

~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

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>24/25</u>	<u>25/26</u>
■ Aging (02/02/2026 - 06/30/2029) <i>Dream Catch</i> 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) <i>Alcohol and Drug Abuse Services, Inc</i> 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
<i>Alcohol and Drug Abuse Services, Inc., Recovery Support Services</i> 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
<i>Alcohol and Drug Abuse Services Inc.; Facility Numbers #427038, #537034, #427033, #427024, #127037</i>		
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
<i>#427033</i> 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			
Description	Prior Cost	Current Cost	
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			
Description	Prior Cost	Current Cost	
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			
Description	Prior Cost	Current Cost	
#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			
Description	Prior Cost	Current Cost	
#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)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V1411554- V1411632,V1411634, V1411726-V1411746			\$118,636.80
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	\$177,207.24
10	General Fund - A/P Manual Checks	300			\$164,657.05

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

Potter County Fiscal Summary (02/02/2026)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	149961-149960, 149962-149969			\$15,661.27
10	General Fund - A/P Manual Checks	302			\$35.00
11	LEPC - Local Emergency Planning	3220			\$579.03
16	911 Fund	4148			\$208.76
34	V.O.J.O.	149961			\$19.47
35	Victim Services/RASA	149961			\$116.83

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

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

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

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

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
Total Checks Written	\$282,068.11

NEXT MEETING: February 19, 2026

ADJOURNMENT

Prepared by Paige Barroqueiro