

~Agenda~

**POTTER COUNTY COMMISSIONERS MEETING**

**May 16, 2024**

(Meetings recorded and destroyed after meeting minutes approval)

**CALL TO ORDER**

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT**

**MINUTES** – May 2, 2024

**GUEST**

Kal Logue & Geralee Zeigler – CDBG

**NEW BUSINESS**

CDBG FFY 2024 Application for Preparation Schedule

CDBG Notice of Modification of proposed FFY 2023

CDBG Subrecipient Agreement FFY 2020 Genesee Township Water Authority

CDBG Subrecipient Agreement FFY 2022 Galetton Borough Authority

Resolution 1 of 2024 Approve Settlement

Resolution 2 of 2024 – Potter County Hazard Mitigation Plan

**CONTRACTS AND AGREEMENTS**

*Davis-Ulmer backflow preventer repair* – labor, material, and equipment to clean, installation of parts and retest for the backflow preventers on the amount of \$2,042.00.

*Monitoring Agreement* – Davis-Ulmer Sprinkler Co. for fire alarm monitoring service of the Potter County Courthouse, at an annual service fee of \$375.00. Effective July 1, 2024, to June 30, 2025.

| <b><u>PCHS CONTRACTS AND AGREEMENTS</u></b>                                |              | <b><u>22/23</u></b> | <b><u>23/24</u></b>    |
|--|--------------|---------------------|------------------------|
| <b>■ Intellectual Disabilities (04/01/24 – 06/30/24)</b>                   |              |                     |                        |
| <i>One Well Health Care</i>  |              |                     |                        |
| In-Home & Community Support (Level 2)                                      |              | N/A                 | \$10.28 per unit       |
| Companion Services (Level 2)   |              | N/A                 | \$7.71 per unit        |
| <b>■ Children and Youth (07/01/24 – 06/30/25)</b>                          |              |                     |                        |
| <i>Avanco International, INC Addendum</i>                                  |              |                     |                        |
| Research Analyst   |              | \$54.5/hr           | \$54.5/hr              |
| Junior Programmer  |              | \$65.4/hr           | \$65.4/hr              |
| Junior Programmer Analyst  |              | \$73/hr             | \$73/hr                |
| Programmer Analyst   |              | \$76.2/hr           | \$76.2/hr              |
| Senior Programmer Analyst  |              | \$78.7/hr           | \$78.7/hr              |
| Developer  |              | \$92.5/hr           | \$92.5/hr              |
| Project Developer  |              | \$125.00/hr         | \$125.00/hr            |
|  |              |                     | Not to Exceed \$20,000 |
| Quarterly Fee  |              | \$7,680.42          | \$7,680.42             |
| Upgrade  |              |                     | \$1,526.32             |
| <b>■ Mental Health (07/01/24 – 06/30/25)</b>                               |              |                     |                        |
| <i>Cabin Investments, LLC</i>  |              |                     |                        |
| Homeless Housing   |              | \$1250/month        | \$1250/month           |
| <i>Erin Andrews, Dawn Dovensky, Katie Taylor – Independent Contractors</i> |              |                     |                        |
| Act 143 Designee Agreement   | Mon. – Thur. | \$70.00             | \$70.00                |
|  | Fri.         | \$100.00            | \$100.00               |
|  | Sat. & Sun.  | \$140.00            | \$140.00               |
|  | Holiday      | \$140.00            | \$140.00               |

**TRAINING REQUESTS**

*Kal Logue, Community Development* – DCED & COSCDA Academy Sub-Grantee Training; June 24–27, 2024, in Indiana, Pa. Requests registration, hotel, mileage, meals & parking.

*Mandy Andreano, Register & Recorder’s Office* – Register of Wills Summer Conference; July 15–19, 2024, in York, Pa. Requests registration, hotel, mileage, meals, parking & tolls.

*Nathan Powley, Probation Officer* – 1. Basic Firearms Training Academy (classroom) ; May 28–31, 2024, in Harrisburg, Pa. Requests hotel, mileage, & meals. 2. Basic Firearms Training Academy (range); June 6-14, 2024, in Annville, Pa. Requests hotel, mileage, & meals.

*Payden Bice, Probation Officer* – County Adult Probation & Parole Basic Training Academy; June 10-14, 2024, in State College, Pa. Requests mileage, & meals.

*Angela Milford, Warden & Ricky Hurler, Deputy Warden* – Prison Risk Management Workshop; May 23, 2024, in Hershey, Pa. Requests mileage.

**PERSONNEL**

*Resignation:* Keiya Rupert has submitted her resignation as Assistant Director at the Potter County Domestic Relations Office; effective May 17, 2024.

*New Hire:* Nicole Larsen, Esq. has hired Michaëlle Wilde to fill full-time Deputy II vacancy in the Register of Wills & Recorder of Deeds Office; effective May 20, 2024.

