

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

April 3, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – March 20, 2025

GUESTS

NEW BUSINESS

Opening of the Market Village RFP Bids

Proclamation – Child Abuse Awareness and Prevention Month

Reappointment – David Shalkowski to the Alcohol, Tobacco and Other Drugs Advisory Board April 2025 through April 2028

CONTRACTS AND AGREEMENTS

Professional Service Contract – with Language Services Associates for interpretation services for Potter County Court – three-year term

Monitoring Agreement – Davis Ulmer Fire Protection. for fire monitoring at the Potter County Modulares. Term of May 1, 2025, to April 30, 2026, at an annual fee of \$575.00.

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>23/24</u>	<u>24/25</u>
■ Aging (10/09/2024 - 10/08/2025)		
<u>Marco - Galeton Senior Center</u>		
Copier Maintenance Agreement	\$299.25 / year	\$344.14 / year
	\$0.00945 / copy	\$0.01
■ Children & Youth (03/01/2025 - 06/30/2025)		
<u>L.Y.F.E</u>		
Dependent / Delinquent - Emergency Shelter	N/A	\$785.09 per diem
■ Intellectual Disability (07/01/2024 - 06/30/2025)		
<u>Community Services of Venango County</u>		
County Assessment & Improvement (QA&I) Surverys	N/A	\$180/Survey
■ Potter County Human Services (11/17/2024 - 11/16/2025)		
<u>Marco - Administration Office</u>		
Copier Maintenance Agreement	\$297.00 / year	\$341.55 / year
(11/17/2024 - 11/16/2025)		
<u>Marco - Fiscal Office</u>		
Copier Maintenance Agreement	\$297.00 / year	\$341.55 / year
(11/23/2024 - 11/22/2025)		
<u>Marco - AAA, CYS, ID/EI, and MH</u>		
Copier Maintenance Agreement (black and White)	\$0.07 to \$0.08 / copy	\$0.00805 to \$.0092 / copy
Copy	\$0.065 to \$0.07 / copy	\$0.07475 to \$.0805 / copy
(12/01/2024 - 11/30/2025)		
■ Mental Healh (03/01/2025 - 06/30/2025)		
<u>Addendum - Bart and Regina Ianson</u>		
Transformational Living Property	\$1,400.00 / month	\$1,400.00 / month

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>24/25</u>	<u>25/26</u>
■ Children and Youth (07/01/2025 - 06/30/2026)		
<i>Avanco International, Inc.</i>		
CAPS		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>
Research Analyst	\$54.50 / hour	\$54.50 / hour
Junior Programmer	\$65.40 / hour	\$65.40 / hour
Junior Programmer Analyst	\$73.00 / hour	\$73.00 / hour
Programmer Analyst	\$76.20 / hour	\$76.20 / hour
Senior Programmer Analyst	\$78.70 / hour	\$78.70 / hour
Developer	\$92.50 / hour	\$92.50 / hour
Senior Developer	\$111.20 / hour	\$111.20 / hour
Projector Director	\$125.00 / hour	\$125.00 / hour
		Not to exceed \$20,000
Quarterly Fee	\$7,680.42 / hour	\$7,910.83
Maintenance Fee		\$1,888.18
Upgrade		\$1,526.32
■ Potter County Human Services IT		
<i>Databranch</i>		
Network Integration	N/A	\$6,275.00
<i>Databranch</i>		
Microsoft 365 Migration Proposal	N/A	\$31,949.00
<i>Databranch</i>		
Team Security Assist	N/A	\$910 / month
Management, Monitoring, and Proactive Alerting	N/A	\$150 / month

PERSONNEL

Resignation: Darrell Reider, part-time Correctional Officer, is resigning his position effective March 12, 2025

Resignation: Michelle Rossetti, Sheriff Secretary, is resigning her position effective April 18, 2025

Hire: Michael Pepper has requested the hiring of Rene Kicklighter to fill the Temporary Veterans Service Officer Trainer vacancy; effective March 3, 2025.

LIQUID FUELS TAX REQUESTS

West Branch Township	\$2,522.62
Stewardson Township	\$801.20

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (04/01/2025)

<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	147559-147568			\$81,167.89
10	General Fund - A/P Manual Checks	236			\$35.00
11	LEPC - Local Emergency Planning	3172			\$579.03
16	911 Fund	3932-3933			\$408.76
34	V.O.J.O.	147559			\$7.95
35	Victim Services/RASA	147559			\$47.70

Potter County Human Services Fiscal Summary (04/01/2025)

PAYROLL AUTOMATIC DEPOSITS	\$53,209.49
PAYROLL TAX TRANSFERS (EFTPS)	\$19,566.71
STATE TAX WITHHOLDINGS (ETIDES)	\$2,347.38

PAUC	\$54.59
Local W/H	\$764.62
Paytime P/R Charge	\$459.20
ACCOUNTS PAYABLE CHECKS – 03/07/2025 Check #80235-80317	\$132,392.03
Total Checks Written	\$208,794.02

NEXT MEETING: April 17, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro