

~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* – 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

**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.

--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
<b>Total Checks Written</b>	<b>\$296,951.27</b>

**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

**NEXT MEETING:** May 20, 2021

**ADJOURNMENT**

Prepared by Danielle Gietler