

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

April 18, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – April 4, 2024

GUEST

Jason Childs, Poter County Conservation District Manager.

NEW BUSINESS

Proclamation - Conservation District Week 2024

Resignation from the Alcohol, Tobacco and Other Drugs Advisory Board from Niccola Wood serving one term. (March 2021—March 2024).

CONTRACTS AND AGREEMENTS

Labor Agreement – Between Potter County Commissioners and Potter County Probation Officers for 2024 - 2027.

Linkage Agreement – Between Potter County Commissioners and Dickinson Center Inc.

Agreement Renewal – The County of Erie for part-time use of Forensic Pathologist Eric Lee Vey, M.D., January 1, 2024, to December 31, 2024, with a retainer fee of \$1,600.

Agreement – Davis Ulmer Fire Protection for fire monitoring at the F. W. Gunzburger County Offices Building, March 1, 2024, to February 28, 2025, at a fee of \$550.

Annual Agreements – Cleveland Brothers Equipment Company for annual maintenance services of the generators at F.W. Gunzburger County Office Building, \$1,155; and Potter County Jail, \$1,120.

PCHS CONTRACTS AND AGREEMENTS

22/23

23/24

■ **Coordinated Services**

Sweden Valley Manor Addendum (03/21/24 – 06/30/24)

Transportation	\$2.15/lid. Mi.	\$2.25/lid. Mi.
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Potter County Veterans Services Committee (04/01/24 – 06/30/24)

Transportation	\$2.25/lid. Mi.	\$2.25/lid. Mi.
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■ **Mental Health**

Warren General Hospital (07/01/23 – 06/30/24)

Short-term inpatient hospital stay	Authorized/Approved Medical Asst. Rate	Authorized/Approved Medical Asst. Rate
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23/24

24/25

■ **Mental Health**

Warren General Hospital (07/01/24 – 06/30/25)

Short-term inpatient hospital stay	Authorized/Approved Medical Asst. Rate	Authorized/Approved Medical Asst. Rate
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■ **PCHS**

Monitoring Service Agreement (03/15/24 – 03/15/26)

2-Year Renewal Intrusion/Fire	\$29.92/mo.	\$41.10/mo. Quarterly Pmts.
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TRAINING REQUESTS

District Judge Christopher Kalacinski (Galeton) – 2024 Special Court Judges Assn. of Pa. Conference; June 17-20, 2024, in Valley Forge, Pa. Requests registration, and lodging.

Chief Assessor Jake Ostrom -- Developing a Winning Team; April 26, 2024, in Towanda, Pa. Requests mileage.

Chief Probation Officer Brian Abel – Pa. Problem-Solving Courts Coordinators Symposium; May 2-3, 2024, in Lancaster, Pa. Training is paid through AOPC.

James O’Shea, Dept. of Emergency Services, Operations & Training Officer – First Aid Training; April 20, 2024, in Austin, PA. Requesting registration fee.

PERSONNEL

Promotion –Darcy Shutt, Potter County Human Services, from Children & Youth Caseworker 2 to C&Y Casework Supervisor 1, effective May 6, 2024.

New Hire: Sheriff Kevin Siska has hired Brenda Baker to fill part-time Courthouse Security Guard vacancy, effective April 22, 2024.

New Hire: Warden Angela Milford has requested the hiring of Daniel Allen to fill full-time Jail Cook vacancy; effective April 22, 2024.

CHIEF CLERK REPORT

Oswayo Borough	\$390.04
Hector Township	\$2,940.09
Bingham Township	\$2,599.97

COMMISSIONERS’ REPORTS

BILLS

Potter County Fiscal Summary – 04/05/2024

<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-Checks	5002			\$20.00
10	Payroll-Direct Deposit	10106-10196			\$101,595.58
10	General Fund - Accounts Payable	144541-144632			\$105,705.12
10	General Fund – A/P Manual Checks	164			\$143,067.61
11	LEPC	3089-3091			\$1,289.08
14	Liquid Fuels	1797			\$1,630.15
16	911 Wireless	3703-3709			\$65,935.62
18	Automation Fund (Civil)	144542			\$132.20
20	Supervision Fees (County) (CO)	144544			\$479.29
34	V.O.J.O.	144568			\$180.00
35	Victim Services	144568			\$1,080.00
38	Divorce Fund	144544			\$41.98
51	Capital Projects Fund	144598			\$20,000.00
55	Phare Grant	144595			\$18,750.00
62	CDBG Entitlement	144552			\$359,687.10

Potter County Special Run – 04/08/2024

<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	144633	144619	\$1,010.19	\$832.37
51	Capital Projects Fund	144634			\$17,636.74

Potter County Tax Claim Bureau Fiscal Summary (04/18/2024)

ACCOUNTS PAYABLE CHECKS – Check #17553-17591	\$162,159.23
Total Checks Written	\$162,159.23

Potter County Human Services Fiscal Summary (04/18/2024)

PAYROLL AUTOMATIC DEPOSITS	\$42,149.19
PAYROLL TAX TRANSFERS (EFTPS)	\$12,530.37
STATE TAX WITHHOLDINGS (ETIDES)	\$1,825.06
PAUC	\$41.76
Local W/H	\$594.54
Paytime P/R Charge	\$155.05
ACCOUNTS PAYABLE CHECKS – Check #77936-78083	\$336,119.46
Total Checks Written	\$393,415.43

NEXT MEETING: May 2, 2024

ADJOURNMENT

Prepared by Danielle Gietler