~Agenda ~

POTTER COUNTY COMMISSIONERS MEETING

October 31, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – October 17, 2024

GUESTS

Aidan Bobik - ACC AmeriCorps member at North Central

NEW BUSINESS

Sale of Repository Properties – Parcel# 220-006-025-2A-L8

Sale of Repository Properties – Parcel# 220-006-025-2A-L17

County Payroll and Timekeeping Policy

Discussion of 2025 Solicitor Proposals

CONTRACTS AND AGREEMENTS

Contract Quote - Databranch, for audio conferencing renewal at an annual cost of \$2,458.00.

Contract Quote - PenteleData, for data transport services installed at 28 Bridge Street at a monthly cost of \$162.30 for a 60-month term.

Contract Agreement – Hyper-Reach for mass emergency notification services for an annual cost of \$5,450.00

PERSONNEL

New Hire: Sheriff Kevin Siska has hired Kyle Kalasnik to fill the full-time Deputy Sheriff position; effective November 4, 2024.

New Hire: Sheriff Kevin Siska has hired William Moon to fill the full-time Deputy Sheriff position; effective November 4, 2024.

End of Assignment: Randal Franklin, temporary part-time courthouse security guard, has finished his assignment; effective September 30, 2024.

New Hire: Judge Kalacinski has hired Jaclynn Gormley to fill the part-time office secretary position; effective October 30, 2024.

New Hire: Warden Milford has requested the hiring of Justin Loyd to fill the full-time corrections officer position; effective October 22, 2024.

Promotion: Thomas Patterson is requesting the promotion of Nicole Campbell from Aging Care Manager 2 to Aging Care Management Supervisor I, effective October 21, 2024.

LIQUID FUELS TAX REQUESTS

Galeton Borough \$2,081.73

COMMISSIONERS' REPORTS

	County Fiscal Summary – 1	0/18/2024		ı — — — — — — — — — — — — — — — — — — —	
Fund #	Fund Description	Check #'s	Voided Check # 🔻	Voided Check Amt	Total J
10	Payroll - Direct Deposit	11681-11773			\$120,177.33
10	General Fund - Accounts Payable	146021-146132			\$266,203.93
10	General Fund - A/P Manual Checks	203			\$167,809.93
11	LEPC - Local Emergency Planning	3125-3127			\$768.17
14	Liquid Fuels	1814-1816			\$4,534.86
16	911 Fund	3815-3822			\$7,863.83
17	Saulter Preserve	146025			\$55.98
18	Automation Fund (Civil)	146064			\$1,197.33
20	Supervision Fees (County) (CO)	146088			\$16,016.03
28	Domestic Relations IV-D	1065			\$19,401.00
32	Specialty Courts	146025			\$17.82
33	Act 152 Demolition Fund	146031;146055;146057;14 6059;146091;146117;1461 18			\$25,982.66
34	V.O.J.O.	146048;146081;146094;14 6106			\$338.39
35	Victim Services/RASA	146048;146081;146106			\$1,154.37
38	Divorce Fund	146106			\$212.53
51	Capital Projects Fund	146025			\$554.04
52	Operational Reserve Fund	146069			\$1,687.50
59	P.C.Victim Impact Panel (CO)	146124			\$1,696.00
61	Employee Wellness Initiative	146025;146032			\$1,673.03
62	CDBG Entitlement	146087;146100			\$31,378.00

BILLS Potter County Fiscal Summary – 10/18/2024

Potter County Fiscal Summary – 10/31/2024

Fund #	Fund Description	Check #'s	Voided Check # 🔻	Voided Check Amt	Total I
10	Payroll - Direct Deposit	11774-11803			\$7,808.08
10	General Fund - A/P Manual Checks	206			\$10,033.27

Potter County Fiscal Summary – 11/01/2024

Fund				Voided Check	
# 💌	Fund Description 🔄	Check #'s	Voided Check # 🔻	Amt 💌	Total 🗵
10	Payroll Checks	85329			\$2.00

10	Payroll - Direct Deposit	11896-11987	\$107,697.25
10	General Fund - Accounts Payable	146133-1462123	\$186,212.31
10	General Fund - A/P Manual Checks	207-208	\$149,660.93
11	LEPC - Local Emergency Planning	3128-3129	\$2,904.03
15	North Fork Dam	146197	\$30.31
16	911 Fund	3823-3832	\$3,590.16
17	Saulter Preserve	146197	\$36.57
32	Specialty Courts	146208	\$94.05
34	V.O.J.O.	146140; 146146; 146190	\$191.34
35	Victim Services/RASA	146140; 146146; 146190	\$1,148.00
38	Divorce Fund	146163	\$66.00
61	Employee Wellness Initiative	146136	\$299.00

Potter County Human Services Fiscal Summary (10/17/2024)

PAYROLL AUTOMATIC DEPOSITS	\$43,538.86
PAYROLL TAX TRANSFERS (EFTPS)	\$13,006.86
STATE TAX WITHHOLDINGS (ETIDES)	\$1,874.02
PAUC	\$43.37
Local W/H	\$610.45
Paytime P/R Charge	\$465.88
ACCOUNTS PAYABLE CHECKS – Check #79338-79432	\$124,718.97
Total Checks Written	\$184,258.41

NEXT MEETING: November 14, 2024

ADJOURNMENT

Prepared by Paige Barroqueiro