

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

May 1, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – April 17, 2025

GUESTS

Gary McKay – God’s Country Chapter of the Alliance of Bikers Aimed Toward Education of Pennsylvania (A.B.A.T.E)

Thomas Patterson and Kayla Wright – Potter County Human Services

NEW BUSINESS

Proclamation – Motorcycle Safety and Awareness Month

Proclamation – Mental Health Awareness Month

Opening of Bids for Market Village

Employee Appreciation Policy

Resignation: LeAnne Brodhun from the Potter County Human Services Advisory Board effective July 31, 2025

CONTRACTS AND AGREEMENTS

Maintenance Agreement - Cleveland Brothers Equipment Company for annual maintenance of the generators at the Gunzburger County Office Building, \$1,185

Maintenance Agreement - Cleveland Brothers Equipment Company for annual maintenance of the generators at the Potter County Jail for \$1,150

Service Agreement - County of Erie for part-time use of Forensic Pathologist Todd Luckasevic, D.O., January 1, 2025, to December 31, 2025, with a retainer fee of \$2,600

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>23/24</u>	<u>24/25</u>
■ Drug and Alcohol (07/01/2025 - Continuous)		
<i>Potter County Commissioners</i>		
Rental Space in the Gunzburger Building	N/A	\$1,000 / month

PERSONNEL

Resignation: Jaclynn Gormley, Part Time Secretary Clerk in the Galeton District Court, is resigning her position effective May 9, 2025

LIQUID FUELS TAX REQUESTS

Hebron Township	\$3,887.49
Allegany Township	\$3,068.36
Ulysses Township	\$3,036.91

COMMISSIONERS’ REPORTS

BILLS

Potter County Fiscal Summary (04/10/2025)

<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	147668			\$4,170.00

Potter County Fiscal Summary (04/11/2025)

<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	147669	147668	\$4,170.00	\$3,882.00

Potter County Fiscal Summary (04/18/2025)

<i>Fund #</i> ▼	<i>Fund Description</i> ▼	<i>Check #'s</i> ▼	<i>Voided Check #</i> ▼	<i>Voided Check Amt</i> ▼	<i>Total</i> ▼
10	Payroll - Direct Deposit	13247-13343			\$112,444.26
10	General Fund - Accounts Payable	147670-147754			\$144,226.70
10	General Fund - A/P Manual Checks	238			\$156,375.66
11	LEPC - Local Emergency Planning	3175			\$182.73
14	Liquid Fuels	1822			\$1,178.81
16	911 Fund	3943-3950			\$9,109.53
18	Automation Fund (Civil)	147702			\$1,087.43
22	Farmland Preserv. & Rollback	147722			\$141.32
25	Automation Fund (Criminal)	147736			\$136.52
28	Domestic Relations IV-D	1072			\$3,553.00
34	V.O.J.O.	147691			\$180.00
35	Victim Services/RASA	147691			\$1,293.50
62	CDBG Entitlement	147731			\$23,900.00

Potter County Fiscal Summary (04/30/2025)

<i>Fund #</i> ▼	<i>Fund Description</i> ▼	<i>Check #'s</i> ▼	<i>Voided Check #</i> ▼	<i>Voided Check Amt</i> ▼	<i>Total</i> ▼
10	Payroll - Direct Deposit	V827334-V827363			\$7,752.23
10	General Fund - A/P Manual Checks	241			\$10,407.71

Potter County Fiscal Summary (05/01/2025)

<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	147755-147770			\$109,306.52
10	General Fund - A/P Manual Checks	243			\$35.00

11	LEPC - Local Emergency Planning	3176			\$579.03
16	911 Fund	3951-3952			\$408.76
32	Specialty Courts	147768			\$208.40
34	V.O.J.O.	147755			\$7.95
35	Victim Services/RASA	147755;147757			\$79.90

Potter County Tax Claim Bureau Fiscal Summary (05/01/2025)

ACCOUNTS PAYABLE CHECKS – Check #17995-18035	\$333,193.47
Total Checks Written	\$333,193.47

Potter County Human Services Fiscal Summary (05/01/2025)

PAYROLL AUTOMATIC DEPOSITS	\$42,182.26
PAYROLL TAX TRANSFERS (EFTPS)	\$12,315.08
STATE TAX WITHHOLDINGS (ETIDES)	\$1,789.66
PAUC	\$41.76
Local W/H	\$582.92
Paytime P/R Charge	\$449.04
ACCOUNTS PAYABLE CHECKS – 04/23/2025 Ck#80397	\$1,013.40
ACCOUNTS PAYABLE CHECKS – 05/01/2025 CK#80398-80480	\$284,674.47
Total Checks Written	\$343,048.59

NEXT MEETING: May 15th, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro