

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**July 27, 2023**

(Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:30 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Barry Hayman, Chief Clerk Jessica Giebel, all present. Recording Secretary Danielle Gietler absent.

**PUBLIC COMMENT ON AGENDA ITEMS**

**MINUTES** – June 13, 2023, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement with Marco for copier for the 911 Program Office at a rate of \$208.76 per month with overages for black/white copies at a rate of \$.00650 per B/W copy and .0750 per copy for color. Term of five years. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Agreement with Beacon Software Solutions for Jail Management System and services. First year of maintenance and support will be \$18,150. Annual software maintenance and support fee will be \$3,130 for four subsequent years. The system will streamline administrative and personnel functions and produce data that can be used to measure effectiveness of criminal justice reforms. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

22/23

23/24

■ **Children & Youth (7/01/2023-06/30/2024)**

*Bethesda Children's Home*

Dependent/Delinquent – Emergency Shelter, Group Home Placement Program, Foster Care and Transitional Living Program

Description	Prior Cost-Per Diem	Current Cost-Per Diem
Walnut Corners Group Home	\$301.49	\$301.49(No change)
Unit A ISU & Claney ISU	\$315.59	\$315.59(No change)
Unit A ISU - Shelter & Claney ISU – Shelter	\$299.25	\$299.25(No change)
Shelter w/additional Diagnostic	\$45.00 (No change)	No longer listed
Right Start Program – Baby Only NAME	NEW \$127.50	\$127.50(No change)
Right Start Program – Mother/Expectant Mother NAME	NEW \$337.04	\$337.04(No change)
Right Start Program – Mother and Baby NAME	NEW \$464.54	\$464.54(No change)
Right Start Program – Shelter	NEW \$299.25	\$299.25(No change)
Right Start Transitional Living	\$169.75	\$230.00
Peterson Home	NEW \$225.47	\$225.47(No change)
Foster Care Age 0-12 Non-Case Management over 30 miles from main campus	\$61.62	\$61.62(No change)
Foster Care Age 13-21 Non-Case Management over 30 miles from main campus	\$66.56	\$66.56(No change)
Foster Care Age 0-12 Therapeutic over 30 miles from main campus	\$77.02	\$77.02(No change)
Foster Care Age 13-21 Therapeutic over 30 miles from main campus	\$82.02	\$82.02(No change)
Foster Care Age 0-12 Case Management over 30 miles from main campus	\$122.60	\$122.60(No change)
Foster Care Age 13-21 Case Management over 30 miles from main campus	\$127.60	\$127.60(No change)
Mother/Baby over 30 miles from Bethesda main campus	\$126.28	\$126.28(No change)

*Cornell Abraxas Group, Inc.*

Residential Placement/Treatment Programs for Male/Female – Dependent/Delinquent youth 4 facilities.

Program	Prior Cost - Per Diem	Current Cost - Per Diem
Abraxas I (Marienville) Serena Dorm, Dakota Dorm	\$310.77	\$370.76
Intensive Open Residential Program Evergreen Dorm	\$347.84	\$388.69
Female D&A Treatment Morgan Dorm	\$354.88	\$384.65

Leadership Development Center	South Mountain	
Leadership Development Program	\$192.04	No longer available
Leadership Development Program (Female Unit)	\$192.04	No longer available
Abraxas Specialized Treatment Program	\$356.54	\$403.24
Shelter	\$361.50	\$402.92
Abraxas Youth Center	South Mountain	
Secure Residential Treatment	\$360.58	\$393.94
Detention	\$365.23	No longer listed
Abraxas Academy	Morgantown	
Secure Residential Treatment	\$457.05	\$524.90
Detention	\$425.61	\$519.05

Trailblazer Program  
Trailblazer Supervisor

N/A

\$5,000.00

■ **Drug & Alcohol (7/01/2023-06/30/2024)**

Pyramid Healthcare – Facility numbers: #077019, #077014, #077018, #077026, #447027, #457040, #097055, #097101, and #707235.

**Drug and Alcohol Treatment – Inpatient/inpatient Withdrawal Management, Halfway House**

Description	Prior Cost	Current Cost
Facility number #077019		
Level 3.7	\$284.00/Per day	\$339.00/ Per day
Level 3.7 Enhanced	312.00/Per day	\$360.00/Per day
Level 3.7 Withdrawal Management	\$322.00/Per day	\$364.00/Per day
Level 3.5	\$258.00/Per day	\$319.00/Per day
Level 3.5 Enhanced	\$286.00/Per day	\$329.00/Per day
Facility Number #077014 Halfway House- Gratitude House	\$133.00/Per day	\$157.00/Per day
Facility Number #077018 Halfway House- Tradition House	\$122.00/Per day	\$143.00/Per day
Facility Number #077026 Halfway House- Pine Manor	\$125.00/Per day	\$146.00/Per day
Facility Number #447027 Belleville; Inpatient Male Only	\$240.00/Per day	\$290.00/Per day
Facility Number #457040 Hillside		
Level 3.7	\$344.00/Per day	No change
Level 3.7 Enhanced	374.00/Per day	No change
Level 3.7 Withdrawal Management	\$391.00/Per day	\$416.00/Per day
Level 3.5	\$314.00/Per day	\$334.00/Per day
Level 3.5 Enhanced	\$328.00/Per day	\$349.00/Per day
Facility Number #097055 Quakertown		
Level 3.5	\$300.00/Per day	\$320.00/Per day
Facility Number #097101 Langhorne		
Level 3.7 Withdrawal Management	\$390.00/Per day	\$416.00/Per day
Level 3.5	\$330.00/Per day	\$351.00/Per day
Facility Number #707235 Ridgeview		
Level 3.5	\$312.30/Per day	No change

■ **Early Intervention (7/01/2023-06/30/2024)**

*CARE for Children*

Provides teacher and therapy services for children who qualify for the program.

Evaluation Occupation Therapy	\$ 34.70/unit	\$34.70/unit
Occupational Therapy	\$ 34.70/unit	\$34.70/unit
IFSP Teaming Occupational Therapy	\$ 34.70/unit	\$34.70/unit
Evaluation Speech Pathology	\$251.22/eval	\$251.22/eval
Speech Pathology	\$ 34.70/unit	\$34.70/unit
IFSP Teaming Speech Pathology	\$ 34.70/unit	\$34.70/unit
Evaluation Special Instruction	\$ 30.58/unit	\$30.58/unit
Special Instruction	\$ 30.58/unit	\$30.58/unit
IFSP Teaming Special Instruction	\$ 30.58/unit	\$30.58/unit
Physical Therapy	\$ 34.70/unit	\$34.70/unit
Evaluation Physical Therapy	\$ 34.70/unit	\$34.70/unit
IFSP Teaming Physical Therapy	\$ 34.70/unit	\$34.70/unit

*The Guidance Center*

Provides teacher and therapy services for children who qualify for the program.

Evaluation Occupation Therapy	\$ 34.70/unit	\$34.70/unit
Occupation Therapy	\$ 34.70/unit	\$34.70/unit
IFSP Teaming Occupational Therapy	\$ 34.70/unit	\$34.70/unit
Evaluation Speech Pathology	\$251.22/eval	\$251.22/eval
Speech Pathology	\$ 34.70/unit	\$34.70/unit
IFSP Teaming Speech Pathology	\$ 34.70/unit	\$34.70/unit
Evaluation Special Instruction	\$ 30.58/unit	\$30.58/unit
Special Instruction	\$ 30.58/unit	\$30.58/unit
IFSP Teaming Special Instruction	\$ 30.58/unit	\$30.58/unit
Physical Therapy	\$ 34.70/unit	\$34.70/unit
Evaluation Physical Therapy	\$ 34.70/unit	\$34.70/unit
IFSP Teaming Physical Therapy	\$ 34.70/unit	\$34.70/unit

*Mary Buzard, RN*

Provides initial evaluations to determine program eligibility.

