

~Agenda~

**POTTER COUNTY COMMISSIONERS MEETING**

**January 13, 2022**

(Meetings recorded and destroyed after mtg. mins. approval)

**CALL TO ORDER**

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT ON AGENDA ITEMS**

**MINUTES** – December 30, 2021

**OLD BUSINESS**

**GUEST(S)**

**NEW BUSINESS**

*Appointments to Potter County Planning Commission*

*Appointment to Potter County Solid Waste Authority*

**CONTRACTS AND AGREEMENTS**

*CDBG Amendment to Galetton's Subrecipient Agreement*

*Purchase of Service Agreement* – between Potter County and Northern Tier Children's Home. Effective 01/01/2022 to 12/31/2022.

*Service Agreement Renewal* – Pennsylvania District Attorney's Institute for 2021 PA SAVIN for victim notification services, January 1, 2022 through December 31, 2022.

*Maintenance Agreement Renewal* – KOS, Inc. for maintenance on the copier in the Planning Commission at a rate of \$.009 per copy for black and white and \$.07 per copy for color. Term of January 14, 2022 to January 14, 2023.

*Maintenance Agreement Renewal* – KOS, Inc. for maintenance on the copier in the Victim Services at a rate of \$.009 per copy for black and white and \$.07 per copy for color. Term of January 06, 2022 to January 06, 2023.

*Professional Service Agreement* – Between Potter County and Harris Local Government aka Computer Software Innovations, Inc, for Federal 1099 print and/or e-file service at cost of \$603.63.

*Agreement for Preparation of 1099-R Forms* – ZA – Zelenkofske Axelrod LLC, for the preparation of 1099-R Forms. Cost of \$795 for the first 150 and \$5.30/form thereafter.

*Monitoring Agreement* – Davis Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Commissioners. Term of January 1, 2022 to December 31, 2022. Annual Service Fee of \$2,520.00.

*Monitoring Agreement* – Davis-Ulmer Inc. for the monitoring of Fire for the Gunzburger Building, from March 2022 through February 2023. Annual cost of \$500.00.

**PCHS CONTRACTS AND AGREEMENTS**

**20/21**

**21/22**

■ **DRUG & ALCOHOL (11/01/2021 – 06/30/2022)**

- NONE -

**TRAINING REQUESTS**

*Sandy Lewis & Donna Sallade* with Election/Voter Registration Office, attend CCAP/DOS Elections Conference, Harrisburg, Pa. Requests Registration, hotel, mileage & meals.

*Glenn Dunn* - PC DES – PEMA/Task Force Training - Updates, State College, Pa. Requests milage and meals.

*Crystal Thomas* – PCHS Drug & Alcohol – PACDAA Membership Meeting, attending virtually. Requests Registration.

**PERSONNEL**

*Hire (Retro)* – Sheriff Glenn Drake has hired Billie Jean Guinther as part-time Courthouse Security Guard effective January 4, 2022.

**CHIEF CLERK REPORT**

**COMMISSIONERS' REPORTS**

**BILLS**

**Potter County Human Services Fiscal Summary (01/13/2022)**

PAYROLL AUTOMATIC DEPOSITS	\$43,596.48
PAYROLL TAX TRANSFERS (EFTPS)	\$13,420.20
STATE TAX WITHHOLDINGS (ETIDES)	\$1,920.36
PAUC	\$37.59
Local W/H	\$625.50
Paytime P/R Charge	\$862.25
ACCOUNTS PAYABLE CHECKS – Check #71721 (01/04/2022)	\$1800.00
ACCOUNTS PAYABLE CHECKS – Check #71722-71804 (1/13/2022)	\$163,898.94
<b>Total Checks Written</b>	<b>\$226,161.32</b>

**Potter County Fiscal Summary – 12/31/2021**

<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	Payroll – Direct Deposit	3029-3128			\$96,514.29
10	General Fund – Accounts Payable	138029-138120			\$167,627.62
10	General Funds – A/P Manual Checks	4			\$146,685.36
14	Liquid Fuels	1599-1602			\$3,542.40
15	North Fork Dam	138106			\$21.41
16	911 Fund	3293-3294			\$682.88
17	Saulter Preserve	138106			\$25.00
28	Domestic Relations IV-D	1039			\$30,857.00
32	Specialty Courts	138112			\$339.68
34	V.O.J.O.	138039; 138071; 138079			\$239.54

35	Victim Services/RASA	138039; 138071; 138079			\$1,461.89
38	Divorce Fund	138090; 138071			\$221.37

**Potter County Fiscal Summary – First of the Month – 01/04/2022**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	138121-138138			\$40,376.75
10	General Fund – A/P Manual Checks	5			\$35.00
11	LEPC – Local Emergency Planning	2865			\$1,767.00
16	911 Fund	3295-3297			\$4,562.60

**PUBLIC COMMENT:**

**NEXT MEETING:** Thursday, January 27, 2022 @ 11 a.m.

**ADJOURNMENT**

Prepared by Danielle Gietler