

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

August 12, 2021

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – July 29, 2021

OLD BUSINESS

NEW BUSINESS

Resolution 4 of 2021 – Readopt Integrity policy and MBE/WBE Plan

Resolution 5 of 2021 – Appointment of 504 Compliance Officer & Establish a Grievance Policy

Resolution 6 of 2021 – Apply for CDBG Funds FFY 21

Resolution 7 of 2021 – Fair Housing Resolution

Adoption of Financial Plan (CDBG)

Adoption of Conduct Policy (CDBG)

Adoption of Procurement Policy (CDBG)

Approval of the CDBG FFY 2021 Project Recommendation

Consideration for Re-appointment to the Potter County Human Services Advisory Board – Re-appoint Sherry Harmon to the Potter County Services Advisory Board for a term of three years, effective July 2021 thru July 2024.

Resignation from the Potter County Human Services Advisory Board –Susan Valentine wished to not remain on the Potter County Human Services Advisory Board effective July 31, 2021.

Sale of Repository Properties

CONTRACTS AND AGREEMENTS

Professional Service Agreement – SEDA-COG for CDBG FFY 2020

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

■Aging (07/01/2021 – 06/30/2022)

Potter County Education Council  
Seniors2Seniors Program Coordinator

(Part-time position)

\$7,500.00  
Block Grant Funding  
\$35,000.00  
In PA LINK CARES  
Act Grant

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

Gail Allen, Independent Contractor  
Contract Escort Mental Health Transport  
Round trip, portal to portal 0-4 hrs.

New Contract

\$ 70.00

Round trip, portal to portal 4-8 hrs. \$120.00  
 Round trip, portal to portal 8 plus hrs. \$240.00

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

CenClear

Maintaining Strengths Program \$21.53/unit

**TRAINING REQUESTS**

*Pauline Kleintop; Michele Gledhill & Kathy Wagner – Auditors – Auditors Convention, State College, Pa. Requests, Hotel Registration, Mileage, Meals & Parking.*

**PERSONNEL**

*Retire – Larry Goodwin; Potter County Sheriff Deputy – has resigned effective August 20, 2021.*

*Hire – Sheriff Glenn Drake II, has hired Sandra Hoffman as a full-time Sheriff’s Secretary/Clerk effective August 10, 2021.*

*New Hire – Jim Kockler has hired David Shalkowski as a part-time Custodian Worker I, effective August 16, 2021.*

**CHIEF CLERK REPORT**

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

- Hebron Township \$2,579.15

**COMMISSIONERS’ REPORTS**

**BILLS**

**Potter County Human Services Fiscal Summary (08/12/2021)**

PAYROLL AUTOMATIC DEPOSITS	\$46,257.67
PAYROLL TAX TRANSFERS (EFTPS)	\$15,789.20
STATE TAX WITHHOLDINGS (ETIDES)	\$2,091.86
ACCOUNTS PAYABLE CHECKS – Check #70612 (8/12/)	\$2,652.44
ACCOUNTS PAYABLE CHECKS – Check #70613-75705 (8/12)	\$100,421.56
<b>Total Checks Written</b>	<b>\$167,212.73</b>

**UPDATED Potter County Fiscal Summary – 07/30/2021**

<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-Direct Deposit	9034232-9034362			\$110,172.46
10	General Fund – Accounts Payable	136691-136776; 136790-136792	135471; 136660	-\$119.99	\$73,780.36
10	General Funds – A/P Manual Checks	907302189- 907302193			\$155,602.74
11	LEPC – Local Emergency Planning	2837-2838			\$77.70
14	Liquid Fuels	1586			\$845.51
15	North Fork Dam	136777-136779			\$194.56
16	911 Fund	3228-3232			\$6,683.89
17	Saulter Preserve	136780-136781			\$58.55

22	Farmland Preserv. & Rollback	136782			\$20.89
28	Domestic Relations IV-D	1035			\$29,009.00
32	Specialty Courts	136783			\$1,776.00
34	V.O.J.O.	136784			\$180.00
35	Victim Services/RASA	136785			\$1,102.00
38	Divorce Fund	136786			\$503.50
56	Covid Local Fiscal Rec	136787			\$7,016.59
62	CDBG Entitlement	136788-136789; 136804			\$9,045.89

**Potter County Fiscal Summary – First of the Month - 08/01/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136793-136803			\$110,175.36
10	General Fund – A/P Manual Checks	999157			\$35.00
16	911 Fund	3233-3234			\$421.15

**Potter County Fiscal Summary – Special Run - 08/03/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
62	CDBG Entitlement	136805			\$6,705.00

**Potter County Fiscal Summary – Special Run - 08/04/2021**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	General Fund – Accounts Payable	136806			\$2,500.00
62	CDBG Entitlement	136807			\$993.09
64	Gas Well Impact-Capital Reserve	136808			\$6,165.00

**Potter County Fiscal Summary – 08/13/2021**

<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-Direct Deposit	9034363-9034461			\$91,161.24

10	General Fund – Accounts Payable	136809-136899	126649; 136276; 136473; 136571; 136579; 136747	\$1,005.75	\$223,775.86
10	General Funds – A/P Manual Checks	908132194- 908132198			\$128,841.21
11	LEPC – Local Emergency Planning	2839-2843			\$1,599.93
14	Liquid Fuels	1587			\$2,900.81
16	911 Fund	3235-3237			\$910.80
18	Automation Fund (Civil)	136900			\$1,104.34
32	Specialty Courts	136901-136902			\$5,363.80
34	V.O.J.O.	136903			\$227.46
35	Victim Services/RASA	136904			\$1,366.45
37	Triple Divide Water Monitoring	136905			\$156.48
38	Divorce Fund	136906			\$15.50
55	Phare Grant	136907			\$18,750.00
56	COVID Local Fiscal Recovery	136908-136909			\$18,873.86
60	Hotel Excise Tax Fund	136910-136911			\$68,878.94
64	Gas Well Impact- Capital Reserve	136912			\$1,000.00

**NEXT MEETING:** August 25, 2021 @ 6:00 p.m.

**ADJOURNMENT**

Prepared by Danielle Gietler