

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

December 16, 2021

(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 – December 2, 2021

OLD BUSINESS

GUEST(S)

NEW BUSINESS

Approve the 2022 Commissioner Town-Hall Meeting Schedule

Resolution 12 of 2021 - CDBG Agent Resolution with SEDA-COG

Approval of 2022 duly enrolled members of the Potter County Emergency Management Program

Authorization of County Property for the Creation and Use of a Potter County Community Garden

CONTRACTS AND AGREEMENTS

Potter County 911 Coordinator Agreement/Director of Emergency Services Appointment

VA Contract Modification

Maintenance Agreement – KOS Inc. for maintenance services on the copier in the Potter County Veterans Affairs office at a rate of \$285.00 per year. Term of Dec. 1, 2021 to Dec. 1, 2022.

Maintenance Agreement – KOS Inc. for maintenance services on the copier in the Register & Records office at a rate of \$342.00 per year. Term of Dec. 12, 2021 to Dec. 12, 2022.

Maintenance Agreement – KOS Inc. for maintenance services on the copier in the Galeton District Justice office at a rate of \$285.00 per year. Term of Dec. 11, 2021 to Dec. 11, 2022.

Onsolve LLC Contract - annual contract for CodeRED Program through EMA, Term January 1, 2022 to December 31, 2022 at a cost of \$4,361.18. An increase of \$266.18 from 2021.

Professional Services Contract – Priscilla Watson for Archival Preservation/Records Management in the Register and Records Office effective retro November 1, 2021 – ongoing.

Maintenance Contract Renewal – Potter County Human Services for utilization of county maintenance services for building, grounds and snow removal and contract through 3D Facilities for HVAC services, monthly cost of \$3,035.00. Term of January 1, 2022 to December 31, 2022.

PCHS CONTRACTS AND AGREEMENTS

20/21

21/22

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

Family Links, Inc.

Supports Coordination

\$23.62/unit

No Change

■Drug & Alcohol (07/01/2021 – 06/30/2022)

Sage Action Consulting

Prevention Needs Assessment Consulting New Contract
 Evaluation Services \$14,600
 Other Prevention Services \$ 7,200

PCHS CONTRACTS AND AGREEMENTS **20/21** **21/22**

■ **Mental Health (12/01/2021 – 06/30/2022)**

Homeless Shelter

To assist individuals and families to obtain permanent housing

New Contract \$1,500./mo.

TRAINING REQUESTS

PERSONNEL

Termination (Retro) – Board of Inspectors for the Potter County Jail have terminated Andrew Fry as part-time Corrections Officer at the Potter County Jail, effective November 24, 2021.

Hire (Retro) – GIS/Planning Director Will Hunt has hired Peter DiBiase as full-time Secretary/Clerk effective December 8, 2021.

Promotion (retro) – Domestic Relations Director Andrea Lehman has requested that Sunday Gledhill as full-time Case II Manager be moved to a full-time Case III Manager, Effective December 9, 2021.

Termination (Retro) – Sheriff Glenn Drake II has terminated Amy Brown as part-time Courthouse Security Guard, effective December 14, 2021.

CHIEF CLERK REPORT

COMMISSIONERS' REPORTS

BILLS

Potter County Human Services Fiscal Summary (12/15/2021)

PAYROLL AUTOMATIC DEPOSITS	\$43,492.75
PAYROLL TAX TRANSFERS (EFTPS)	\$14,220.42
STATE TAX WITHHOLDINGS (ETIDES)	\$1,928.65
PAUC	\$37.78
Local W/H	\$628.26
Paytime P/R Charge	\$160.75
ACCOUNTS PAYABLE CHECKS – Check #71528-71530 (12/07/2021)	\$3,785.53
ACCOUNTS PAYABLE CHECKS – Check #71531-71616 (12/16/2021)	\$110,865.06
Total Checks Written	\$175,119.20

Potter County Fiscal Summary – 12/03/2021

<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	2801-2900			\$97,155.85
10	General Fund – Accounts Payable	137859-137942; 137951-137952	137928	\$1,709.73	\$599,483.18
10	General Funds – A/P Manual Checks	912032122			\$138,098.23
11	LEPC – Local Emergency Planning	2860-2861			\$221.69
14	Liquid Fuels	1595-1597			\$4,958.44
16	911 Fund	3281-3285			\$141,587.09

32	Specialty Courts	137943			\$656.90
34	V.O.J.O.	137944-137945			\$235.41
35	Victim Services/RASA	137946-137947			\$1,414.15
38	Divorce Fund	137948			\$2,307.00
60	Hotel Excise Tax Fund	137949-137950			\$78,039.80

PUBLIC COMMENT:

NEXT MEETING: December 30, 2021

ADJOURNMENT

Prepared by Danielle Gietler