

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

August 20, 2026

(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 Robert Rossman, and Chief Clerk Jessica Giebel; present. Commissioner Paul Heimel and Executive Secretary Paige Barroqueiro; absent.

PUBLIC COMMENT

MINUTES – August 6, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

GUESTS

NEW BUSINESS

Quote Approval for sign for the Market Village project – Whitetail Media, \$135; Campbell Signs and Designs, \$475; and Bradco Supply Company, \$267.68 ~ **Action** ~ Comm. Grupp moved to accept the bid from Whitetail Media in the amount of \$135. Comm. Rossman seconded. Grupp yes; Rossman yes.

CONTRACTS AND AGREEMENTS

Engagement Letter - C.J. Wallace Engineering, LLC for professional engineering, competitive bidding, and construction administration services for the Gunzburger building Window Replacement 2 part project in the amount of \$84,000 (fixed) for part one and \$46,400 (maximum billed hourly) for part 2. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Lease Agreement - Christopher L. Young for the lease of the Magisterial District Court building in Shinglehouse at a monthly rent of \$1050.00, effective August 1, 2026 to July 31, 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Lease Agreement - Penn State Extension for lease of space in the Gunzburger Building at a monthly rent of \$0. Effective January 1, 2027 through December 31, 2027. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Professional Service Agreement – Zelenkofske Axelrod LLC for auditing services for Potter County and Potter County Human Services for 2026, 2027, and 2028 at a rate of \$68,185 for 2026 and increasing 3% each year ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS	<u>25/26</u>	<u>26/27</u>
■ Drug and Alcohol (07/01/2026 - 06/30/2027)		
<u>White Deer Run; Facility numbers 601031, 387017, 367058, 397060, 677069, and 677086</u>		
Drug and Alcohol Treatment-Inpatient		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Facility # 601031		
Level 3.7 WM	\$371.00/Day	No Change
Level 3.5 Enh	\$336.00/Day	No Change
Level 3.5	\$325.00/Day	No Change
Facility # 397060		
Level 3.7 WM	\$406.00/Day	No Change
Level 3.5 Enh	\$343.00/Day	No Change
Levey 3.5	\$312.00/Day	No Change
Facility # 677069		
Level 3.7 WM	\$471.00/Day	No Change
Level 3.5 Enh	\$448.00/Day	No Change
Level 3.5	#366.00/Day	No Change
Facility # 677086		

Level 3.7 WM	\$336.00/Day	No Change
Level 3.5 Enh	\$301.00/Day	No Change
Level 3.5	\$264.00/Day	No Change

Sojourner House; Facility number 707160

Drug and Alcohol Treatment-Inpatient

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.5	\$408.45/Day	No Change

Cove Forge; Facility Number 077009

Drug and Alcohol Treatment-Inpatient and Partial

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7 WM	\$363.00/Day	No Change
Level 3.7	New Level of Care	\$345.00
Level 3.5 Enh	\$303.00/Day	\$62.00/Day
Level 3.5	\$303.00/Day	No Change
Level 2.5	\$139.00/Day	No Change

Huntington Creek-Adult and Adolescent; Facility Number 407061

Drug and Alcohol Treatment-Inpatient

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7 (Adolescent)	\$579.00/Day	No Change
Level 3.5 (Adolescent)	\$472.00/Day	No Change
Level 3.7 (Adult)	\$441.00/Day	No Change
Level 3.5 (Adult)	\$425.00/Day	No Change
Level 3.5 Enh (Adult)	\$450.00/Day	No Change

Millerton Acquisition Sub LLC; Bradford Recovery Center, Facility Number 087028

Drug and Alcohol Treatment-Inpatient/Partial Hospitalization

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7 WM	\$426.00/Day	No Change
Level 3.5	\$299.00/Day	\$306.00/Day
Level 3.5 Enh	\$326.00/Day	\$331.00/Day
Level 2.5	\$120.00/Day	No Change

■ **Aging (07/01/2026 - 09/30/2026)**

Andrea Conner

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
90-day extension to fiscal year 25-26 contract	\$30/HR + expenses	\$31.00/HR + expenses

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

Health Ride Plus

Transportation for ID consumers

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Zone 1 Transportation	\$36.54/Trip	No Change
Zone 2 Transportation	\$65.78/Trip	No Change
Zone 3 Transportation	\$74.73/Trip	No Change

■ **Mental Health (07/01/2026 - 06/30/2027)**

Dickinson Center, Inc.

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

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Peer Support	\$22.49/15 minutes To a maximum of \$7,500.00	\$22.94/15 minutes To a maximum of \$7,500.00
Psychiatric Rehab	\$5.50/15 minutes \$30,000.00 maximum	\$9.09/15 minutes \$30,000.00 maximum
Mobile Psychiatric Rehab	\$18.00/15 minutes \$30,000.00 maximum	\$22.47/15 minutes \$30,000.00 maximum

Dickinson Center, Inc.

Mental Health Drop-in Center Service and Family Based Mental Health Services

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Drop-in Center	70,056.00 maximum	No Change
Family Based	\$46.86/Unit \$15,000.00 Maximum	\$48.76/Unit \$15,000.00 Maximum

The Guidance Center

Family Based Services work with identified child and their families, in the home, school and community. Project RAPPORT provides education with at risk teens and pregnant women.

