

## ~Agenda~

### POTTER COUNTY COMMISSIONERS MEETING

**December 23, 2025**

(Meetings recorded and destroyed after meeting minutes approval)

#### **CALL TO ORDER**

#### **MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

#### **PUBLIC COMMENT**

**MINUTES** – December 11, 2025

#### **GUESTS**

#### **NEW BUSINESS**

*Resolution 15 of 2025 – Governing Bodies’ Authorization*

*2024 Potter County Audit Extension*

*Resignation – Donna Sauers from the Alcohol, Tobacco, and Other Drugs Advisory Board*

*Resignation – Gary Morley from the Potter County Solid Waste Authority*

*MOU - Potter County Department of Emergency Services and Tioga County Department of Emergency Services for placement and operation of radio equipment at the Westfield tower site, owned and maintained by Tioga County Department of Emergency Services*

*Adoption of the 2026 Potter County Operating Budget*

#### **CONTRACTS AND AGREEMENTS**

*Agreement – Pa. District Attorney’s Institute for the Pa. SAVIN Victim notification Services for a term of January 1, 2026, to December 31, 2026.*

*Lease Agreement - Potter County Human Services for lease of the third floor of the Gunzburger building for a term of January 1, 2026, to December 31, 2026, at a monthly rent of \$13,179.00.*

*Agreement – Auvik for network monitoring for a term of February 1, 2026, to January 31, 2029, at an annual fee of \$2,907.00.*

*Contracted Service – Vision Government Solutions for a Countywide Reassessment for all Taxable and Exempt Real Property from December 23, 2025, through completion at a rate of \$1,445,174.00.*

*Contracted Service – Vision Government Solutions for CAMA Software Implementation from December 23, 2025, through completion at a rate of \$225,000.00.*

*Contracted Service – Vision Government Solutions for CAMA Software Subscription and Cloud Hosting from date of implementation for one year at a rate of \$ 30,675.00.*

*Agreement – Debra Sue Lehman for cleaning services of the Shinglehouse District Judge Office for a term of January 1, 2026, to December 31, 2026, at a rate of \$20.00/week.*

*Agreement - AllPaid for Point of Sale Terminals to accept payments effective December 23, 2025 at no cost to the County.*

*Lease Agreement – Pam Payne for lease of the Gunzburger Gymnasium for a term of January 1, 2026, to April 1, 2026, at a monthly rent of \$300.00.*

<b>PCHS CONTRACTS AND AGREEMENTS</b>		<b>24/25</b>	<b>25/26</b>
<b>■ Potter County Aging (07/01/2025 - 06/30/2026)</b>			
<i>Lifeline Systems Company</i>			
Personal Emergency Response units to access EMS in event of a fall, and to manage medications.			
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>	
PERS Fee	\$25.00/month	No change	
PERS Cellular Fee	\$30.00/month	No change	
PERS with Fall Detection Fee	\$38.00/month	No change	
PERS Cellular with Fall Detection	\$43.00/month	No change	
Med Dispenser Fee	\$50.00/install	No change	
<i>Pittsburgh Companies North/Nutrition Group</i>			
Home Delivered Meals (HDM), Congregate Meals (CGM), Blizzard Boxes			
01/01/2026 - 01/31/2026	HDM & CGM \$7.74/meal		No change
<b>■ Potter County Children and Youth (01/01/2026 - 12/31/2026)</b>			
<i>Thomas A Walrath, Jr. Esquire</i>			
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>	
Dependency Matters	\$2,500.00/year	No change	
<b>■ Potter County Drug and Alcohol (01/01/2026 - 06/30/2026)</b>			
<i>Endless Mountain; Facility number #087030</i>			
Drug and Alcohol Treatment-Inpatient: Levels 3.7 WM, 3.5			
<u>Description</u>	<u>Prior Cost</u>	<u>Current Cost</u>	
Level 3.7 WM	\$417.00/Day	No Change	
Level 3.5	\$265.00/Day	No Change	

## PERSONNEL

### LIQUID FUELS TAX REQUESTS

Oswayo Borough	\$485.80
Galetton Borough	\$2,278.57

### COMMISSIONERS' REPORTS

#### BILLS

##### Potter County Fiscal Summary (12/15/2025)

<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	149660			\$30,000.00

##### Potter County Fiscal Summary (12/31/2025)

<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	V1334469-V1334498			\$7,756.52
10	General Fund - A/P Manual Checks	295			\$10,045.15

##### Potter County Tax Claim Bureau Fiscal Summary (12/23/2025)

<b>ACCOUNTS PAYABLE CHECKS – Check #18306-18336</b>	<b>\$65,026.06</b>
<b>Total Checks Written</b>	<b>\$65,026.06</b>

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

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,454.98
PAYROLL TAX TRANSFERS (EFTPS)	\$11,386.90
STATE TAX WITHHOLDINGS (ETIDES)	\$1,613.86
PAUC	\$38.62
Local W/H	\$525.73
Isolved P/R Charge	\$147.31
ACCOUNTS PAYABLE CHECKS – 12/12/2025 Ck# 81563-81571	\$107,270.94
ACCOUNTS PAYABLE CHECKS – 12/18/2025 Paycor Withdraw	\$1,590.00

ACCOUNTS PAYABLE CHECKS – 12/26/2025 Ck# 81572-81635	\$289,132.22
<b>Total Checks Written</b>	\$450,160.53

**NEXT MEETING:** January 8, 2026

**ADJOURNMENT**

Prepared by Paige Barroqueiro