

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

April 4, 2024

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT ON AGENDA ITEMS

MINUTES – March 21, 2024

GUEST(S)

NEW BUSINESS

CDBG Budget Revision Certification for FFY 2020 Ulysses; Genesse Contract # C000075695

CDBG Budget Revision Certification for FFY 2022 Ulysses; Galeton Contract # C000086149

Proclamation – 811 Safe Digging Month

Proclamation – Child Abuse Awareness Month

CONTRACTS AND AGREEMENTS

Argentieri Bros. Inc. rug services with Gunzburger Bldg., Courthouse, Human Services, Education Center, Domestic Relations, Emergency Services Bldg., Coudersport District Judge Office, Shinglehouse District Judge Office, ongoing. Prices vary depending on the need of rugs.

PCHS AGREEMENTS

22/23

23/24

TRAINING REQUESTS

Treasurer Krista Miller, CTAPA 2024 Annual Convention, June 11-14, 2024, in Butler County, Cranberry Township, Pa. Requests registration, hotels mileage, meals, tolls & parking.

Veteran Affairs Director Michael Pepper, Pa. State Assn. of County Directors of Veterans Affairs; June 17-21, 2024, Scranton, Pa. Requests registration, hotels mileage, meals, & parking.

Adult Probation Officer, Payden Bice, Basic Firearms Training Academy (classroom); April 16-18, 2024, Harrisburg, Pa. Requests hotels mileage, & meals.

Adult Probation Officer, Payden Bice, Basic Firearms Training Academy (range); April 29 – May 5, 2024, Annville, Pa. Requests hotels mileage, & meals.

PERSONNEL

Resignation – Donna Sallade, part-time secretary/clerk with Potter County Voter Registration Office, retiring effective June 14, 2024.

Resignation – Marian Butler, Deputy II with Potter County Register & Recorder's Office, resignation effective April 12, 2024.

Resignation – Sandra Pekarski, Courthouse Security Guard with Potter County Sheriff's Office, resignation effective April 17, 2024.

Hiring – Public Defender Walter Stenhach requests hiring of Cathy Popielarczyk as administrative assistant effective March 25, 2024.

Hiring – Thomas Patterson, PCHS Director, requests the hiring of Zachary Williams as an Aging Care Manager I effective April 8, 2024.

LIQUID FUELS TAX REQUESTS

Oswayo Township	\$1,583.90
Pike Township	\$1,113.94

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary – 03/22/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll Checks	5001			\$20.00
10	Payroll – Direct Deposit	9989-10075			\$100,017.47
10	General Fund – Accounts Payable	144435-144520			\$326,972.56
10	General Fund – A/P Manual Checks	159			\$140,037.95
11	LEPC – Local Emergency Planning	3085-3086			\$187.63
14	Liquid Fuels	1796			\$2,538.58
15	North Fork Dam	144508			\$30.00
16	911 Fund	3692-3699			\$31,016.05
17	Saulter Preserve	144508			\$30.00
18	Automation Fund (Civil)	144473			\$1,197.33
28	Domestic Relations IV-D	1060			\$9,662.00
34	V.O.J.O	144464			\$180.00
35	Victim Services/RASA	144464			\$1,080.00
38	Divorce Fund	144439			\$285.35
52	Operational Reserve Fund	144488			\$70,000.00

Potter County Fiscal Summary – Special Run – 03/22/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll – Direct Deposit	10079-10105			\$7,828.14

10	General Fund – A/P Manual Checks	160			\$10,033.21
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Potter County Fiscal Summary – Special Run – 03/25/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
16	911 Fund	3700			\$102,697.25

Potter County Fiscal Summary – First of the Month - 04/01/2024

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	144521-144540			\$96,729.99
10	General Fund – A/P Manual Checks	163	162	\$35.00	\$35.00
11	LEPC – Local Emergency Planning	3087-3088			\$708.91
16	911 Fund	3701-3702			\$403.22
32	Specialty Courts	144538			\$79.50
34	V.O.J.O	144522			\$7.95
35	Victim Services/RASA	144522			\$47.70
52	Operational Reserve Fund	144524			\$50,000.00

Potter County Human Services Fiscal Summary (4/04/2024)

PAYROLL AUTOMATIC DEPOSITS	\$42,901.61
PAYROLL TAX TRANSFERS (EFTPS)	\$12,638.73
STATE TAX WITHHOLDINGS (ETIDES)	\$1,853.09
PAUC	\$42.41
Local W/H	\$603.64
Paytime P/R	\$470.43
ACCOUNTS PAYABLE CHECKS – Check #77864	\$999.54
ACCOUNTS PAYABLE CHECKS – Check #77865-77935	\$167,563.19
Total Checks Written	\$227,072.64

PUBLIC COMMENT:

NEXT MEETING: Thursday, April 18, 2024 @ 11 a.m.

ADJOURNMENT

Prepared by Danielle Gietler