

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

December 26, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – December 12, 2024

GUESTS

NEW BUSINESS

Adoption of the 2025 Potter County Budget

Legal Notice for Adoption of an Ordinance reenacting the County's Local Economic Revitalization Tax Assistance Act (LERTA)

Reappointment of Kenneth Wingo to The Area Transportation Authority Board of Directors for a 5-year term

Appointment of Betsy Long to the Conservation District Board of Directors for a 4-year term

Reappointment of Robert Rossman to the Conservation District Board of Directors for a 1-year term

Resignation of Timothy Walck from the Potter County Planning Commission

Resignation of Steve Achre from the ATOD Advisory Board

Sale of Repository Properties – Parcel# 092-001-101

CONTRACTS AND AGREEMENTS

Contracted Service: Thomas Walrath for Juvenile Delinquency Public Defender work from January 1, 2025 through December 31, 2025 for a rate of \$15,000

Detention Agreement: Tioga County for housing inmates at a rate of \$85/day, effective December 26, 2024 through December 25, 2025.

Agreement: Clarke Gallagher Barbiero Amuso & Glassman Law as solicitor for the Potter County Treasurer. Annual retainer of \$3,000. Effective Jan. 1, 2025, to Dec. 31, 2025.

Lease Agreement: Christopher L. Young for the lease of the District Magistrate building in Shinglehouse at a monthly rent of \$950.00, effective August 1, 2024 to July 31, 2025.

Maintenance and Software License: Election Systems & Software LLC for a 2-year term for \$19,800

Purchase of Service Agreement – between Potter County and Northern Tier Children's Home. Effective 01/01/2025 – 12/31/2025 at an annual rate of \$90.00/day.

PCHS CONTRACTS AND AGREEMENTS		23/24	24/25
■ Intellectual Disabilities (07/01/2024 - 06/30/2025)			
<i>Family Links, Inc.</i>			
Supports Coordination		\$25.16 per unit	\$27.21 per unit
			\$5,000 maximum
■ Mental Health (01/01/2025 - 12/31/2025)			
<i>Terra R. Koernig, Esquire of Loomis Koernig</i>			
County Solicitor		\$40,000 Annually	No Change

PERSONNEL

Resignation – Erica Bliss, Prothonotary Deputy I, is resigning from her position effective January 3, 2025

Resignation – Kara Amidon, Program Specialist II with PCHS is resigning her position effective January 17, 2025

Hire: Thomas Patterson is requesting the hire of Linda Huggler as part-time Senior Center Operator I Substitute, effective January 15, 2025

LIQUID FUELS TAX REQUESTS

Shinglehouse Borough \$2,226.72
 Wharton Township \$747.36

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary – 12/13/2024

<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	146627-146897			\$286,557.33
10	General Fund - A/P Manual Checks	217			\$163,791.87
11	LEPC - Local Emergency Planning	3134-3136			\$1,477.24
16	911 Fund	3849-3860			\$62,749.52
18	Automation Fund (Civil)	146838			\$1,197.33
28	Domestic Relations IV-D	1067			\$13,457.00
33	Act 152 Demolition Fund	146807;146868			\$3,751.38
34	V.O.J.O.	146822;146847			\$185.03
35	Victim Services/RASA	146822;146847			\$1,110.20
38	Divorce Fund	146847;146875			\$400.15
61	Employee Wellness Initiative	146800			\$129.10
64	Gas Well Impact-Capital Reserve	146806			\$1,827.50
66	911 Statewide Interconnectivity Grant	146801			\$25,372.00

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10	Payroll Checks	12402-12431			\$7,808.10
10	General Fund - A/P Manual Checks	219			\$10,033.25

Potter County Tax Claim Bureau Fiscal Summary (12/26/2024)

ACCOUNTS PAYABLE CHECKS – Check #17851-17878	\$67,838.99
Total Checks Written	\$67,838.99

Potter County Human Services Fiscal Summary (12/26/2024)

PAYROLL AUTOMATIC DEPOSITS	\$43,825.16
PAYROLL TAX TRANSFERS (EFTPS)	\$13,226.68
STATE TAX WITHHOLDINGS (ETIDES)	\$1,895.89
PAUC	\$43.83
Local W/H	\$617.56
Paytime P/R Charge	\$156.92
ACCOUNTS PAYABLE CHECKS – Check #20 12/13	\$328.23
ACCOUNTS PAYABLE CHECKS – Check #79654	\$1,279.18
ACCOUNTS PAYABLE CHECKS – Check #79655-79724	\$171,220.81
Total Checks Written	\$232,594.26

NEXT MEETING: January 9, 2024

ADJOURNMENT

Prepared by Paige Barroqueiro