children in the EI program	\$30.58/unit	\$32.72/unit

Care for Children

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Evaluation Occupation Therapy	\$37.13/unit	No Change
Occupational Therapy	\$37.13/unit	No Change
IFSP Teaming Occupational Therapy	\$37.13/unit	No Change
Evaluation Speech Pathology	\$268.81/unit	No Change
Speech Pathology	\$37.13/unit	No Change
IFSP Teaming for Speech Pathology	\$37.13/unit	No Change
Evaluation Special Instruction	\$32.72/unit	No Change
Special Instruction	\$32.72/unit	No Change
IFSP Teaming Special Instruction	\$32.72/unit	No Change
Physical Therapy	\$37.13/unit	No Change
Evaluation Physical Therapy	\$37.13/unit	No Change
IFSP Teaming Physical Therapy	\$37.13/unit	No Change

Service Access & Management, Inc 25/26 contract addendum

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Provides Service Coordination for the EI program	\$18.70/Unit	\$22.60/Unit

■ **Intellectual Disability (07/01/2026 - 06/30/2027)**

The Alliance for Nonprofit Resources, Inc

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Provides Service Coordination for the ID program	\$85.00/hour	\$100.00/hour

One Well LLCDescriptionPrior CostCurrent Cost

Companion Services (Level 2) W1726
 In-Home Community Support (Level 2) W7060
 Supported Employment-Job Support W9794
 Small Group Employment (Level 3) W7245
 Transportation /Mile W7271

\$8.33/unit
 \$11.10/unit
 \$19.34/unit
 \$14.20/unit
 N/A

No Change
 No Change
 No Change
 No Change
 \$0.73/mile

The Arc of Crawford CountyDescriptionPrior CostCurrent Cost

Administrative Fee
 Base Services Not Otherwise Specified
 In-Home Community Supports W7060
 In-Home Community Supports W7060-U4
 Companion Services W1726
 Companion Services W1726-U4

\$336.61/Month
 \$40-\$100/unit
 \$8.15/unit
 \$7.33/unit
 \$6.56/unit
 \$5.72/unit

No Change
 No Change
 No Change
 No Change
 No Change
 No Change

Dickinson Center, Inc.DescriptionPrior CostCurrent Cost

Community Participation Support (Comm.) W9351
 Community Participation Support (Facility) W7226
 Community Participation Support (Comm. 1-1) W5996
 Community Participation Support (Facility 1.1) W7244
 Companion Services (Level 2) W1726
 Clinical Interview (Amanda Straub)

\$7.54/unit
 \$5.65/unit
 \$13.83/unit
 \$13.39/unit
 \$8.33/unit
 \$450.00

No Change
 No Change
 No Change
 No Change
 No Change
 No Change

■ **Mental Health (07/01/2026 - 06/30/2027)**Crossroads Counseling, Inc.DescriptionPrior CostCurrent Cost

Mental Health Psychiatric Outpatient Services

up to \$20,000.00

No Change

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

PERSONNEL

Amendment of Separation of Employment – Cristal Cary, Veterans Affairs Officer, effective June 26, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Separation of Employment – David Smoker, Potter County Human Services Van Driver, effective July 9, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS**COMMISSIONERS' REPORTS****BILLS****Potter County Fiscal Summary (06/26/2026)**

<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 Checks				\$121,337.14
10	Payroll - Direct Deposit	342			\$158,744.90
10	General Fund - Accounts Payable	151270-151271, 151273-151285, 151287-151294, 151296-151299, 151301-151319, 151321, 151323-151326, 151328-151334, 151336, 151338, 151340-151345, 151348-151360	151034, 151020	\$385.10	\$133,675.51
11	LEPC - Local Emergency Planning	3279-3281			\$2,974.97
15	North Fork Dam	151347, 151337			\$2,538.34
16	911 Fund	3279-3281			\$4,916.47
17	Saulter Preserve	151347			\$44.27

20	Supervision Fees (County) (CO)	151275			\$94.00
24	Improvement Fund	151286, 151322			\$33,723.52
32	Specialty Courts	151335			\$233.10
34	V.O.J.O.	151295, 151327			\$336.00
35	Victim Services/RASA	151295			\$1,294.35
38	Divorce Fund	151339, 151272			\$351.10
55	Phare Grant	151319			\$18,750.00
61	Employee Wellness Initiative	151272			\$168.78
66	911 Statewide Interconnectivity Grant	151300			\$310.50
72	Bond-capital projects	151346			\$184.08

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

Potter County Fiscal Summary (06/30/2026)

<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				\$7,792.19
10	General Fund - Accounts Payable	343			\$7,998.20

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

Potter County Fiscal Summary (07/01/2026)

<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	151363-151372			\$130,717.61
10	General Fund - A/P Manual Checks	345			\$35.00
11	LEPC - Local Emergency Planning	3282			\$579.03
16	911 Fund	4248			\$208.76

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

Potter County Fiscal Summary (07/07/2026)

<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				
10	General Fund - Accounts Payable	347	346	\$1,589.75	\$1,304.75

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

Potter County Tax Claim Bureau Fiscal Summary (07/09/2026)

ACCOUNTS PAYABLE CHECKS – Check #18533-18569	\$225,720.39
Total Checks Written	\$225,720.39

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

Potter County Human Services Fiscal Summary (07/09/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$44,333.47
PAYROLL TAX TRANSFERS (EFTPS)	\$12,410.29
STATE TAX WITHHOLDINGS (ETIDES)	\$1,829.31

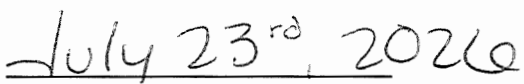
PAUC	\$42.61
Local W/H	\$595.94
Coudersport LST	\$82.00
ACCOUNTS PAYABLE CHECKS – 07/01/2026 #82358-82366	\$24,345.33
ACCOUNTS PAYABLE CHECKS – 07/07/2026 #82367-82436	\$153,809.90
Total Checks Written	\$237,448.85

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

NEXT MEETING: July 23, 2026

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


 Potter County Executive Secretary


 Approval Date