

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

October 2, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – September 18, 2025

GUESTS

Dave Hyde – Executive Director at A Way Out

NEW BUSINESS

Proclamation – Domestic Violence Awareness Month

Potter County Building Usage Policy

Potter County General County Media Policy

2025 HOME Grant – Contract number C000092235 for \$400,000 for a period of November 25, 2024 through November 24, 2028.

2026 Tax Anticipation Loan Proposals

CONTRACTS AND AGREEMENTS

Service Agreement – Text My Gov, web-based communication software for Election notices at a cost of \$4,400 annually and a one-time \$2,200 startup fee, for a term of January 1, 2026 through December 31, 2029

Service Agreement - Robert Kuhl, Title IV-D Attorney for Potter County Domestic Relations at a rate of \$150 per hour, for a term of October 1, 2025 through September 30, 2030

Intergovernmental Cooperative Agreement – Potter County Sheriff's Department, for Title IV-D Child Support Enforcement Program at a rate outlined in the Sheriff's fee schedule, for a term of October 1, 2025 through September 30, 2030

Lease Agreement - Penn State Extension for lease of space in the Gunzburger Building at a monthly rent of \$0. Effective January 1, 2026 through December 31, 2026.

<u>PCHS CONTRACTS AND AGREEMENTS</u>	<u>24/25</u>	<u>25/26</u>
■ Mental Health (07/01/2025 - 06/30/2026)		
<i>Susquehanna Software, Inc.</i>		
Software, technical support and programming services	\$5,500 / Quarterly Total \$22,000 / Year	\$5,775 / Quarterly Total \$23,100 / Year

PERSONNEL

Separation of Employment – Joey Osborne, Part-Time, Seasonal Maintenance; Effective September 12, 2025

Separation of Employment – Gary Walaski, Part-Time, Seasonal Maintenance; Effective September 12, 2025

Separation of Employment – Ralph Heberle, Van Driver for Potter County Human Services, effective September 19, 2025

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (09/17/2025)

<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	148893			\$198.79

Potter County Fiscal Summary (09/19/2025)

<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 Checks	5041			\$25.07
10	Payroll - Direct Deposit	V1115775-V1115855; V1115228;V1115259- V1115280			\$128,748.02
10	General Fund - Accounts Payable	148804-148892; 148894- 148900			\$737,158.46
10	General Fund - A/P Manual Checks	272			\$182,169.80
11	LEPC - Local Emergency Planning	3202-3203			\$1,166.80
14	Liquid Fuels	1824-1827			\$13,856.39
16	911 Fund	4053-4065			\$11,015.50
17	Saulter Preserve	148826			\$50.88
32	Specialty Courts	148820			\$1,330.00
34	V.O.J.O.	148824; 148875			\$185.85
35	Victim Services/RASA	148824;148863;148875			\$3,829.32
38	Divorce Fund	148875;148804			\$333.12
64	Gas Well Impact-Capital Reserve	148879			\$5,000.00
68	Strategic Management Planning Grant	148817			\$13,293.22

Potter County Fiscal Summary (09/22/2025)

<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	148901			\$944.00

Potter County Fiscal Summary (09/30/2025)

<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	V1129762-V1129791			\$7,756.55
10	General Fund - A/P Manual Checks	276			\$10,045.12

Potter County Fiscal Summary (10/01/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148902-148912			\$66,067.53
10	General Fund - A/P Manual Checks	277			\$35.00
11	LEPC - Local Emergency Planning	3204			\$579.03
16	911 Fund	4069, 4070			\$408.76

Potter County Tax Claim Bureau Fiscal Summary (10/02/2025)

ACCOUNTS PAYABLE CHECKS – Check #18196 - 18237	\$155,423.74
Total Checks Written	\$155,423.74

Potter County Human Services Fiscal Summary (10/02/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$44,871.19
PAYROLL TAX TRANSFERS (EFTPS)	\$14,318.11
STATE TAX WITHHOLDINGS (ETIDES)	\$1,887.53
PAUC	\$43.95
Local W/H	\$614.80
Paytime P/R Charge	\$419.08
ACCOUNTS PAYABLE CHECKS – 10/02/2025 Ck# 81229-81283	\$42,111.21
Total Checks Written	\$104,265.87

NEXT MEETING: October 16, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro