

## ~Agenda~

### POTTER COUNTY COMMISSIONERS MEETING

**December 11, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

#### CALL TO ORDER

#### MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

#### ROLL CALL

#### PUBLIC COMMENT

MINUTES – November 26, 2025

#### GUESTS

#### NEW BUSINESS

*Ordinance 2 of 2025- Articles of Agreement Between and Among the Governments of the Northcentral Regional ATV Trail Network (NRAT) Council of Governments*

*Resolution 14 of 2025 – Distribution of Liquid Fuel Funds*

#### CONTRACTS AND AGREEMENTS

*Agreement - Clarke Gallagher Barbiero Amuso & Glassman Law as solicitor for the Potter County Treasurer. Annual retainer of \$3,000. Effective Jan. 1, 2026, to Dec. 31, 2026.*

*Contract Quote - Databranch, for additional Microsoft Licensing at an annual cost of \$2,674.00.*

*Agreement – Davis Ulmer Fire Protection for elevator monitoring at the Potter County Courthouse for a term of February 1, 2026, to January 31, 2027, at an annual fee of \$375.00.*

*Agreement – Davis Ulmer Fire Protection for elevator monitoring at the Potter County Gunzburger Building for a term of February 1, 2026, to January 31, 2027, at an annual fee of \$375.00.*

*Contracted Service - Thomas Walrath for Juvenile Delinquency Public Defender work from January 1, 2026 through December 31, 2026 for a rate of \$15,000*

*Agreement –Northern Tier Children’s Home for court-ordered services at the Women’s Residential Recovery Center, effective Jan. 1, 2026 to Dec. 31, 2026, at a rate of \$90/day per resident.*

*Agreement - Eagle Response Services for Hazardous Materials Emergency Response for the Potter County Department of Emergency Services, effective Jan. 1, 2026, at a cost not to exceed \$10,000 only if not covered by responsible party.*

*Agreement –Axon for Tasers and taser 7 certifications for the Potter County Sheriff, effective Jan. 1, 2026 to Jan. 1, 2030, at an annual cost of \$3,463.20.*

*Agreement –Paycor for Human Resources and Payroll Program for Potter County Commissioners effective Dec. 11, 2025, at an annual cost of \$27,412.50.*

*Agreement –Paycor for Human Resources and Payroll Program for Potter County Retirement Dec. 11, 2025, at an annual cost of \$8,490.00.*

*Agreement –Paycor for Human Resources and Payroll Program for Potter County Human Services, effective Dec. 11, 2025, at an annual cost of \$3,377.50*

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Potter County Aging (07/01/2025 - 06/30/2026)		
<i>PERS Units, Medminders</i>		
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>

PERS Rental Landline	\$18.00/month	No change
PERS Rental Cellular	\$28.00/month	No change
mPERS monthly rental	\$35.00/month	No change
Caregiver w/2-way speaker	\$25.00/month	No change
Med Ready Medication Dispenser	\$25.00/install	No change
Med Ready Medication Dispenser rental	\$40.00/month	No change
Auto fall add-on	\$7.00/month	No change
<i>Community Resources for Independence, Inc.</i>		
<b>Description</b>	<b>Prior Cost</b>	<b>Current Cost</b>
Personal Care and Home Support	\$23.11	No change

## PERSONNEL

### LIQUID FUELS TAX REQUESTS

Hector Township \$4,424.82  
 Shinglehouse Township \$2,386.89

### COMMISSIONERS' REPORTS

#### BILLS

##### **Potter County Fiscal Summary (11/28/2025)**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks	5057-5061			<b>\$45.34</b>
10	Payroll - Direct Deposit	V1281168-V1281250			<b>\$83,520.09</b>
10	General Fund - Accounts Payable	149449, 149451, 149453-149468, 149470-149482, 149484-149490, 149492-149499, 149501-149522, 149525-149538	149271	\$98.57	<b>\$151,081.28</b>
10	General Fund - A/P Manual Checks	288, 290			<b>\$176,879.09</b>
11	LEPC - Local Emergency Planning	3212			<b>\$63.93</b>
14	Liquid Fuels	1833			<b>\$1,453.41</b>
15	North Fork Dam	149524			<b>\$38.33</b>
16	911 Fund	4107-4110			<b>\$2,062.26</b>
17	Saulter Preserve	149524			<b>\$47.53</b>
18	Automation Fund (Civil)	149483			<b>\$255.00</b>
20	Supervision Fees (County) (CO)	149452, 149523			<b>\$7,628.92</b>
34	V.O.J.O.	149469, 149494			<b>\$242.98</b>
35	Victim Services/RASA	149469, 149494			<b>\$1,667.73</b>
38	Divorce Fund	149448, 149517			<b>\$70.91</b>
61	Employee Wellness Initiative	149448			<b>\$1,090.79</b>
64	Gas Well Impact-Capital Reserve	149491			<b>\$400.00</b>
69	Home Grant	149450, 149500			<b>\$4,007.41</b>

##### **Potter County Fiscal Summary (12/01/2025)**

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	149539-149552			<b>\$172,507.59</b>
10	General Fund - A/P Manual Checks	291			<b>\$35.00</b>

11	LEPC - Local Emergency Planning	3213			\$579.03
16	911 Fund	4111, 4112			\$6,408.76
34	V.O.J.O.	149539			\$7.95
35	Victim Services/RASA	149539			\$47.70

**Potter County Tax Claim Bureau Fiscal Summary (12/11/2025)**

<b>ACCOUNTS PAYABLE CHECKS – Check #18275-18305</b>	<b>\$65,383.44</b>
<b>Total Checks Written</b>	<b>\$65,383.44</b>

**Potter County Human Services Fiscal Summary (12/11/2025)**

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,711.20
PAYROLL TAX TRANSFERS (EFTPS)	\$11,266.87
STATE TAX WITHHOLDINGS (ETIDES)	\$1,621.63
PAUC	\$37.97
Local W/H	\$528.24
Isolved P/R Charge	\$193.43
ACCOUNTS PAYABLE CHECKS – 12/06/2025 Ck# 81500-81501	\$83,071.65
ACCOUNTS PAYABLE CHECKS – 12/11/2025 Ck# 81502-81562	\$387,918.07
<b>Total Checks Written</b>	<b>\$523,348.93</b>

**NEXT MEETING:** December 23, 2025

**ADJOURNMENT**

Prepared by Paige Barroqueiro