

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

May 6, 2021

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – April 22, 2021

NEW BUSINESS

Proclamation – Honoring the Anniversary of the United States of America Constitutional Convention (May 25, 1787)

Proclamation – Motorcycle Safety and Awareness Month

Municipal Bid Received – Walk-in Cooler & Freezer

Enterprise Fleet Lease agreement – two lease agreements for PCHS

Grant Agreement – Pennsylvania Emergency Management Agency (PEMA) for 9-1-1 Statewide interconnectivity funding for the NorthCom Microwave Project

CDBG Budget Modification – FFY 2019 Galeton Borough & Business Assistance Program

CDBG Budget Modification – FFY 2020 Ulysses Borough & Business Assistance Program & PCAC Recovery Support Initiative

CDBG CV Budget Modification – FFY 2020 Business Assistance Program & PCAC Recovery Support Initiative

CONTRACTS AND AGREEMENTS

Monitoring Agreement – Davis Ulmer Sprinkler Co. for fire alarm monitoring at the Potter County Courthouse. Term of July 1, 2021 to June 30, 2022 at an annual fee of \$350.00.

Mowing Contract - Doug Parsell to mow the District Magistrates Office in Galeton for \$35/mow.

Services Contract Renewal (Retro) – MPS Consulting Firm for 911 Fund management and consulting services. Cost is \$30,255.96, term of Jan. 1, 2021 through Dec. 31, 2021.

Professional Service Agreement – between Potter County and Nutrition, Inc., dba PCN. Effective 04/22/2021 to 06/01/2021.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

TRAINING REQUESTS

--Isaac Musser – PCHS – attend PS Enrichment Training: Lethality Training. Virtual – no cost.

--Susanne Boucher – PCHS – attend PS Enrichment Training: Lethality Training. Virtual – no cost.

--Dave Verbocy – PCHS – attend PDA Protective Service Basic Training. Virtual – no cost.

--Tena Emerson – PCHS – attend Everyday Lines. Requesting mileage, meals, and registration.

--Kayla Wright – PCHS – attend Talking with teens about sex. – Virtual – no cost.

--Kayla Wright – PCHS – attend Response to Youth with Problematic Sexual Behaviors. – Virtual – no cost.

--Jessica Giebel & Danielle Gietler – Administration Office – attend CCAP Administration Conference. – Virtual – requesting registration.

PERSONNEL

New Hire – Warden Drake has hired Zachary Quinn Hamilton as a part-time corrections officer for the Potter County Jail. Effective date June 7, 2021.

Resignation – Brittany Simms – Secretary/Clerk II with the Potter County Probation Department; effective April 28, 2021.

CHIEF CLERK REPORT

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

- Hector Township \$2,827.90
- Wharton Township \$ 670.16

COMMISSIONERS' REPORTS

BILLS

Potter County Human Services Fiscal Summary (05/06/2021)

PAYROLL AUTOMATIC DEPOSITS	\$46,016.82
PAYROLL TAX TRANSFERS (EFTPS)	\$15,637.75
STATE TAX WITHHOLDINGS (ETIDES)	\$2,078.33
PAUC	
ACCOUNTS PAYABLE CHECKS – Check # 69879-696981	\$233,218.37
Total Checks Written	\$296,951.27

Potter County Fiscal Summary – UPDATED 04/23/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033453-9033581			\$105,088.76
10	General Fund – Accounts Payable	135747-135838	135701	\$395.82	\$226,967.54
10	General Funds – A/P Manual Checks	904232142-904232147			\$147,297.11
15	North Fork Dam	135839			\$25.00
16	911 Fund	3185-3187			\$25,703.28
17	Saulter Preserve	135842			\$57.49
22	Farmland Preserve & Rollback	135842			\$52.00
34	V.O.J.O	135843-135844			\$195.72
35	Victim Services/RASA	135845-135846			\$1,174.28
37	Triple Divide Water Monitoring	135847			\$173.69
38	Divorce Fund	135848			\$22,933.00

53	COVID-19 County Relief Grant	135850			\$1,533.42
55	Phare Grant	135849			\$18,750.00

Potter County Fiscal Summary – First of the Month - 05/01/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135851-135862	135317; 135700	\$330.45	\$108,910.36
10	General Fund – A/P Manual Checks	999154			\$35.00
16	911 Fund	3188-3189			\$421.15

Potter County Fiscal Summary – Special Run - 05/04/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	135863			\$200.00

Potter County Fiscal Summary – 05/07/2021

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033582-9033682			\$96,238.79
10	General Fund – Accounts Payable	135864-135945			\$191,251.56
10	General Funds – A/P Manual Checks	905072157-905072161			\$136,351.45
11	LEPC – Local Emergency Planning	2817-2819			\$168.10
16	911 Fund	3190-3194			\$3,014.63
17	Saulter Preserve	135946			\$163.10
18	Automation Fund (Civil)	135947			\$3,004.34
34	V.O.J.O	135948-135949			\$235.41
35	Victim Services/RASA	135950-135951			\$1,414.15
38	Divorce Fund	135952			\$517.62
60	Hotel Excise Tax Fund	135953-135954			\$39,888.18

NEXT MEETING: May 20, 2021

ADJOURNMENT

Prepared by Danielle Gietler