

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

February 5, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:04 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Nancy Grupp, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Executive Secretary Paige Barroqueiro; present. Commissioner Paul Heimel; absent.

PUBLIC COMMENT

MINUTES – January 22, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

GUESTS

NEW BUSINESS

Updated Potter County Personnel Policy Manual ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

CONTRACTS AND AGREEMENTS

Agreement – Darling Apothecary LLC for pharmaceutical services at the Potter County Jail for a term of February 5, 2026, to February 4, 2027 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Agreement – Computer Information Systems for additional Licenses for Potter County Department of Emergency Services to monitor the Tioga County PA911 CIS Computer Aided Dispatch system at a startup cost of \$5,300.00 and an annual cost of \$436.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Contract Quote – Databranch for Adobe Acrobat Pro licenses at an annual cost of \$5,585.40 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Agreement – Paycor for EDI Implementation for healthcare enrollment at a cost of \$3,000.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Amendment – Election Systems & Software for media burn capability years 6-10 of agreement at an additional cost of \$2,500.00 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

PCHS CONTRACTS AND AGREEMENTS

24/25

25/26

■ **Aging (02/02/2026 - 06/30/2029)**

Dream Catch

Home Delivered Meals (HDM), Congregate Meals (CGM), Blizzard Boxes

Description

Prior Cost

Current Cost

HDM & CGM

N/A

\$8.75 per meal

Emergency/Blizzard Boxes

N/A

\$8.75 per meal

■ **Alcohol and Drug Abuse Services (01/01/2026 - 06/30/2026)**

Alcohol and Drug Abuse Services, Inc

Drug and Alcohol Case Management Services

Description

Prior Cost

Current Cost

Cost Reimbursement for Case Management Services

N/A

\$65,000.00

Alcohol and Drug Abuse Services, Inc., Recovery Support Services

Drug and Alcohol Recovery Support Services

Description

Prior Cost

Current Cost

Cost Reimbursement contract for Recovery Support Services

\$40,000.00

No Change

Alcohol and Drug Abuse Services Inc.; Facility Numbers #427038, #537034, #427033, #427024, #127037

Drug and Alcohol Treatment-Inpatient, Intensive Outpatient, Outpatient, Screening and Assessment, and Case Coordination

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#427038 Non-hospital Inpatient	\$269.54/day	No Change
#427033 Intensive Outpatient	\$135.00/day	No Change
#537034, #427033, #427024, #127037 Outpatient #427033	\$95.00/day	No Change
Screening and Assessment	\$80.00/screening	No Change
Case Coordination	\$20.00/15 minutes	No Change
#427033 Intervention		
First Offenders Group	\$100.00/group	No Change
Jail Group	\$120.00/group	No Change
Youthful Offenders Group	\$75.00/group	No Change

Sage Consulting

Prevention Consulting/Assessment

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Evaluation Services/Prevention Services/New Prevention Needs Assessment planning and execution	\$28,350.00/year	\$17,000.00/year

Endless Mountain; Facility number #087030

Drug and Alcohol Treatment-Inpatient Levels 3.7WM, 3.5

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7 WM	\$417.00/day	No Change
Level 3.5	\$265.00/day	No Change

Harbor Counseling

Drug and Alcohol Treatment-Intensive Outpatient, Outpatient, Intervention

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#597013 Intensive Outpatient	\$140.00/day	No Change
Outpatient Individual	\$100.00/hour	No Change
Outpatient Group	\$45.00/hour	No Change
Intervention	\$110.00/hour	No Change

Crossroads Counseling; Facility Number 597027

Drug and Alcohol Treatment-Outpatient Treatment, Group, Intensive Outpatient Treatment, Medication Assisted Treatment

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#597027 Outpatient Treatment	\$95.00/hour	No Change
Group	\$66.00/hour	No Change
Intensive Outpatient	\$89.00/session	No Change
Intensive Outpatient Group	\$11.00/15 minutes	No Change
MAT Medical Evaluation	\$250.00/visit	No Change
Bup. Induction	\$286.00/visit	No Change
Bup. Maintenance	\$106.50/visit	No Change
Vivitrol Induction	\$286.00/visit	No Change
Vivitrol Maintenance	\$106.50/visit	No Change
MAT Nurse Visit	\$50.00/visit	No Change

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

PERSONNEL

New Hire – Deputy Warden Hurler is requesting the hiring Patrick Potter to fill the part-time Corrections Officer vacancy with the Jail, effective February 9, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heibel yes.

