

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

June 17, 2021

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – June 3, 2021

NEW BUSINESS

Municibid – 2012 Ford Truck Bed

Resolution 3 of 2021 – Resolution Electing to have the Potter County Jail Governed by a Board of Inspectors

CONTRACTS AND AGREEMENTS

*Subrecipient Agreement* – Agreement between Potter County Commissioners and Ulysses Municipal Authority for engineering, FFY 2020.

*Annual Maintenance Agreements* – Cleveland Brothers Equipment Company for annual maintenance services of the generators at the Potter County Gunzburger, \$1,082.00, and the Potter County Jail, \$950.00.

*Purchase Agreement* – Between Potter County Human Services and Harris Local Government aka Computer Software Innovations, Inc, for the purchase of a new software program at an initial cost of \$38,993.50.

*Purchase Agreement* – Between Potter County and Harris Local Government aka Computer Software Innovations, Inc, for the purchase of a new software program at an initial cost of \$39,761.50.

PCHS CONTRACTS AND AGREEMENTS

19/20

20/21

■ Aging (07/01/2021 – 06/30/2022)

Charles Cole Memorial Hospital DBA Cole Manor Home Makers

Personal care and home support services \$22.61/hr. No Change

Andrea Skaggs

Ombudsman Services  
Required by the Older American’s Act \$25.00/hr. + Expenses No Changes

Community Resources for Independence, Inc.

Personal Care & Home Support New Contract \$21.80

Automated Security Alert, Inc.

Personal Emergency Response Systems (PERS) \$29.50 mo. rental No Change  
Cellular PERS \$41.50 mo. rental No Change  
Medication Dispenser \$50.00 mo. rental No Change  
Cellular Medication Dispenser \$50.00 mo. fee No Change  
Mobile PERS \$34.95 mo. fee No Change  
Mobile PERS Replacement Fee \$199.00 No Change

Community Resources for Independence, Inc. - Addendum

Personal care & home support \$21.80 \$22.23

Purfood LLC aka Mom’s Meals Nourish Care

**PCHS CONTRACTS AND AGREEMENTS**

**19/20**

**20/21**

Home Delivered Meals – alternative provider/  
Rural meal delivery

\$6.25/HDM

No Change

\$7.14/Pureed HDM

No Change

**■Coordinated Services (07/01/2021 – 06/30/2022)**

Transportation – Homeless – A Way Out

Rate depends on hotel used  
& number of days

No Change

Transportation – Northern Tier Children’s Home - Residential Services, Inc.

Per situation/cost dependent  
upon length of stay

No Change

Transportation – Sweden Valley Manor

\$2.15/ld. mi.

No Change

Heart Response, Inc.

Assistance with-clothing, household items,  
utilities, etc.

\$47.00/family unit

No Change

**■Intellectual Disabilities (07/01/2021 – 06/30/2022)**

Goodwill Industries

Employment staff assists individual in acquiring skills to work independently

Small Group Employment (Level 3)

\$12.05/unit

No Change

Small Group Employment (Level 2)

\$6.60/unit

No Change

Supported Employment

\$10.45/unit

No Change

-Job Support-1:2

Supported Employment

\$17.75/unit

No Change

-Job Support 1:1

**■Mental Health (07/01/2021 – 06/30/2022)**

Crossroads Counseling, Inc.

Mental Health Psychiatric Outpatient Services

Subject to the availability of funding w/max. cost of \$20,000.00

**■Early Intervention (07/01/2021 – 06/30/2022)**

Susquehanna Software, Inc.

El-Technical support/maintenance contract

\$700.00/qtly.

\$750.00/qtly.

Required due to medical billing for reimbursement for services provided

**■Early Intervention (07/01/2021 – 06/30/2024)**

MRL Westgate Properties

Rental Agreement for ADAS OP Office

\$717.00/mo.

No Change

**TRAINING REQUESTS**

*Sandra Lewis & Donna Sallade* – Elections/Voter Registration Office – AEPCEP Annual Conference in Macungie, PA; Requesting registration, lodging mileage and meals.

*Tamala O’Donnell* – Galeton MDJ Office – MDJS Basic for New Employees, Mechanicsburg, PA; Requesting mileage and meals.

**PERSONNEL**

*Hire (Temporary)* – Krista Miller - Treasurer has hired Hannah Taylor and Avery Taylor for processing of antlerless deer applications for the Potter County Treasurer Department effective June 30, 2021.

*New Hire* – Glenn Drake has hired Brenda Baker as a full-time Secretary/Clerk at the Potter County Sheriff’s Department effective June 15, 2021.

**CHIEF CLERK REPORT**

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

- Allegany Township \$2,600.00

**COMMISSIONERS' REPORTS**

**BILLS**

**Potter County Human Services Fiscal Summary (06/17/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$46,443.92
PAYROLL TAX TRANSFERS (EFTPS)	\$15,926.24
STATE TAX WITHHOLDINGS (ETIDES)	\$2,102.17
ACCOUNTS PAYABLE CHECKS – Check # 70203-70295 (6/17/2021)	\$135,983.93
<b>Total Checks Written</b>	<b>\$200,456.26</b>

**Potter County Fiscal Summary – 06/04/2021 (Updated)**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Direct Deposit	9033810-9033906			\$97,248.00
10	General Fund – Accounts Payable	136074-136318; 136326-136327; 136344	136137; 136205; 136290	\$657.50	\$450,203.82
10	General Funds – A/P Manual Checks	906042167- 906042171			\$139,098.11
11	LEPC – Local Emergency Planning	2821-2824			\$262.55
16	911 Fund	3196-3197			\$1,092.92
34	Automation Fund	136328 - 136343			\$5,405.25
34	V.O.J.O	136319-136320			\$235.41
35	Victim Services/RASA	136321-136323			\$2,723.26
38	Divorce Fund	136324			\$503.50
60	Hotel Excise Tax Fund	136325			\$40.61

**Potter County Fiscal Summary – Special Run - 06/10/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136345-136360			\$2,586.25

**Potter County Fiscal Summary – Special Run - 06/11/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136361			\$731.87

**Potter County Fiscal Summary – 06/18/2021**

<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 Checks	9033907-9034034			\$105,688.37
10	Payroll-Direct Deposit	136362-136447	133350; 134122; 134955; 135376	\$677.42	\$159,989.78
10	General Fund – Accounts Payable	906182172- 906182176			\$148,344.49
11	LEPC – Local Emergency Planning	2825-2827			\$184.28
15	North Fork Dam	136448-136449			\$97.00
16	911 Fund	3208-3213			\$5,192.92
17	Saulter Preserve	136450			\$31.40
18	Automation Fund (Civil)	136451-136452			\$8,216.93
21	Juvenile Restitution	136453			\$4,000.00
25	Automation Fund (Criminal)	136454			\$7,112.58
28	Domestic Relations IV-D	1034			\$137.50
34	V.O.J.O.	136455-136456			\$194.71
35	Victim Services/RASA	136457-136458			\$1,168.21
37	Triple Divide Water Monitoring	136459			\$140.75
38	Divorce Find	136460-136461			\$173.60

Prepared by Danielle Gietler