

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

December 12, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – November 27, 2024

GUESTS

NEW BUSINESS

Resolution 13 of 2024 – Tax Levy for Budget Year 2025

Reappointment of Nancy Lent to the Aging Advisory Council for a term of April 2024 to April 2027

Reappointment of Janet Long to the Aging Advisory Council for a term of February 2024 to February 2027

Reappointment of George Martin to the Aging Advisory Council for a term of January 2023 to April 2026

Reappointment of Jean Martin to the Aging Advisory Council for a term of April 2024 to April 2027

Reappointment of Donna Foust to the Aging Advisory Council for a term of February 2024 to February 2027

Reappointment of Jerry Morgan to the Aging Advisory Council for a term of August 2022 to August 2025

Sale of Repository Properties – Parcel# 092-003-041

Sale of Repository Properties – Parcel# 091-004-041A

CONTRACTS AND AGREEMENTS

Contract Quote - Databranch, for Adobe Acrobat Pro DC for Teams renewal at an annual cost of \$4,112.20.

Monitoring Agreement – Davis-Ulmer Sprinkler Co. for elevator monitoring service of the Potter County Courthouse, at an annual service fee of \$365.00. Effective February 1, 2025, to January 31, 2026.

Monitoring Agreement – Davis-Ulmer Sprinkler Co. for elevator monitoring service of the Gunzburger Annex, at an annual service fee of \$365.00. Effective February 1, 2025, to January 31, 2026.

Inspection Agreement – Davis-Ulmer Inc. for the annual inspection of sprinklers, backflow prevention, and standpipe system at the Gunzburger Annex, Term of February 1, 2025 to January 31, 2026 at an annual fee of \$2,520.00.

Agreement with UGI Energy service lock-in pricing for 12 months at \$0.08233 per kWh at county buildings, January 2025 to January 2026.

Agreement with UGI Energy service lock-in pricing for 12 months at \$0.07764 per kWh at Potter County Human Services, January 2025 to January 2026.

PERSONNEL

New Hire: Tax Claim/Assessment Director Jake Ostrom has requested the hiring of Judith Kilby to fill the full-time Data Entry Technician / Field Lister vacancy; effective January 27, 2025.

Rehire: Thomas Patterson is requesting the rehire of Niccola Wood as County Caseworker II, effective November 27, 2024.

Resignation – Ashley Scoville, C&Y County Caseworker 1 with PCHS, is resigning her position effective December 2, 2024.

LIQUID FUELS TAX REQUESTS

Sylvania Township \$377.31

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary – 11/29/2024

<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	12085-12114;12115-12211			\$121,627.98
10	General Fund - Accounts Payable	146527-146595			\$84,773.97
10	General Fund - A/P Manual Checks	212,215			\$166,653.06
14	Liquid Fuels	1819			\$2,081.73
15	North Fork Dam	146549;146588			\$3,730.46
16	911 Fund	3842-3844			\$18,439.91
17	Saulter Preserve	146588			\$35.50
20	Supervision Fees (County) (CO)	146529			\$255.45
32	Specialty Courts	146529			\$31.48
34	V.O.J.O.	146542;146576			\$326.00
35	Victim Services/RASA	146542			\$1,080.00
38	Divorce Fund	146529;146572			\$23,889.93
55	Phare Grant	146569			\$18,750.00

Potter County Fiscal Summary – 12/02/2024

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #s</i>	<i>Voided Check #</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund - Accounts Payable	146596-146626			\$76,237.70
10	General Fund - A/P Manual Checks	216			\$35.00
11	LEPC - Local Emergency Planning	3133			\$579.03
16	911 Fund	3845-3848			\$114,732.37
32	Specialty Courts	146624			\$205.44

33	ACT 152 Demolition Fund	146597;146617;146000			\$6,042.80
34	V.O.J.O.	146598			\$7.95
35	Victim Services/RASA	146598			\$47.70
62	CDBG Entitlement	146602			\$106,200.00

Potter County Human Services Fiscal Summary (12/10/2024)

PAYROLL AUTOMATIC DEPOSITS	\$43,547.56
PAYROLL TAX TRANSFERS (EFTPS)	\$13,282.83
STATE TAX WITHHOLDINGS (ETIDES)	\$1,901.24
PAUC	\$43.98
Local W/H	\$619.31
Paytime P/R Charge	\$454.65
ACCOUNTS PAYABLE CHECKS – Check #79580-79649	\$189,413.37
ACCOUNTS PAYABLE CHECKS – Check #79650-79653	\$9,843.94
Total Checks Written	\$259,106.88

NEXT MEETING: December 26, 2024

ADJOURNMENT

Prepared by Paige Barroqueiro