

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

September 3, 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 Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Executive Secretary Paige Barroqueiro; all present.

PUBLIC COMMENT

MINUTES – August 20, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel abstain.

GUESTS

NEW BUSINESS

~ **Action** ~ Comm. Rossman moved to amend the agenda to remove the request to hire Amy Foust. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

~ **Action** ~ Comm. Heimel moved to amend the agenda to remove the maintenance agreement with Infocon. Comm. Grupp seconded. Heimel yes; Grupp yes; Rossman yes.

FFY26 CDBG - Disaster Recovery Commissioners Project Selection. Kal Logue, Community Development Coordinator, and Jamie Schrawder of SEDA-COG joined the Commissioners to review the projects under consideration for special Tropical Storm Debby Disaster Recovery funding. The proposed projects included the Harrison Valley wastewater project, Ulysses Borough wastewater bar screen project, Ulysses Borough Culvert Road washout project, and Potter County Housing and Redevelopment Authority drainage project.

Due to limited funding, it was recommended that \$391,930 be awarded to Harrison Valley for its wastewater project, contingent upon completion of the required public survey. It was further recommended that the Commissioners take a second action designating Ulysses Borough's wastewater project, in the amount of \$728,350, as the alternate recipient should the public survey requirement for the Harrison Valley project not be completed. ~ **Action** ~ Comm. Grupp moved to award the funding to Harrison Valley in the amount of \$391,930 contingent on the completion of the required surveying. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes. ~ **Action** ~ Comm. Grupp moved to award the funding to Ulysses borough in the amount of \$728,350 secondarily if the required surveying is not completed for the Harrison Valley project. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes.

Sale of Repository Properties – Parcel #030-005-081 Costello Ave. Austin, PA to Scott and Brandon Hostetler in the amount of \$376.00 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes.

Quote approval for topsoil for the Market Village project – Faulstick Enterprise, \$800 and Hershey Farms Market, \$1130.00 ~ **Action** ~ Comm. Rossman moved to accept the quote from Faulstick in the amount of \$800.00. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes.

Quote Approval for additional gravel for the Market Village project – DuBrook, \$1,325.64 ~ **Action** ~ Comm. Grupp moved to accept the quote from DuBrook in the amount of \$1,325.64. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes.

Resignation – Jeff Wilcox from the Housing and Redevelopment Authorities effective September 1, 2026 ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Commissioner Grupp thanked Jeff for his many years serving on these two authorities and noted that the Commissioners have started looking for new individuals to appoint to the authorities. Heimel yes; Grupp yes; Rossman yes.

CONTRACTS AND AGREEMENTS
PCHS CONTRACTS AND AGREEMENTS

25/26

26/27

■ **Aging (07/01/2026 - 09/30/2026)**

Arcardia Home Care

Description

Prior Cost

Current Cost

90-day extension to fiscal year 25-26 contract

\$19.64/Hour

\$31.00/HR + expenses

■ **Drug and Alcohol (07/01/2026 - 06/30/2027)**

Endless Mountain; Facility Number 087030

Drug and Alcohol Treatment-Inpatient: Levels 3.7 WM, 3.5

Description

Prior Cost

Current Cost

Level 3.7 WM

\$417.00/Day

No Change

Level 3.5

\$265.00/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/Day

No Change

Level 3.5

\$413.00/Day

No Change

Level 3.5 Enh

\$433.00/Day

No Change

Level 2.5

\$10.45/15 Minutes

\$10.74/15 Minutes

Level 2.1

\$11.25/15 Minutes

\$11.57/15 Minutes

Pyramid Healthcare-Facility Numbers; 077019, 077014, 077018, 077026, 447027, 457040, 097055, 097101, 707235

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

Facility number 077019

Level 3.7

\$367.00/day

No Change

Level 3.7 Enhanced

\$360.00/day

No Change

Level 3.7 Withdrawal Management (WM)

\$435.00/day

No Change

Level 3.5

\$309.00/day

No Change

Level 3.5 Enhanced

\$338.00/day

No Change

Facility Number 077014

Halfway House-Gratitude House

\$170.00/Day

No Change

Facility Number 077018

Halfway House-Tradition House

\$165.00/day

No Change

Facility Number 077026

Halfway House-Pine Manor

\$170.00/Day

No Change

Facility Number 457040 Hillside

Level 3.7

\$381.37/Day

No Change

Level 3.7 WM

\$474.54/Day

No Change

Level 3.5

\$365.37/Day

No Change

Level 3.5 Enhanced

\$379.53/Day

No Change

Facility Number 097055 Quakertown

Level 3.5

\$350.00/Day

\$370.00/Day

Facility Number 097101 Langhorne

Level 3.7 WM

\$503.00/Day

\$536.00/Day

Level 3.5

\$387.00/Day

\$411.00/Day

Facility Number 707235 Ridgeview

Level 3.5

\$321.67/Day

No Change

Eagleville Hospital; Facility Number 461031

Adult drug and alcohol inpatient services: Levels 3.5, 3.5 Enhanced (Enh), 3.7, 3.7 Enh, 3.7 WM, 4.0, and 4.0 WM

