

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

March 25, 2021

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – March 11, 2021

NEW BUSINESS

Settlement Agreement with Roy Hunt

CDBG Program Income Reutilization Plan

CONTRACTS AND AGREEMENTS

Service Agreement Renewal – KOS, Inc. for maintenance of office equipment for the Potter County Courts. Rate of \$84.00 per machine/per service call on copiers and rate of \$62.00 per machine/per service call on typewriters, printers, and fax machines. Term of April 1, 2021 through March 31, 2022.

Maintenance Agreement Renewal – KOS, Inc. for maintenance on the copier in the Register and Recorder’s office at a rate of \$285.00 per year and overages for copies at a rate of \$.009 per copy. Term of March 25, 2021 to March 25, 2022.

Maintenance Agreement Renewal – KOS, Inc. for maintenance on the copier at the District Magistrate office in Coudersport at a rate of \$265.00 for the year and overages for copies at a rate of \$.009 per copy. Term of March 10, 2021 to March 10, 2022.

Monitoring Agreement – Davis Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Gunzburger Annex. Term of March 2021 to February 2022 at an annual fee of \$500.00.

Purchase and Sales Agreement – Premier Biotech, Inc., for drug testing for the Potter County Probation Department that is being covered by the IP Grant. Term of March 15, 2021 through March 31, 2022.

Lock in Rate - UGI Energy proposal for gas service lock-in pricing for 24 months at \$2.580 per DTH for Human Services and for Potter County Commissioners. Term of April 2021 to March 2023.

Mowing Contract - Christopher Bickel to mow the old Sr. Center Building in Shinglehouse and the District Magistrates Office for \$70/mow.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■Mental Health (04/01/2021 – 03/21/2022)

Cabin Investments LLC - New Contract

Lease of Home for Men’s Transitional Living Program

\$950./mo.

Security Deposit - \$950.

TRAINING REQUESTS

Ken Hoffman – PCHS virtual training for Certified Investigator/ODP.

Donna Sallade – Voter Registration/Elections; Western PA Election Personnel Association Spring Meeting in Grove City. Request registration fee; hotel; mileage; and meals.

PERSONNEL

Retirement – Royden Knowlton, van driver for the PCHS, effective March 31, 2021.

New Hire – Sheriff Glenn Drake has hired Deborah Miller as a part-time Courthouse Security Guard at the Potter County Courthouse effective March 16, 2021.

New Hire – Judge Christopher Kalacinski has hired Tamala O’Donnell as a part-time Secretary/Clerk at the Galeton MDJ Office effective March 22, 2021.

New Hire – Maintenance Director, Joe Kurtz has hired Daniel Foster as a part-time maintenance laborer effective March 23, 2021.

CHIEF CLERK REPORT

Applications received for 2021 Liquid Fuel Tax Funds from the following municipality:

- West Branch Township \$1,672.67

COMMISSIONERS’ REPORTS

BILLS

Potter County Human Services Fiscal Summary (03/25/2021)

PAYROLL AUTOMATIC DEPOSITS	\$46,362.52
PAYROLL TAX TRANSFERS (EFTPS)	\$15,720.37
STATE TAX WITHHOLDINGS (ETIDES)	\$2,097.48
ACCOUNTS PAYABLE CHECKS – Check # 69576-69673 (3/25/2021)	\$151,102.91
Total Checks Written	\$215,283.28

Potter County Fiscal Summary – 03/12/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033127-9033224			\$94,805.26
10	General Fund – Accounts Payable	135434-135529; 135542-135545	135,256; 135473; 135500; 135542; 135543	-\$26.75	\$89,001.15
10	General Funds – A/P Manual Checks	903122126- 903122130			\$134,055.95
11	LEPC-Local Emergency Planning	2801-2802			\$125.96
16	911 Fund	3162-3165			\$2,659.19
17	Saulter Preserve	135530			\$140.00
18	Automation Fund (Civil)	135531			\$1,104.34
28	Domestic Relations IV-D	1031			\$75.00
34	V.O.J.O	135532-135534			\$251.13
35	Victim Services/RASA	135535-135538			\$2,639.70
37	Triple Divide Water Monitoring	135539			\$96.27

38	Divorce Fund	135540			\$157.47
59	P.C. Victim Impact Panel (CO)	135541			\$822.89

Potter County Fiscal Summary – Special Run 03/18/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	135546			\$442.41

Potter County Fiscal Summary – Special Run 03/23/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
22	Farmland Preserv. & Rollback	135547			\$1,182.70
51	Capital Projects Fund	135548			\$400,000.00

Potter County Fiscal Summary – 03/26/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033225-9033352			\$103,885.00
10	General Fund – Accounts Payable	135549-135628			\$218,864.98
10	General Funds – A/P Manual Checks	903262131-903262135			\$145,454.24
11	LEPC-Local Emergency Planning	2810-2813	2803-2809	\$247.71	\$247.71
14	Liquid Fuels	1582-1583			\$4,392.03
15	North Fork Dam	135629-135630			\$3,575.00
16	911 Fund	3166-3175			\$25,603.28
17	Saulter Preserve	135631			\$25.00
28	Domestic Relations IV-D	1032-1033			\$26,628.00
34	V.O.J.O	135632			\$180.00
35	Victim Services/RASA	135633			\$1,080.00
62	CDBG Entitlement	135634			\$2,276.03

Potter County Fiscal Summary – First of the Month - 04/01/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135635-135646			\$103,875.36
10	General Fund – A/P Manual Checks	999153			\$35.00
16	911 Fund	3176-3177	3167	-\$25.00	\$396.15

NEXT MEETING: April 8, 2021

ADJOURNMENT

Prepared by Danielle Gietler