

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

March 20, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – March 06, 2025

GUESTS

Spencer Gee – Penn State Cooperative Extension

Thomas Patterson and Crystal Thomas - Potter County Human Services: Pa. Opioid Trust Allocations

NEW BUSINESS

Proclamation – 4-H Week

Summary of Storm Response – Glenn Dunn, Director of Emergency Services

CONTRACTS AND AGREEMENTS

Mowing Contract - Christopher Bickel to service the District Magistrates Office. Term April 1, 2025 – October 2027.

Professional Service Contract – Sarah Seeley for cleaning service of the Potter County Coudersport MDJ office, \$20.00 per hour, effective retro Jan. 1, 2025, to Dec. 31, 2025.

PERSONNEL

Promotion: Thomas Patterson is requesting the promotion of McKayla Freeborn from County Caseworker II to Program Specialist I, effective March 24, 2025.

LIQUID FUELS TAX REQUESTS

Summit Township	\$1,178.81
Keating Township	\$2,343.78
Austin Borough	\$1,286.72
Pike Township	\$1,453.41

COMMISSIONERS’ REPORTS

BILLS

Potter County Fiscal Summary – 03/03/2025

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	147369-147384			\$38,746.26
10	General Fund - A/P Manual Checks	230			\$35.00
11	LEPC - Local Emergency Planning	3168			\$579.03
16	911 Fund	3912-3913			\$408.76
34	V.O.J.O.	147369			\$7.95
35	Victim Services/RASA	147369			\$47.70

Potter County Fiscal Summary – 03/07/2025

<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	13044-13141			\$115,194.87
10	General Fund - Accounts Payable	147469-147558			\$252,578.33
10	General Fund - A/P Manual Checks	235			\$160,667.95
11	LEPC - Local Emergency Planning	3170-3171			\$2,682.71
16	911 Fund	3923-3931			\$6,184.66
18	Automation Fund (Civil)	147499			\$3,007.29
28	Domestic Relations IV-D	1071			\$9,258.00
32	Specialty Courts	147471			\$137.39
34	V.O.J.O.	147489			\$180.00
35	Victim Services/RASA	147489			\$1,290.00
38	Divorce Fund	147544			\$79.69
59	P.C.Victim Impact Panel (CO)	147526			\$146.00
62	CDBG Entitlement	147540			\$15,000.00

Potter County Fiscal Summary – 03/18/2025

<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	147468			\$66.11
51	Capital Projects Fund	147467			\$74,000.00
52	Operational Reserve Fund	147467			\$346,000.00

Potter County Fiscal Summary – 03/21/2025

<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	13044-13141			\$115,194.87
10	General Fund - Accounts Payable	147469-147558			\$252,578.33
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32	Specialty Courts	147471			<b>\$137.39</b>
34	V.O.J.O.	147489			<b>\$180.00</b>
35	Victim Services/RASA	147489			<b>\$1,290.00</b>
38	Divorce Fund	147544			<b>\$79.69</b>
59	P.C.Victim Impact Panel (CO)	147526			<b>\$146.00</b>
62	CDBG Entitlement	147540			<b>\$15,000.00</b>

**Potter County Fiscal Summary – 03/31/2025**

10	Payroll - Direct Deposit	13014-13043			<b>\$7,752.22</b>
10	General Fund - A/P Manual Checks	232			<b>\$10,045.09</b>

**Potter County Tax Claim Bureau Fiscal Summary (03/20/2025)**

<b>ACCOUNTS PAYABLE CHECKS – Check #17951-17986</b>	<b>\$189,688.78</b>
<b>Total Checks Written</b>	<b>\$189,688.78</b>

**Potter County Human Services Fiscal Summary (03/18/2025)**

PAYROLL AUTOMATIC DEPOSITS	\$44,246.40
PAYROLL TAX TRANSFERS (EFTPS)	\$13,198.78
STATE TAX WITHHOLDINGS (ETIDES)	\$1,896.29
PAUC	\$44.31
Local W/H	\$617.70
Paytime P/R Charge	\$151.31
ACCOUNTS PAYABLE CHECKS – 03/07/2025 Check #80165	\$23,612.00
ACCOUNTS PAYABLE CHECKS – 03/20/2025 Check #80166-80234	\$205,709.70
<b>Total Checks Written</b>	<b>\$289,476.49</b>

**NEXT MEETING:** April 03, 2025

**ADJOURNMENT**

Prepared by Paige Barroqueiro