Evaluation Nursing/Health Services	\$30.58/unit	\$30.58/unit
------------------------------------	--------------	--------------

*Seneca Highland IU-9*

Provides hearing and vision services to children eligible for the program.

Hearing and Vision Special Instruction	\$164.80/hr.	\$164.80/hr.
IFSP Teaming Special Instruction	\$164.80/hr.	\$164.80/hr.

■ **Intellectual Disability (7/01/2023-06/30/2024)**

*Health Ride Plus*

Transportation		
Zone 1 Transportation	\$27.26/trip	\$32.14/trip
Zone 2 Transportation	\$32.74/trip	\$38.14/trip
Zone 3 Transportation	\$43.38/trip	\$48.77/trip

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

**TRAINING REQUESTS**

Glenn Dunn/Kathy Brooks with DES/ EMA to attend IST Training-PEMA Quarterly; Aug. 8-9, 2023, virtually. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Jake Ostrom with Tax Assessment Office to attend Highest and Best Use, Aug. 18, 2023 in Sunbury. Required for certification. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes

**PERSONNEL**

Vicki Flewellyn, part-time administrative assistant in Public Defender Office, retirement effective Oct. 27, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Vera Kio, full-time cook at Potter County Jail, resignation effective July 18, 2023. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Maureen Mahaley, County Fiscal Officer 1 with PCHS, resignation effective Oct. 6, 2023. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Hayman seconded. Grupp yes; Hayman yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Hayman reported on the commissioners' activities at this year's Potter County Fair.

Commissioner Grupp reported a Northcentral Pa. Regional Planning and Development Commission representative will be available on Aug. 10 at the Gunzburger Building to meet with township and borough officials about government grant opportunities. She also noted that the Family Fun Fair will be held from 11 am to 2 pm on Aug. 19 at Potter County Human Services.

**BILLS**

**Potter County Fiscal Summary –07/14/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll – Direct Deposit	8106-8198			\$94,417.27
10	General Funds – Accounts Payable	142533-142612			\$232,803.68
10	General Funds – A/P Manual Checks	111			\$135,276.31
11	LEPC – Local Emergency Planning	3022-3025			\$2,962.22
16	911 Fund	3571-3575			\$6,432.47
18	Automation Fund (Civil)	142568			\$1,143.89
28	Domestic Relations IV-D	1053			\$12,075.00
34	V.O.J.O	142556			\$227.46
35	Victim Services/RASA	142556			\$1,366.45
64	Gas Well Impact-Capital Reserve	142537; 142602			\$130,443.48

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

**Potter County Fiscal Summary – Special Run 07/24/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund – Accounts Payable	142616-142617			\$467.49
62	CDBG	142618			\$806.00

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

**Potter County Human Services Fiscal Summary (07/28/2023)**

PAYROLL AUTOMATIC DEPOSITS	\$43,998.42
PAYROLL TAX TRANSFERS (EFTPS)	\$12,952.19
STATE TAX WITHHOLDINGS (ETIDES)	\$1,909.17
PAUC	\$43.71
Local W/H	\$521.93
Paytime P/R Charge	\$166.27
ACCOUNTS PAYABLE CHECKS – Check #76082-76162	\$46,543.02
ACCOUNTS PAYABLE CHECKS – Check #76079	\$512.90
ACCOUNTS PAYABLE CHECKS - Check #76080	\$748.39
ACCOUNTS PAYABLE CHECKS - Check #76081	\$251.66
<b>Total Checks Written</b>	<b>\$107,847.66</b>

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

111130  
**PUBLIC COMMENT:**

Questions were posed about upcoming consultant's review of the county 911 emergency communications system and local fire/ambulance companies' equipment to ensure optimum service. Issues with the accuracy of the tax parcel map on the county website were also raised and referred to the 911 Department.

**NEXT MEETING:** Thursday, August 10, 2023 @ 11 a.m.

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

  
\_\_\_\_\_  
Potter County Executive Secretary

  
\_\_\_\_\_  
Approval Date