

## ~Agenda~

### POTTER COUNTY COMMISSIONERS MEETING

**May 29, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

#### CALL TO ORDER

#### MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

#### ROLL CALL

#### PUBLIC COMMENT

MINUTES – May 15, 2025

#### GUESTS

#### NEW BUSINESS

#### CONTRACTS AND AGREEMENTS

*Service Agreement* – Corrections Consultants for a Jail Operations study at a cost of \$12,500 to be covered by STMP grant monies.

*Contract Quote* - Databranch, for Sonicwall Support renewal at a biannual cost of \$3,190.00.

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Coordinated Services (07/01/2025 - 06/30/2026)		
<i>PCHS Area Agency on Aging</i>		
Transportation	\$2.50/loaded mile	\$2.57/loaded mile
<i>PCHS Children and Youth</i>		
Transportation	\$2.50/loaded mile	\$2.57/loaded mile
<i>PCHS Drug &amp; Alcohol</i>		
Transportation	\$2.50/loaded mile	\$2.57/loaded mile
<i>PCHS Intellectual Disabilities</i>		
Transportation	\$2.50/loaded mile	\$2.57/loaded mile
<i>PCHS Mental Health</i>		
Transportation	\$2.50/loaded mile	\$2.57/loaded mile

#### PERSONNEL

*Hire*: Joe Kurtz is requesting the hiring of Richard Herbstritt to fill the part-time Seasonal Maintenance Position with Potter County Maintenance Department, effective May 28, 2025

*Hire*: Thomas Patterson is requesting the hire of Daniel Tomkinson as part-time Van Driver, effective June 9, 2025

#### LIQUID FUELS TAX REQUESTS

Coudersport Borough      \$5,153.56

#### COMMISSIONERS' REPORTS

#### BILLS

#### Potter County Fiscal Summary (05/16/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll - Direct Deposit	V864504;V864511- V864531;V866097- V866178;V866814			\$111,338.90
10	General Fund - Accounts Payable	147831-147947			\$417,083.77

11	LEPC - Local Emergency Planning	3177-3178			\$257.88
16	911 Fund	3959-3966			\$31,202.61
18	Automation Fund (Civil)	147877			\$1,087.43
25	Automation Fund (Criminal)	147924			\$188.86
28	Domestic Relations IV-D	1073			\$7,685.00
34	V.O.J.O.	147860;147908;147924			\$335.86
35	Victim Services/RASA	147860;147924			\$1,382.70
38	Divorce Fund	147924			\$22.19
55	Phare Grant	147897			\$18,750.00
60	Hotel Excise Tax Fund	147901;147931			\$52,782.56
62	CDBG Entitlement	147918			\$92,000.00

**Potter County Fiscal Summary (05/19/2025)**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	147948			\$10.00

**Potter County Tax Claim Bureau Fiscal Summary (05/29/2025)**

ACCOUNTS PAYABLE CHECKS – Check #18036-18073	\$139,766.95
<b>Total Checks Written</b>	<b>\$139,766.95</b>

**Potter County Human Services Fiscal Summary (05/29/2025)**

PAYROLL CHECK #1	\$2,011.11
PAYROLL AUTOMATIC DEPOSITS	\$40,096.19
PAYROLL TAX TRANSFERS (EFTPS)	\$12,377.21
STATE TAX WITHHOLDINGS (ETIDES)	\$1,785.63
PAUC	\$40.83
Local W/H	\$581.68
Paytime P/R Charge	\$149.44
ACCOUNTS PAYABLE CHECKS – 05/29/2025 Ck#80568-80646	\$176,763.10
<b>Total Checks Written</b>	<b>\$233,805.19</b>

**NEXT MEETING:** June 12th, 2025

**ADJOURNMENT**

Prepared by Paige Barroqueiro