

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

February 6, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – January 23, 2025

GUESTS

Robert Dickinson – Penn State Extension

NEW BUSINESS

Resolution #3 of 2025 DotGrants On-Line Reporting Systems for Liquid Fuels

CONTRACTS AND AGREEMENTS

MOU: Between Potter County Creative Council and Potter County - Creative Communities Initiative

Amendment to IGA: Third amendment to agreement for participation in 911 regional next generation system

Service Agreement: Pirrello Enterprises Corporation to scan and retain documentation for Potter County Domestic Relations at a total cost of \$33,000.00 for the project paid out over 4 years with a max of \$8250 for the 2025 budget year

PERSONNEL

Resignation: Rene Kicklighter, Veteran Services Officer, is resigning her position effective February 21, 2025

Hire: Ashley Gledhill has hired Jessica Woodard-Scott to fill the full-time Administrative Assistant Position with Potter County Prothonotary Office, effective February 10, 2025

Hire: Thomas Patterson is requesting the hire of Kelly Werner as part-time Senior Center Operator I, effective February 10, 2025

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary – 01/24/2025

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks	5017			\$464.87
10	Payroll - Direct Deposit	12626-12723			\$117,589.21
10	General Fund - Accounts Payable	147066-147162; 147170-147176	147163-147169	\$0.00	\$302,973.32
10	General Fund - A/P Manual Checks	223			\$166,146.13
14	Liquid Fuels	1821			\$2,149.87

16	911 Fund	3882-3889			\$95,436.39
18	Automation Fund (Civil)	147098			\$1,197.33
34	V.O.J.O.	147092;147108			\$183.81
35	Victim Services/RASA	147092;147108			\$1,343.68
38	Divorce Fund	147069			\$177.06
51	Capital Projects Fund	147121			\$5,000.00
62	CDBG Entitlement	147105			\$130,553.27
64	Gas Well Impact-Capital Reserve	147106;147120			\$3,900.00

Potter County Fiscal Summary – 02/03/2025

10	General Fund - Accounts Payable	147177-147192			\$16,541.87
10	General Fund - A/P Manual Checks	225			\$35.00
11	LEPC - Local Emergency Planning	3144			\$579.03
16	911 Fund	3890-3892			\$74,124.76
34	V.O.J.O.	147177			\$7.95
35	Victim Services/RASA	147177			\$47.70
66	911 Statewide Interconnectivity Projects	147180			\$15,000.00

Potter County Fiscal Summary – 02/07/2025

10	Payroll Checks	5014			\$855.80
10	Payroll - Direct Deposit	12724-12820			\$112,759.52
10	General Fund - Accounts Payable	147193-147273			\$225,505.42
10	General Fund - A/P Manual Checks	226			\$159,602.01
11	LEPC - Local Emergency Planning	3145-3147			\$279.39
15	North Fork Dam	147256			\$30.31
16	911 Fund	3893-3898			\$2,237.04
17	Saulter Preserve	147256			\$30.00
18	Automation Fund (Civil)	147220			\$1,087.43
28	Domestic Relations IV-D	1068			\$6,583.32
32	Specialty Courts	147193			\$24.98
34	V.O.J.O.	147210			\$180.00
35	Victim Services/RASA	147210			\$1,290.00
60	Hotel Excise Tax Fund	147240;147260			\$69,231.60
62	CDBG Entitlement	1472229;147239			\$6,307.05

Potter County Tax Claim Bureau Fiscal Summary (02/06/2025)

ACCOUNTS PAYABLE CHECKS – Check #17886-17916	\$62,055.05
Total Checks Written	\$62,055.05

Potter County Human Services Fiscal Summary (01/23/2025)

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: February 20, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro