

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

July 11, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:09 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT None

GUEST Elise Grovanz from Northcentral Pa. Regional Planning & Development Commission provided details on the Multimodal Transportation Fund Grant Program, administered by DCED, which is due at the end of this month. She urged municipalities wishing for feedback on their applications to reach out.

MINUTES – June 27, 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

NEW BUSINESS

Ellen Russell resigned from her positions on the Potter County Housing Authority and Potter County Redevelopment Authority, effective June 27, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

CONTRACTS AND AGREEMENTS

Service agreement with Gannett Fleming Inc. for 2024 annual North Fork Dam inspection. Annual cost of \$3,700. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Agreement renewal with Linstar for software maintenance of the door-locking system at the Gunzburger Building at a cost of \$850. Term of July 1, 2024, to June 30, 2025. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

PCHS CONTRACTS AND AGREEMENTS

23/24

24/25

■ **Aging (07/01/2024 - 06/30/2025)**

Barbra Bush, Contractor

PA-Medi Assistant

\$25.00 per hour

No Change

Care Management

Plus Expenses

Mary Jones, Senior Center Contractor

Oswayo Valley Senior Center Operator

\$16.00 per hour

No Change

Barbra Kiel, Contractor

Substitute Senior Center Manager

\$14.75 per hour

No Change

Bonnie Murphy, Contractor

Substitute Senior Center Manager

\$13.00 per hour

No Change

Charlotte Schweigart, Contractor

Substitute Senior Center Manager

\$13.00 per hour

No Change

Betty Tomak, Contractor

Substitute Senior Center Manager

\$15.00 per hour

No Change

Debra Traub, Contractor

Substitute Senior Center Manager

\$13.00 per hour

No Change

■ **Drug and Alcohol (07/01/2024 - 06/30/2025)**

Crossroads Counseling; Facility Number #597027

Drug and Alcohol Treatment, Outpatient Treatment, Group,

Intensive Outpatient, Medication Assisted Treatment

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

Endless Mountain; Facility Numbers #107036 and #087030

Drug and Alcohol Treatment - Inpatient, Halfway House: Levels 3.7WM, 3.5, and 3.1

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Level 3.7 WM	N/A	\$417.00 per day
Level 3.5	N/A	\$265.00 per day

Esper Center; Facility Number 25708

Drug and Alcohol Treatment - Methadone Treatment

<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
#257058 Daily Dose of Methadone/Counseling	\$92.00 per week	No Change
Annual Physical	\$100.00 per year	No Change
Annual Blood Work	\$50.00 per year	No Change

Katie Taylor; Independent Prevention Contractor

Prevention Services	\$42,400 per year	\$44,100
Milage Reimbursement	\$0.655	\$0.67

■ **Early Intervention (07/01/2024 - 06/30/2025)**

Seneca Highland IU-9

Hearing and Vision Services	\$164.80 per hour	No Change
IFSP Teaming Special Instruction	\$164.80 per hour	No Change

■ **Intellectual Disabilities (07/01/2024 - 06/30/2025)**

Community Services of Venango County

IMQ4 Consumer Surveys	\$650.00 per survey	\$706.00 per survey
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Health Ride Plus

Transportation Zone 1	\$32.14 per trip	\$35.32 per trip
Transportation Zone 2	\$38.14 per trip	\$63.69 per trip
Transportation Zone 3	\$48.77 per trip	\$72.65 per trip

Daniel Keysor

Evaluations to Determine Eligibility	\$300.00	\$300
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~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

TRAINING REQUESTS

Potter County Auditors Kathy Wagner and Sherri Lamer to attend Pa. State Auditors Convention in New Milford, Pa. Requesting registration, lodging, mileage, meals, parking and tolls. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Corrections officer John Northeimer to attend Train the Trainer staff training in Elizabethtown, Pa. Requesting lodging and mileage. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

PERSONNEL

Judge Stephen Minor has hired Michael Preston as a legal intern, effective June 17, 2024, through July 26, 2024. ~ **Action** ~ Comm. Rossman moved to acknowledge. Comm. Grupp seconded. Rossman yes; Grupp yes.

Part-time correction officer Aaron Thompson has resigned his position, effective June 25, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Part-time correction officer Christopher Tuttle has resigned his position, effective July 7, 2024. ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes.

Drug and Alcohol Services case management specialist trainee Shayleen Tucker is resigning her position, effective August 9, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

Van driver Larae Franklin has resigned her position, effective June 28, 2024. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes.

LIQUID FUELS TAX REQUESTS None

COMMISSIONERS' REPORTS None

BILLS

Potter County Fiscal Summary – 06/28/2024

<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	5012			\$480.94
10	Payroll - Direct Deposit	10727-10756;10757-10854			\$113,419.42
10	General Fund - Accounts Payable	145289-145359	145,077	\$980.00	\$623,281.17
10	General Fund - A/P Manual Checks	180-181			\$157,192.41
11	LEPC - Local Emergency Planning	3106			\$318.95
14	Liquid Fuels	1803			\$1,617.72
15	North Fork Dam	145349			\$30.31
16	911 Fund	3744-3751			\$4,384.64
17	Saulter Preserve	145349			\$42.07
34	V.O.J.O.	145306;145336;145345			\$319.47
35	Victim Services/RASA	145306;145345			\$1,100.81
38	Divorce Fund	145345			\$111.31

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

Potter County Fiscal Summary – 07/01/2024

<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	145360-145378			\$143,972.39
10	General Fund - A/P Manual Checks	182			\$35.00
11	LEPC - Local Emergency Planning	3107-3108			\$718.90
16	911 Fund	3752-3753			\$408.76
20	Supervision Fees (County) (CO)	145376			\$141.31
34	V.O.J.O.	145361			\$7.95
35	Victim Services/RASA	145361			\$47.70

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

Potter County Human Services Fiscal Summary (06/28/2024)

PAYROLL AUTOMATIC DEPOSITS	\$39,891.05
PAYROLL TAX TRANSFERS (EFTPS)	\$11,883.79
STATE TAX WITHHOLDINGS (ETIDES)	\$1,730.68
PAUC	\$40.10
Local W/H	\$563.77
Paytime P/R Charge	\$459.20
ACCOUNTS PAYABLE CHECKS – Check #78608-78609	\$637.58
ACCOUNTS PAYABLE CHECKS – Check #78610-78704	\$158,591.57
Total Checks Written	\$213,797.74

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

NEXT MEETING: July 25, 2024

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


Potter County Executive Administrative Assistant

July 25th, 2024
Approval Date