

## ~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, Tabacco 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 Modulars. 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>                 |
|---|-------------------------------------|------------------------------|
| ■ <b>Aging (10/09/2024 - 10/08/2025)</b>                        |                                     |                              |
| <i>Marco - Galeton Senior Center</i>                            |                                     |                              |
| Copier Maintenance Agreement                                    | \$299.25 / year<br>\$0.00945 / copy | \$344.14 / year<br>\$0.01    |
| ■ <b>Children &amp; Youth (03/01/2025 - 06/30/2025)</b>         |                                     |                              |
| <i>L.Y.F.E</i>  |                                     |                              |
| Dependent / Delinquent - Emergency Shelter                      | N/A                                 | \$785.09 per diem            |
| ■ <b>Intellectual Disability (07/01/2024 - 06/30/2025)</b>      |                                     |                              |
| <i>Community Services of Venango County</i>                     |                                     |                              |
| County Assessment & Improvement (QA&I) Surveys                  | N/A                                 | \$180/Survey                 |
| ■ <b>Potter County Human Services (11/17/2024 - 11/16/2025)</b> |                                     |                              |
| <i>Marco - Administration Office</i>                            |                                     |                              |
| Copier Maintenance Agreement                                    | \$297.00 / year                     | \$341.55 / year              |
| <i>(11/17/2024 - 11/16/2025)</i>                                |                                     |                              |
| <i>Marco - Fiscal Office</i>                                    |                                     |                              |
| Copier Maintenance Agreement                                    | \$297.00 / year                     | \$341.55 / year              |
| <i>(11/23/2024 - 11/22/2025)</i>                                |                                     |                              |
| <i>Marco - AAA, CYS, ID/EI, and MH</i>                          |                                     |                              |
| Copier Maintenance Agreement (black and White)                  | \$0.07 to \$0.08 / copy             | \$0.00805 to \$0.0092 / copy |
| Copy  | \$0.065 to \$0.07 / copy            | \$0.07475 to \$0.0805 / copy |
| <i>(12/01/2024 - 11/30/2025)</i>                                |                                     |                              |
| ■ <b>Mental Health (03/01/2025 - 06/30/2025)</b>                |                                     |                              |
| <i>Addendum - Bart and Regina Janson</i>                        |                                     |                              |
| Transformational Living Property                                | \$1,400.00 / month                  | \$1,400.00 / month           |

| <b>PCHS CONTRACTS AND AGREEMENTS</b>                  |  | <b>24/25</b>           | <b>25/26</b>        |
|---|--|------------------------|---------------------|
| <b>■ Children and Youth (07/01/2025 - 06/30/2026)</b> |  |                        |                     |
| <i>Avanco International, Inc.</i>                     |  |                        |                     |
| CAPS  |  |                        |                     |
| <b>Description</b>                                    |  | <b>Prior Cost</b>      | <b>Current Cost</b> |
| 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          |
| <b>■ Potter County Human Services IT</b>              |  |                        |                     |
| <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    |                       |                         | <b>\$81,167.89</b> |
| 10            | General Fund - A/P Manual Checks | 236              |                       |                         | <b>\$35.00</b>     |
| 11            | LEPC - Local Emergency Planning  | 3172             |                       |                         | <b>\$579.03</b>    |
| 16            | 911 Fund                         | 3932-3933        |                       |                         | <b>\$408.76</b>    |
| 34            | V.O.J.O.                         | 147559           |                       |                         | <b>\$7.95</b>      |
| 35            | Victim Services/RASA             | 147559           |                       |                         | <b>\$47.70</b>     |

#### **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        |
| <b>Total Checks Written</b>                             | <b>\$208,794.02</b> |

**NEXT MEETING:** April 17, 2025

**ADJOURNMENT**

Prepared by Paige Barroqueiro