

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

January 26, 2023

(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 – January 12, 2023

NEW BUSINESS

Consideration to re-appointment – Shawn Wolfinger to the Potter County Housing Board; 5-year term 12/01/2022 – 11/31/2027.

*SALDO Fee Schedule*

*Resolution 2 of 2023 – SALDO Fee Schedule*

CONTRACTS AND AGREEMENTS

*Agreement for Preparation of 1099-R Forms – ZA – Zelenkofske Axelrod LLC, for the preparation of 1099-R Forms. Cost of \$935 for the first 150 and \$5.30/form thereafter.*

*Addendum to five-year Lease with Terry Jacobson (Knoxtowne) month to month starting Feb. 28, 2023 to March 1, 2023 at a monthly rate of \$950.00.*

*Maintenance Contract – OTIS for maintenance services of the elevator at the F.W. Gunzburger County Office Building, \$250.00/month. Effective February 1, 2023 – January 31, 2027.*

*Maintenance Contract – OTIS for maintenance services of the elevator at the Potter County Courthouse, \$350.00/month. Effective March 1, 2023 – February 28, 2027.*

*Service & Repair – OTIS for service and repair of the elevators at the F.W. Gunzburger County Office Building and the Potter County Courthouse, at an annual cost of \$4,723.82.00. One time fee.*

PCHS CONTRACTS AND AGREEMENTS

21/22

22/23

■ **Aging (01/01/2023 – 12/31/2023)**

*Senior Center Lease-Self Renewing*

\$ 25.45/day of operation \$425/mo.

*Barbara Bush – ADDENDUM*

\$25/hr. + expenses

\*Original Contract 11/11/2022 – Addition of Care Management

Duties: Completing Needs Assessment Tool, Needs Assessment Tool Express, Care Plans, & other Care Management related duties.

■ **Children & Youth (07/01/2022 – 06/30/2023)**

*George Junior Republic – ADDENDUM*

Dependent/Delinquent – Residential Placement Program & Transitional Living

	Prior Cost	Current Cost
<u>Program</u>	<u>Rate</u>	<u>Rate</u>
Regular Residential	\$274.80	\$280.30
Special Needs	\$318.75	\$326.00
Special Needs E	\$318.75	\$326.00

Drug & Alcohol	\$241.80	\$255.00
Diagnostic	\$282.00	\$295.00
Intensive Supervision Unit	\$422.20	\$430.65
Special Needs M.A.	\$128.64	\$128.64
Drug & Alcohol M.A.	\$82.94	\$82.94
GJR Secure	N/A	\$755.54

**TRAINING REQUESTS**

*Glenn Dunn; Dean Predmore & Kathleen Brooks – PEMA 1<sup>st</sup> Training – Virtual. No Cost.*

*Ricky Hurler – Jail – Use of Force Instructors Training, Bellefonte, Pa. Requests mileage, lodging, and meals.*

**PERSONNEL**

*Resignation – Susan Smith, PCHS Senior Center Operator I with Coudersport, has resigned her position effective June 2, 2023.*

**LIQUID FUELS TAX APPLICATIONS** - None

**COMMISSIONERS' REPORTS**

**BILLS**

**Potter County Human Services Fiscal Summary (01/27/2023)**

PAYROLL AUTOMATIC DEPOSITS	\$49,006.73
PAYROLL TAX TRANSFERS (EFTPS)	\$14,310.10
STATE TAX WITHHOLDINGS (ETIDES)	\$2,108.19
PAUC	\$48.24
Local W/H	\$686.73
Paytime P/R Charge	\$561.75
ACCOUNTS PAYABLE CHECKS – Check #74730-74861	\$267,407.73
ACCOUNTS PAYABLE CHECKS – Check #74728	\$294.00
ACCOUNTS PAYABLE CHECKS – Check #74729	\$1,004.29
<b>Total Checks Written</b>	<b>\$335,427.76</b>

**Potter County Fiscal Summary –01/13/2023**

<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	6563-6659			\$98,903.28
10	General Funds – Accounts Payable	141057-141137			\$244,113.05
10	General Funds – A/P Manual Checks	75			\$139,744.56
11	LEPC – Local Emergency Planning	2978-2980			\$390.54
14	Liquid Fuels	1763			\$1,503.94
16	911 Fund	3482-3487			\$12,470.24
18	Automation Fund (Civil)	141093			\$1,123.92

34	V.O.J.O	141082			\$227.46
35	Victim Services/RASA	141082			\$1,366.45
38	Divorce Fund	141059			\$3,024.65
62	CDBG Entitlement	141119			\$11,100.00

**Potter County Fiscal Summary –01/13/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
62	CDBG Entitlement	141140			\$2,532.13

**PUBLIC COMMENT:**

**NEXT MEETING:** Thursday, February 9, 2023 @ 11 a.m.

**ADJOURNMENT**

Prepared by Danielle Gietler