New Hire – Deputy Warden Hurler is requesting the hiring Nicholas Phelps to fill the part-time Corrections Officer vacancy with the Jail, effective February 16, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heibel yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Rossman shared about his recent visit to Harrisburg, where he met with state legislators and policy leaders to advocate on behalf of Potter County and rural counties across Pennsylvania. Key discussions focused on the need for sustainable 911 emergency communications funding, including support for a modest increase to the monthly surcharge and modernization of statutes to address rising

technology, cybersecurity, and staffing costs. He also emphasized the importance of increased county mental health base funding to stabilize community services and reduce strain on emergency rooms, jails, schools, and law enforcement. Additionally, Commissioner Rossman raised concerns regarding property assessment and reassessment challenges, advocating for consistent state support and sustainable funding tools to promote tax fairness and protect local fiscal stability.

Commissioner Grupp directed residents to go to the Potter County website and review the updated Department of Community and Economic Development trainings being offered.

BILLS

Potter County Fiscal Summary (01/23/2026)

<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	V1411554- V1411632,V1411634, V1411726-V1411746			\$118,636.80
10	General Fund - Accounts Payable	149893, 149895-149905, 149907-149915, 149917- 149924, 149926-149937, 149939-149943, 149945- 149947, 149949-149951, 149954-149959,149960	149229	\$137.80	\$177,207.24
10	General Fund - A/P Manual Checks	300			\$164,657.05
15	North Fork Dam	149944			\$38.33
16	911 Fund	4143-4147			\$60,973.08
17	Saulter Preserve	149944			\$36.00
18	Automation Fund (Civil)	149906			\$998.34
22	Farmland Preserv. & Rollback	149926			\$61.87
28	Domestic Relations IV-D	1077			\$625.00
32	Specialty Courts	149952			\$66.47
34	V.O.J.O.	149894			\$180.00
35	Victim Services/RASA	149894			\$1,290.00
38	Divorce Fund	149869, 149938			\$116.45
55	Phare Grant	149916			\$37,500.00
59	P.C.Victim Impact Panel (CO)	149948, 149953	149854	\$917.00	\$1,009.55
62	CDBG Entitlement	149925			\$11,402.66

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

Potter County Fiscal Summary (02/02/2026)

<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	149961-149960, 149962- 149969			\$15,661.27
10	General Fund - A/P Manual Checks	302			\$35.00
11	LEPC - Local Emergency Planning	3220			\$579.03

16	911 Fund	4148			\$208.76
34	V.O.J.O.	149961			\$19.47
35	Victim Services/RASA	149961			\$116.83

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

Potter County Tax Claim Bureau Fiscal Summary (02/05/2026)

ACCOUNTS PAYABLE CHECKS – Check #18337-18368	\$72,802.05
Total Checks Written	\$72,802.05

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

Potter County Tax Claim Bureau Fiscal Summary (02/05/2026)

ACCOUNTS PAYABLE CHECKS – Check #18369-18377	\$70,673.63
Total Checks Written	\$70,673.63

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

Potter County Human Services Fiscal Summary (02/05/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$40,761.35
PAYROLL TAX TRANSFERS (EFTPS)	\$11,715.24
STATE TAX WITHHOLDINGS (ETIDES)	\$1,695.33
PAUC	\$39.54
Local W/H	\$552.18
Isolved P/R Charge	\$196.43
ACCOUNTS PAYABLE CHECKS – 01/26/2026 Ck# 81750-81751	\$1,783.54
ACCOUNTS PAYABLE CHECKS – 02/05/2026 Ck# 81752-81803	\$225,324.50
Total Checks Written	\$282,068.11

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

NEXT MEETING: February 19, 2026

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


 Potter County Executive Secretary

February 19, 2026
 Approval Date