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Family Based	\$46.86/15 minute Unit \$15,000.00 Maximum	\$48.76/15 minute Unit \$15,000.00 Maximum
Project RAPPORT	\$15.62/15 minute Unit \$25,000.00 maximum	\$15.62/15 minute Unit \$25,000.00 maximum

Susie Marchesani, LCSW (Trauma Therapist for Potter County Treatment Court)

Trauma Therapy provided to clients referred to/currently in the Potter County Treatment Court.

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
	\$120.00/1 hour session	No Change
	\$25,000.00 maximum	No Change

Cabin Investments LLC (Luke Watson-Owner)

Trauma Therapy provided to clients referred to/currently in the Potter County Treatment Court.

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
		\$1,250 security dep and
		\$1,250 per month

Dwelling Location: 7 W 4th St, Coudersport, PA 16915

N/A

Dickinson Center, Inc.

School Based Mental Health Specialist (MHS) and Mental Health Psychiatric Outpatient Services

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
School Based MHS	Up to \$70,000.00 Maximum	Up to \$60,000.00 maximum
MH Psychiatric Outpatient	\$28,000.00 maximum cost	\$28,000.00 maximum cost

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

PERSONNEL

Separation of Employment – Brianna Barroqueiro, part-time Courthouse Security Guard, effective August 25, 2026 ~ **Action** ~ Comm. Grupp moved to acknowledge. Comm. Rossman seconded. Grupp yes; Rossman yes.

Separation of Employment – Nathan Powley, full-time Specialty Court Coordinator/Probation Officer, effective August 28, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Hire - Thomas Patterson is requesting the hiring of Brandon Goss as a full-time County Caseworker I, effective August 24, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Separation of Employment – Nicole Campbell, full-time Care Manager II, effective August 14, 2026 ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Separation of Employment – Alex Dovensky, full-time Administrative Assistant/Senior Center Supervisor, effective August 14, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Separation of Employment – Mary Freeman, full-time Care Manager II, effective August 7, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

Commissioner Grupp encouraged residents to attend the upcoming Patriot Day celebration on Saturday, September 12, with the parade beginning at 11:00 a.m.

BILLS

Potter County Fiscal Summary (08/06/2026)

<u>Fund #</u>	<u>Fund Description</u>	<u>Check #'s</u>	<u>Voided Check #</u>	<u>Voided Check Amt</u>	<u>Total</u>
69	Home Grant	151652			\$300.00

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

Potter County Fiscal Summary (08/07/2026)

<u>Fund #</u>	<u>Fund Description</u>	<u>Check #'s</u>	<u>Voided Check #</u>	<u>Voided Check Amt</u>	<u>Total</u>
10	Payroll - Direct Deposit				\$113,192.52
10		151578, 151580-151596, 151598-151599, 151601- 151605, 151607-151618, 151620, 151622-151625, 151627-151634, 151636- 151637, 151639-151641, 151643-151647, 151649- 151651			\$882,365.42
	General Fund - Accounts Payable				

10	General Fund - A/P Manual Checks	354			\$157,809.55
11	LEPC - Local Emergency Planning	3288			\$62.44
14	Liquid Fuels	1849			\$748.92
15	North Fork Dam	151635			\$2,500.00
16	911 Fund	4262-4265			\$4,612.94
18	Automation Fund (Civil)	151606			\$1,125.84
34	V.O.J.O.	151638, 151597			\$190.11
35	Victim Services/RASA	151597, 151638			\$1,350.61
38	Divorce Fund	151579, 151638			\$417.40
51	Capital Projects Fund	151619			\$4,223.86
52	Operational Reserve Fund	151642			\$14,756.00
59	P.C. Victim Impact Panel (CO)	151626			\$164.00
60	Hotel Excise Tax Fund	151621, 151648			\$104,619.24
61	Employee Wellness Initiative	151579			\$1,482.35
66	911 Statewide Interconnectivity Grant	151600			\$310.50

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

Potter County Fiscal Summary (08/12/2026)

<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	151653, 151645			\$1,660.00

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

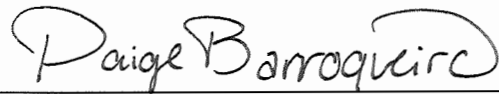
Potter County Human Services Fiscal Summary (08/20/2026)

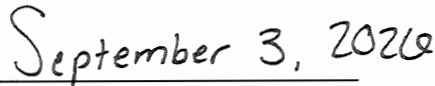
PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$40,795.82
PAYROLL TAX TRANSFERS (EFTPS)	\$11,399.63
STATE TAX WITHHOLDINGS (ETIDES)	\$1,683.19
PAUC	\$39.22
Local W/H	\$548.31
Coudersport LST	\$76.00
ACCOUNTS PAYABLE CHECKS – 08/07/2026 #82549	\$57,447.00
ACCOUNTS PAYABLE CHECKS – 08/20/2026 #82550-82617	\$149,379.39
Total Checks Written	\$261,368.56

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

NEXT MEETING: September 3, 2026

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


Potter County Executive Secretary


Approval Date