Description

Prior Cost

Current Cost

Inpatient 3.5

\$454.00/Day

No Change

Inpatient 3.5 Enh

\$469.00/Day

No Change

Inpatient 3.7

\$524.00/Day

No Change

Inpatient 3.7 Enh

\$540.00/Day

No Change

Inpatient 3.7 WM

\$550.00/Day

No Change

Inpatient 4.0 WM

\$525.81/Day

No Change

Inpatient 4.0

\$525.81/Day

No Change

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

Early Behavior Intervention LLC

Description

Prior Cost

Current Cost

Provides special instruction-behavior for the EI Program

N/A

\$32.72/Unit

Family Links, Inc.

Description

Prior Cost

Current Cost

Provides support coordination for the ID Program

N/A

\$27.21/unit

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

Project Point of Light

DBA Manno Therapeutic Service

Description

Psychosexual Evaluation

Prior Cost

N/A

Current Cost

\$700.00/evaluation

■ **Aging (07/01/2026 - 09/30/2026)**

PurFoods LLC dba Mom's Meals

Description

Meals for the Elderly 25-26 Contract Extension

Prior Cost

No Change

Current Cost

No Change

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

PERSONNEL

Separation of Employment – Pam Rapp, full-time Fiscal Technician Supervisor, effective December 18, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Separation of Employment – Patsy Williams, Senior Center Operator, effective August 28, 2026; Florance (Susie) Mainus, Senior Center Operator, effective August 28, 2026; Mary Jones, Senior Center Operator, effective August 26, 2026; Claudia Dynda, Senior Center Operator, effective August 26, 2026; Kelly Werner, Senior Center Operator, effective August 31, 2026; Deb Traub, Senior Center Operator, effective September 11, 2026 ~ **Action** ~ Comm. Rossman moved to approve as a whole. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

LIQUID FUELS TAX REQUESTS

Ulysses Borough - \$1,341.38

Keating Township - \$2,320.70

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

COMMISSIONERS' REPORTS

Commissioner Grupp advised Residents about the upcoming Tax Upset Sale and that more information can be found on the website or by calling the Tax office.

Commissioner Heimel reported on the upcoming events for Patriots weekend including the ribbon cutting at the Market Village, fireworks, and the parade.

Commissioner Rossman honored the upcoming 25th anniversary of 9/11.

BILLS

Potter County Fiscal Summary (08/21/2026)

<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				\$119,299.05
10	General Fund - Accounts Payable	151655-151681, 151683-151690, 151692-151708, 151710-151712, 151714-151715, 151717-151739, 151741-151746, 151748-151754	150949	\$75.00	\$179,418.74
10	General Fund - A/P Manual Checks	355			\$164,024.34
11	LEPC - Local Emergency Planning	3289			\$67.62
15	North Fork Dam	151740			\$38.51
16	911 Fund	4266-4273			\$13,861.33
17	Saulter Preserve	151740			\$43.78
20	Supervision Fees (County) (CO)	151709, 151716			\$50,114.65
34	V.O.J.O.	151682			\$180.00
35	Victim Services/RASA	151682			\$1,303.68
55	Phare Grant	151713			\$18,750.00
64	Gas Well Impact-Capital Reserve	151691			\$40,000.00
73	Bond-reassessment project	151747			\$87,586.30

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

Potter County Fiscal Summary (08/25/2026)

<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	151755, 151756			\$2,590.10

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

Potter County Fiscal Summary (08/31/2026)

<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	362			\$9,921.18

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

Potter County Fiscal Summary (09/01/2026)

<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	151757-151767			\$117,240.49
10	General Fund - A/P Manual Checks	363			\$35.00
11	LEPC - Local Emergency Planning	3280			\$579.03
16	911 Fund	4274			\$208.76

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

Potter County Tax Claim Bureau Fiscal Summary (09/03/2026)

ACCOUNTS PAYABLE CHECKS – Check #18621-18659	\$144,409.37
Total Checks Written	\$144,409.37

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

Potter County Human Services Fiscal Summary (09/03/2026)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$46,896.71
PAYROLL TAX TRANSFERS (EFTPS)	\$14,649.79
STATE TAX WITHHOLDINGS (ETIDES)	\$1,949.95
PAUC	\$45.26
Local W/H	\$635.21
Coudersport LST	\$80.00
ACCOUNTS PAYABLE CHECKS – 09/03/2026 #82549-82662	\$168,948.25
Total Checks Written	\$233,047.40

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

NEXT MEETING: September 17, 2026

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



Potter County Executive Secretary

September 17, 2026