

*~Agenda~*

**POTTER COUNTY COMMISSIONERS MEETING**

**November 16, 2023**

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

**CALL TO ORDER**

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT ON AGENDA ITEMS**

**MINUTES** – November 2, 2023

**GUEST**

Will Hunt – GIS/Planning & Comm. Dev. Director

**NEW BUSINESS**

*Proclamation GIS Day*

*CDBG Budget Revision Certification for FFY 2020C*

*Reduction of Fair Market Value price of the old OV senior center and engaging a realtor for its sale*

*Request for appointment:* Thomas Patterson (PCHS Director) requests that Brian Abel (Probation) be appointed to the ATOD Advisory Board. Term Effective January 2024 – January 2027.

*Request for appointment:* Thomas Patterson (PCHS Director) requests that Michele Mather (PCHS aging) be appointed to the ATOD Advisory Board. Term Effective January 2024 – January 2027.

**CONTRACTS AND AGREEMENTS**

*Inspection Agreement* – Davis Ulmer Fire Protection. for fire alarm monitoring at the Potter County Gunzburger Annex. Term of January 1, 2024, to December 31, 2024, at an annual fee of \$1,665.00.

*Inspection Agreement* – Davis Ulmer Fire Protection. for fire alarm monitoring at the Potter County Maple View Bldg. Term of January 1, 2024, to December 31, 2024, at an annual fee of \$370.00.

*Inspection Agreement* – Davis Ulmer Fire Protection. for fire alarm monitoring at Potter County 911. Term of January 1, 2024, to December 31, 2024, at an annual fee of \$370.00.

*Inspection Agreement* – Davis Ulmer Fire Protection. for fire alarm monitoring at the Potter County Courthouse. Term of January 1, 2024, to December 31, 2024, at an annual fee of \$775.00.

*Inspection Agreement* – Davis Ulmer Fire Protection. for fire alarm monitoring at the Potter County Modular Trailer. Term of January 1, 2024, to December 31, 2024, at an annual fee of \$400.00.

*Contract Quote* - Databranch, for Server and DB Service at cost of \$2,624.00.

*Maintenance Agreement* – Marco for maintenance on the plotter in the Planning Department at a monthly fee of \$59.62. Term of November 1, 2023, to October 31, 2024.

*Lease Agreement* – Marco for lease on the plotter in the Planning Department at a monthly fee of \$244.89. Term of November 1, 2023, to October 31, 2028.

*Agreement Renewal* – Marco Inc. for maintenance service of the copier in the Potter County Jail, \$342.00 per year, effective Nov. 6, 2023 to Nov. 5, 2024.

*Agreement Renewal* – Marco, Inc. for maintenance service of the copier in the Potter County Domestic Relations, \$342.00 per year, effective Nov. 6, 2023 to Nov. 5, 2024.

**PCHS AGREEMENTS**

**22/23**

**23/24**

■ **Children & Youth (07/01/23 – 06/30/24)**

*Galeton Area School District*

IMC Caseworker in the School

School Based Caseworker

\$6,000.00

\$10,000.00

**TRAINING REQUESTS**

*Thomas Patterson; PCHS Director* – to attend Area Agency on Aging Administrator; November 9, 2023, in Harrisburg, PA. Requests mileage; meals and lodging.

*Keegan Abbott; Kelly Ahearn; Nicole Campbell; Sharon Prentice & Mary Freeman with PCHS Aging* – to attend a virtual on Alzheimer’s Disease & Dementia Care Seminar; December 4, 2023. Requests registration.

**PERSONNEL**

*Resignation* – Darlene Johnson, Van Driver with PCHS is resigning her position effective November 16, 2023.

*Resignation* – Carol Brown, Sr. Center Operator I with PCHS is resigning her position effective November 17, 2023.

*Resignation* – Sherri Lamer, Secretary with the PC Jail is resigning her position effective January 2, 2024.

*Resignation* – Chris Koech, County Case Worker with PCHS is resigning his position effective March 8, 2024.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2023 Liquid Fuel Tax Funds from Wharton Township, \$719.22.

**COMMISSIONERS’ REPORTS**

**BILLS**

**Potter County Fiscal Summary – 11/03/2023**

<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	5008			\$373.04
10	Payroll Checks – Direct Deposit	8960-9048			\$92,492.65
10	General Fund – Accounts Payable	143297-143374			\$230,069.70
10	General Fund – A/P Manual Checks	136			\$131,464.01
11	LEPC – Local Emergency Planning	3042-3043			127.92

14	Liquid Fuels	1785-1786			\$4,426.15
16	911 Fund	3629-3634			\$2,960.13
32	Specialty Courts	143299			\$55.99
34	V.O.J.O	143315; 14333			\$233.49
35	Victim Services/RASA	143315; 14333			\$1,133.50
55	Phare Grant	143340			\$18,750.00
62	CDBG Entitlement	143342			\$620.00

**Potter County Tax Claim Bureau Fiscal Summary (11/16/2023)**

ACCOUNTS PAYABLE CHECKS – Check #17363-17396	\$45,937.05
<b>Total Checks Written</b>	<b>\$45,937.05</b>

**Potter County Human Services Fiscal Summary (11/17/2023)**

PAYROLL CHECKS (Check #1)	\$164.82
PAYROLL AUTOMATIC DEPOSITS	\$43,278.49
PAYROLL TAX TRANSFERS (EFTPS)	\$12,537.07
STATE TAX WITHHOLDINGS (ETIDES)	\$1,859.80
PAUC	\$42.55
Local W/H	\$605.85
ACCOUNTS PAYABLE CHECKS – Check #76901-76977	\$135,356.71
<b>Total Checks Written</b>	<b>\$194,007.82</b>

**PUBLIC COMMENT:**

**NEXT MEETING:** Thursday, November 30, 2023 @ 11 a.m.

**ADJOURNMENT**

Prepared by Danielle Gietler