

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

December 28, 2023

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT ON AGENDA ITEMS

MINUTES – December 14, 2023

NEW BUSINESS

CDBG Subrecipient Agreement Ulysses Project FFY 2022

CDBG Amendment 1 to Subrecipient Agreement Galeton Project FFY 2020-C

Consideration for Re-appointment to the Hospital Authority Board – Re-appoint of Patrice D. Levasseur for a term of five years, effective January 1, 2024, through December 31, 2028.

Public Comments on the PC Budget

Adoption of the 2024 Potter County Budget

CONTRACTS AND AGREEMENTS

Services Contract Renewal – Priority One Consulting formerly MPS Consulting Firm for 911 Fund management and consulting services. Cost is \$57,000.00; term of Jan. 1, 2024, through Dec. 31, 2024.

Agreement Renewal – Thomas A. Walrath, Jr. Esquire as Juvenile Defender, Dependency Matters for Potter County, Jan. 1, 2024, to Dec. 31, 2024, at an annual salary of \$17,500.

Professional Services Contract – Doug Morley as 9-1-1 Coordinator, Technical Advisement and Financial Advisement, at a monthly fee of \$2,000.00. Effective Jan. 1, 2024, to Feb. 29, 2024.

Service Agreement Renewal – Pennsylvania District Attorney’s Institute for the PA SAVIN for victim notification services, January 1, 2024, through December 31, 2024.

Purchase of Service Agreement – between Potter County and Northern Tier Children’s Home at a rate of \$85/day per resident. Effective 01/01/2024 to 12/31/2024.

Maintenance Contract Renewal – Potter County Human Services for utilization of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, annual cost of \$38,262. Term of January 1, 2024 to December 31, 2024.

PCHS AGREEMENTS

22/23

23/24

■ **Children & Youth (11/01/23 – 06/30/24)**

Taylir Diversion, Addendum

Addendum as they moved locations.

N/A

New Location

TRAINING REQUESTS

Kal Logue – Community Development Coordinator with the Potter County GIS/Planning/Community Development Department to attend 2024 Leadership Potter County in Coudersport. Requests registration and mileage.

PERSONNEL

Resignation – Billie Jean Guinther, Secretary/Clerk with the PC Sheriff’s Department is resigning her position effective January 5, 2024.

Resignation – Erica Bliss, Secretary/Clerk with the PC Prothonotary Department is resigning her position effective December 31, 2023.

Resignation – Kristi Potter, Administrative Assistant with the PC Public Defender’s Department is resigning her position effective December 31, 2023.

Hire – Kathy Schroeder is requesting to hire Erica Bliss, as a full-time Deputy I with Potter Prothonotary’s Department effective January 1, 2024.

Hire – Kathy Schroeder is requesting to hire Kristie Potter, as a full-time Deputy II with Potter Prothonotary’s Department effective January 1, 2024.

LIQUID FUELS TAX APPLICATIONS

NONE

COMMISSIONERS’ REPORTS

BILLS

Potter County Fiscal Summary – 12/15/2023

<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	9256-9342			\$95,969.22
10	General Fund – Accounts Payable	143719-143824			\$300,714.28
10	General Fund – A/P Manual Checks	142			\$135,020.53
11	LEPC – Local Emergency Planning	3048-3049			\$266.27
14	Liquid Fuels	1790-1791			\$13,207.05
16	911 Fund	3649-3656			\$46,461.19
34	V.O.J.O	143747; 143774			\$1,094.65
35	Victim Services/RASA	143747; 143774			\$194.65
38	Divorce Fund	143789			\$174,436.22
51	Capital Project Fund	143634; 143714			\$121,537.87

Potter County Fiscal Summary – Special Run 12/19/2023

<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	143825			\$10,364.59

Potter County Human Services Fiscal Summary (12/28/2023)

PAYROLL AUTOMATIC DEPOSITS	\$42,486.68
PAYROLL TAX TRANSFERS (EFTPS)	\$12,281.19
STATE TAX WITHHOLDINGS (ETIDES)	\$1,827.97
PAUC	\$41.79
Local W/H	\$594.48
Paytime P/R	\$158.79
ACCOUNTS PAYABLE CHECKS – Check #77134-77211	\$196,509.22
Total Checks Written	\$253,900.12

PUBLIC COMMENT:

NEXT MEETING: Re-Organizational Meeting - Tuesday, January 2, 2024 @ 11 a.m.
Thursday, January 11, 2024 @ 11 a.m.

ADJOURNMENT

Prepared by Danielle Gietler