

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

February 5, 2026

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – January 22, 2026

GUESTS

NEW BUSINESS

Updated Potter County Personnel Policy Manual

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

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

Contract Quote – Databranch for Adobe Acrobat Po licenses at an annual cost of \$5,585.40

Agreement – Paycor for EDI Implementation for healthcare enrollment at a cost of \$3,000.00

Amendment – Election Systems & Software for media burn capability years 6-10 of agreement at an additional cost of \$2,500.00

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Aging (02/02/2026 - 06/30/2029)		
<u>Dream Catch</u>		
Home Delivered Meals (HDM), Congregate Meals (CGM), Blizzard Boxes		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
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)		
<u>Alcohol and Drug Abuse Services, Inc</u>		
Drug and Alcohol Case Management Services		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Cost Reimbursement for Case Management Services	N/A	\$65,000.00
<u>Alcohol and Drug Abuse Services, Inc., Recovery Support Services</u>		
Drug and Alcohol Recovery Support Services		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Cost Reimbursement contract for Recovery Support Services	\$40,000.00	No Change
<u>Alcohol and Drug Abuse Services Inc.; Facility Numbers #427038, #537034, #427033, #427024, #127037</u>		
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	\$95.00/day	No Change
<u>#427033</u>		
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
<u>Sage Consulting</u>		
Prevention Consulting/Assessment		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
Evaluation Services/Prevention Services/New Prevention Needs Assessment planning and execution	\$28,350.00/year	\$17,000.00/year
<u>Endless Mountain; Facility number #087030</u>		
Drug and Alcohol Treatment-Inpatient Levels 3.7WM, 3.5		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
Level 3.7 WM	\$417.00/day	No Change
Level 3.5	\$265.00/day	No Change
<u>Harbor Counseling</u>		
Drug and Alcohol Treatment-Intensive Outpatient, Outpatient, Intervention		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
#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
<u>Crossroads Counseling; Facility Number 597027</u>		
Drug and Alcohol Treatment-Outpatient Treatment, Group, Intensive Outpatient Treatment, Medication Assisted Treatment		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
#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

**PERSONNEL**

*New Hire* – Deputy Warden Hurler is requesting to hire Patrick Potter to fill the part-time Corrections Officer vacancy with the Jail, effective February 9, 2026

*New Hire* – Deputy Warden Hurler is requesting to hire Nicholas Phelps to fill the part-time Corrections Officer vacancy with the Jail, effective February 16, 2026

**LIQUID FUELS TAX REQUESTS**

**COMMISSIONERS’ REPORTS**

**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			<b>\$118,636.80</b>
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	<b>\$177,207.24</b>
10	General Fund - A/P Manual Checks	300			<b>\$164,657.05</b>

15	North Fork Dam	149944			<b>\$38.33</b>
16	911 Fund	4143-4147			<b>\$60,973.08</b>
17	Saulter Preserve	149944			<b>\$36.00</b>
18	Automation Fund (Civil)	149906			<b>\$998.34</b>
22	Farmland Preserv. & Rollback	149926			<b>\$61.87</b>
28	Domestic Relations IV-D	1077			<b>\$625.00</b>
32	Specialty Courts	149952			<b>\$66.47</b>
34	V.O.J.O.	149894			<b>\$180.00</b>
35	Victim Services/RASA	149894			<b>\$1,290.00</b>
38	Divorce Fund	149869, 149938			<b>\$116.45</b>
55	Phare Grant	149916			<b>\$37,500.00</b>
59	P.C.Victim Impact Panel (CO)	149948, 149953	149854	\$917.00	<b>\$1,009.55</b>
62	CDBG Entitlement	149925			<b>\$11,402.66</b>

**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			<b>\$15,661.27</b>
10	General Fund - A/P Manual Checks	302			<b>\$35.00</b>
11	LEPC - Local Emergency Planning	3220			<b>\$579.03</b>
16	911 Fund	4148			<b>\$208.76</b>
34	V.O.J.O.	149961			<b>\$19.47</b>
35	Victim Services/RASA	149961			<b>\$116.83</b>

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

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

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

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

**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
<b>Total Checks Written</b>	<b>\$282,068.11</b>

**NEXT MEETING:** February 19, 2026

**ADJOURNMENT**

Prepared by Paige Barroqueiro