

~Agenda ~

POTTER COUNTY COMMISSIONERS MEETING

January 09, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – December 26, 2024

GUESTS

NEW BUSINESS

Resolution 1 of 2025 – Designation of Agent for DR4815

Potter County Family Medical Leave Act (FMLA) Policy

CONTRACTS AND AGREEMENTS

Service Agreement: Brenda J. Cappiello of Bucks County Court Reporters for court reporting services at a rate of \$250.00 for half days and \$525.00 for full days

Service Agreement: Robert Kuhl as the Title IV-D Attorney for Potter County Domestic Relations at a rate of \$150 per hour

PERSONNEL

Resignation – Kristie Potter, Prothonotary Civil Deputy II, is resigning from her position effective January 3, 2025.

Hire: Ashley Gledhill has hired Kristie Potter to fill the full-time Prothonotary/Clerk of Courts/Orphan's Court Deputy I position; effective January 6, 2025.

Resignation – Shirley Raber, Divorce Administrative Assistant, is resigning from her position effective January 2, 2025.

Hire: Ashley Gledhill has hired Shirley Raber to fill the full-time Divorce Deputy II position; effective January 2, 2025.

New Hire: President Judge Minor has hired Bella Butler to fill the Domestic Relations full-time Case Manager I position; effective January 13, 2025.

Termination: President Judge Minor has terminated Sarah Wright, Assistant Domestic Relations Director from her position; effective January 10, 2025.

Resignation – Rene Kicklighter, Veterans Services Officer, is resigning from her position effective February 7, 2025.

Rehire: Thomas Patterson is requesting the rehire of Shayleen Tucker as Children and Youth County Caseworker I, effective January 21, 2025.

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary – 12/27/2024

<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	5016			\$40.04
10	Payroll - Direct Deposit	12432			\$112,832.44
10	General Fund - Accounts Payable	146895-146964			\$124,953.15
10	General Fund - A/P Manual Checks	220			\$155,249.01
11	LEPC - Local Emergency Planning	3137			\$182.60
14	Liquid Fuels	1820			\$4,864.55
15	North Fork Dam	146949			\$30.15
16	911 Fund	3861-3869			\$105,115.07
17	Saulter Preserve	146949			\$31.98
34	V.O.J.O.	146910;146943			\$185.93
35	Victim Services/RASA	146910;146943			\$1,115.56
38	Divorce Fund	146943			\$112.44
61	Employee Wellness Initiative	146897			\$1,723.32

Potter County Fiscal Summary – 01/02/2025

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	146965-146973			\$19,167.89
10	General Fund - A/P Manual Checks	221			\$35.00
11	LEPC - Local Emergency Planning	3138			\$579.03
16	911 Fund	3870-3871			\$408.76
34	V.O.J.O.	146965			\$7.95
35	Victim Services/RASA	146965			\$47.70

Potter County Human Services Fiscal Summary (01/09/2025)

PAYROLL AUTOMATIC DEPOSITS	\$42,451.15
PAYROLL TAX TRANSFERS (EFTPS)	\$12,848.31
STATE TAX WITHHOLDINGS (ETIDES)	\$1,848.85
PAUC	\$43.22
Local W/H	\$602.21
Paytime P/R Charge	\$451.71
ACCOUNTS PAYABLE CHECKS – 01/02/2025 Check #79732 - 79732	\$7,621.44
ACCOUNTS PAYABLE CHECKS – 01/09/2025 Check #79733 - 79836	\$225,401.50
Total Checks Written	\$291,268.39

NEXT MEETING: January 23, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro