***~ Agenda ~***

**POTTER COUNTY COMMISSIONERS MEETING**

**November 3, 2011**

# CALL TO ORDER

# MOMENT OF SILENCE

# PLEDGE OF ALLEGIANCE

# ROLL CALL

# PUBLIC COMMENT

# MINUTES – October 20, 2011

# NEW BUSINESS

*Opening of Sealed Bids* – PCHS new mini-van

*Purchase* of a 2011 Ford Crown Vic Police Interceptor for the Probation Department through the Governments Cooperative Purchasing Program (Day Ford, Inc., Monroeville, PA).

2012 Potter County Employee’s Holiday Schedule

**CONTRACTS AND AGREEMENTS**

*Xerox* – Service Agreement for Phaser 8500 printer (Executive Secretary’s) $219.00 for one year

**POTTER COUNTY HUMAN SERVICES CONTRACTS AND AGREEMENTS**

**DRUG AND ALCOHOL 10/11 11/12**

**Alcohol and Drug Abuse Services**

Amendment of Out Patient Services

For Emporium Office N/A $66/hr.

7/1/11 to 6/30/12

# TRAINING REQUESTS

*Jim Kockler, PCHS, MH/MR PAAP Fall Conference,* State College, PA, November 17 - 18, 2011; requesting registration, meals and mileage

*Glenn Dunn, PC DES, PEMA Quarterly Training,* Harrisburg, PA, November 17 - 18, 2011; requesting meals and mileage

*Lucinda Greene, PC DES, PEMA Quarterly Training,* Harrisburg, PA, November 17 - 18, 2011; requesting meals and mileage

*Dean Predmore, PC DES, PEMA Quarterly Training,* Harrisburg, PA, November 17 - 18, 2011; requesting meals and mileage

**PERSONNEL**

*Resignation* – William Powers, Courthouse Security Guard effective October 17, 2011.

*Hiring* – Treasurer, Krista Miller hired Celia Valenti for the part-time Treasurer’s Office Secretary/Clerk II position at a rate per the union contract effective October 31, 2011.

*Hiring* – James Kockler, PCHS recommends the hiring of William Miller, Jr. as part-time Custodial Worker 1 for 25 hours per week at the rate of $9.00 per hour effective November 7, 2011.

*Hiring* – Recommendation from Tax Claim Director, Deanna Johnston, to hire Karen Karr for the part-time Tax Claim Secretary/Clerk at a rate set forth in the union contract.

**CHIEF CLERK REPORT**

None

# ANY OTHER BUSINESS TO COME BEFORE THE BOARD

# COMMISSIONERS’ REPORTS

# BILLS

## Potter County Human Services Fiscal Summary

|  |  |
| --- | --- |
| PAYROLL CHECKS - Check #'s 116-129 | 5,536.97 |
| PAYROLL AUTOMATIC DEPOSITS | 45,536.78 |
| PAYROLL CHRISTMAS CLUB DEPOSITS | 1,805.00 |
| PAYROLL TAX TRANSFERS(EFTPS) | 17,507.13 |
| STATE TAX WITHHOLDINGS (ETIDES) | 2,328.27 |
| PASCDU |  |
| ACCOUNTS PAYABLE CHECKS – Check #39820-39822 10/21 | 56,440.27 |
| ACCOUNTS PAYABLE CHECKS – Check #39823-39940 11/04 | 110,061.96 |
| Benefits transfer ( ) |  |
| **Total Checks Written** | 239,216.38 |

**Potter County Courthouse Fiscal Summary – Special Run 10/28/11**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Fund #* | ***Fund Description*** | *Check #'s* | *Voided Check #'s* | *Voided Check Amt* | ***Total*** |
| 10 | General Fund | 103559 |  |  | 55.00 |

**Potter County Courthouse Fiscal Summary – First of the Month 11/01/11**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Fund #* | ***Fund Description*** | *Check #'s* | *Voided Check #'s* | *Voided Check Amt* | ***Total*** |
| 10 | General Fund – Accounts Payable | 103547-103557 |  |  | 44,701.62 |
| 10 | General Fund – Accounts Payable – Manual Checks | 999040 |  |  | 40.00 |
| 12 | 911 Wired | 3817 |  |  | 319.00 |
| 16 | 911 Wireless | 1738 |  |  | 298.00 |
| 35 | RASA | 103558 |  |  | 400.00 |

**Potter County Courthouse Fiscal Summary – 11/3/11**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Fund #* | ***Fund Description*** | *Check #'s* | *Voided Check #'s* | *Voided Check Amt* | ***Total*** |
| 10 | General Fund - Payroll-Checks | 82378-82388 |  |  | 7,541.15 |
| 10 | General Fund - Payroll-Direct Deposit | 9008087-9008180 |  |  | 73,359.38 |
| 10 | General Fund - Accounts Payable | 103580-103680 | 103560-103579 | 35,546.89 | 93,878.23 |
| 10 | General Fund – manual checks Accounts Payable | 911041127-911041131 |  |  | 111,880.15 |
| 11 | Local Emergency Planning (LEPC) | 1825-1828 |  |  | 450.64 |
| 12 | 911 Wired | 3818-3824 |  |  | 3,150.15 |
| 14 | Liquid Fuels | 1202 |  |  | 6,559.68 |
| 16 | 911 Wireless | 1739-1744 |  |  | 16,058.76 |
| 19 | Safe Neighborhood | 019110211 |  |  | 1.83 |
| 34 | V.O.J.O. | 103681 |  |  | 758.21 |
| 35 | Victim Services/RASA | 103682 |  |  | 1,762.97 |
| 36 | Citizens Corps | 103683 |  |  | 32.58 |
| 37 | West Nile Virus | 037110211 |  |  | 45.57 |
| 38 | Divorce Fund | 103684 |  |  | 19,007.33 |
| 56 | Potter County HPRP Fund | 103685 |  |  | 8,064.00 |

**Next Meeting**: November 17, 2011

**ADJOURNMENT**

Prepared by Cheri Potter