*Promotion:* Warden Angela Milford is requesting the promotion of Jason Bollinger from part-time Corrections Officer to fill full-time Correction Officer; effective May 7, 2024.

*New Hire:* Judge Steve Minor has hired Kelly Harrison to fill full-time Assistant Domestic Relations Director vacancy in the Domestic Relations Office; effective May 15, 2024.

**CHIEF CLERK REPORT**

**COMMISSIONERS’ REPORTS**

**BILLS**

**Potter County Fiscal Summary – 04/26/2024 Special Run**

| <i>Fund #</i> | <i>Fund Description</i>         | <i>Check #s</i> | <i>Voided Check #s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|---------------------------------|-----------------|------------------------|-------------------------|--------------|
| 10            | General Fund - Accounts Payable | 144724          | 144715                 | \$837.55                | \$837.55     |
| 16            | 911 Fund                        | 3716            |                        |                         | \$5.54       |

**Potter County Fiscal Summary – 05/01/2024 Special Run**

| <i>Fund #</i> | <i>Fund Description</i>          | <i>Check #s</i> | <i>Voided Check #s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|----------------------------------|-----------------|------------------------|-------------------------|--------------|
| 10            | General Fund – Accounts Payable  | 144725-144741   |                        |                         | \$117,857.46 |
| 10            | General Fund – A/P Manual Checks | 169             |                        |                         | \$35.00      |
| 11            | LEPC – Local Emergency Planning  | 3094            |                        |                         | \$579.00     |
| 16            | 911 Fund                         | 3717-3718       |                        |                         | \$408.76     |

|    |                      |        |  |  |          |
|----|----------------------|--------|--|--|----------|
| 32 | Specialty Courts     | 144739 |  |  | \$407.11 |
| 34 | V.O.J.O.             | 144726 |  |  | \$7.95   |
| 35 | Victim Services/RASA | 144726 |  |  | \$47.70  |

**Potter County Fiscal Summary – 05/03/2024**

| <i>Fund #</i> | <i>Fund Description</i>          | <i>Check #'s</i>      | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|----------------------------------|-----------------------|-------------------------|-------------------------|--------------|
| 10            | General Fund - Accounts Payable  | 144742-144823         |                         |                         | \$100,251.80 |
| 10            | General Fund – A/P Manual Checks | 170                   |                         |                         | \$141,888.03 |
| 11            | LEPC                             | 3095                  |                         |                         | \$19,537.62  |
| 14            | Liquid Fuels                     | 1799                  |                         |                         | \$4,313.78   |
| 15            | North Fork Dam                   | 144812                |                         |                         | \$30.00      |
| 16            | 911 Funds                        | 3719-3723             |                         |                         | \$4,795.44   |
| 17            | Saulter Preserve                 | 144767; 144812        |                         |                         | \$80.85      |
| 20            | Supervision Fee (County) (CO)    | 144746                |                         |                         | \$402.00     |
| 34            | V.O.J.O.                         | 144761                |                         |                         | \$180.00     |
| 35            | Victim Services/RASA             | 144761                |                         |                         | \$1,080.00   |
| 38            | Divorce Fund                     | 144744;144791; 144803 |                         |                         | \$25,117.86  |

**Potter County Fiscal Summary – 05/07/2024 Special Run**

| <i>Fund #</i> | <i>Fund Description</i>         | <i>Check #'s</i> | <i>Voided Check #'s</i> | <i>Voided Check Amt</i> | <i>Total</i> |
|---------------|---------------------------------|------------------|-------------------------|-------------------------|--------------|
| 10            | General Fund - Accounts Payable | 144824-144981    |                         |                         | \$28,459.06  |

**Potter County Tax Claim Bureau Fiscal Summary (05/16/2024)**

|  |              |
|--|--------------|
| ACCOUNTS PAYABLE CHECKS – Check #17592-17628 | \$175,445.26 |
| <b>Total Checks Written</b>                  | \$175,445.26 |

**Potter County Human Services Fiscal Summary (05/17/2024)**

|  |              |
|--|--------------|
| PAYROLL AUTOMATIC DEPOSITS                   | \$42,865.17  |
| PAYROLL TAX TRANSFERS (EFTPS)                | \$12,736.95  |
| STATE TAX WITHHOLDINGS (ETIDES)              | \$1,854.68   |
| PAUC   | \$42.44      |
| Local W/H                                    | \$604.17     |
| Paytime P/R Charge                           | \$158.79     |
| ACCOUNTS PAYABLE CHECKS – Check #78210-78306 | \$379,596.60 |
| <b>Total Checks Written</b>                  | \$437,858.80 |

**NEXT MEETING:** May 30, 2024

**ADJOURNMENT**

Prepared by Danielle Gietler