

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

May 15, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – May 1, 2025

GUESTS

Thomas Patterson – Potter County Human Services Director to discuss Pharmacy and Prescription help

Jamie Shrawder – Program Manager SEDA-COG

Brian Natali – Director, Pa. Dept. of Military and Veterans Affairs

Tamara Bleggi - Senator Dush’s Office

NEW BUSINESS

CDBG 2025 Scope of Services

CONTRACTS AND AGREEMENTS

Lease Agreement – Penn State Extension for lease of space in the Gunzburger Building at a monthly rent of \$0. Effective January 30, 2025 through December 31, 2025.

Monitoring Agreement – Davis-Ulmer Sprinkler Co. for fire alarm monitoring service of the Potter County Courthouse, at an annual service fee of \$375.00. Effective July 1, 2025, to June 30, 2026.

Vertiv Corporation – UPS Power Battery Services. The cost is \$6,534.00.

Service Agreement – Revise for Custom Design Web Services for 3 years at a cost of \$27,930.

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Area Agency on Aging (05/01/2025 - 04/30/2026)		
Ken & Kelly Bonniger		
Rental Space Galetton Senior Center	N/A	\$1,100 / month
■ Mental Health (07/01/2025 - 06/30/2026)		
Northern Tier Children’s Home Residential Services		
Homeless Assistance	\$50.00/day	No Change
	\$5.00/meal if needed	No Change
Transitional Living	\$85.00/day	\$90.00/day
	\$10.00/day per child	No Change

PERSONNEL

Resignation: Kayla Mead, Part-Time Secretary Clerk in the District Attorney’s Office, is resigning her position effective May 2, 2025

Hire: Sheriff Siska has hired Kayla Mead to fill the full-time Secretary/Clerk Position with Potter County Sheriff’s Office, effective April 30, 2025

Hire: Warden Milford is requesting the hiring of Kurt Lefever to fill the full-time Correction Officer Position with Potter County Jail, effective May 6, 2025

Hire: Warden Milford is requesting the hiring of Domanik Hunt to fill the full-time Correction Officer Position with Potter County Jail, effective May 6, 2025

Hire – District Attorney Watson has hired Marah Fowler for a (10) ten-week Internship effective June 2, 2025 – August 8, 2025.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS’ REPORTS

BILLS

Potter County Fiscal Summary (05/02/2025)

<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	V839888-V839992			\$114,933.05
10	General Fund - Accounts Payable	147771-147830			\$131,562.62
10	General Fund - A/P Manual Checks	244			\$160,951.96
15	North Fork Dam	147820			\$38.33
16	911 Fund	3953-3958			\$35,064.42
17	Saulter Preserve	147820			\$36.00
25	Automation Fund (Criminal)	147816			\$81.98
34	V.O.J.O.	147773;147782			\$183.49
35	Victim Services/RASA	147773;147773			\$1,310.96
38	Divorce Fund	147773; 147816			\$213.76
66	911 Statewide Interconnectivity Grant	147787			\$310.50

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

PAYROLL AUTOMATIC DEPOSITS	\$48,045.87
PAYROLL TAX TRANSFERS (EFTPS)	\$14,322.66
STATE TAX WITHHOLDINGS (ETIDES)	\$2,022.86
PAUC	\$47.11
Local W/H	\$658.92
Paytime P/R Charge	\$153.18
ACCOUNTS PAYABLE CHECKS – 05/02/2025 Ck#80481	\$980
ACCOUNTS PAYABLE CHECKS – 05/06/2025 CK#80482	\$531.69
ACCOUNTS PAYABLE CHECKS – 05/06/2025 CK#80483-80567	\$154,065.15
Total Checks Written	\$220,827.44

NEXT MEETING: May 29th, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro