

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
December 9, 2014**

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Bonnie Summers
Abby Flockerzi, Administrative Assistant
Diona Brick, Fiscal
Bill Kresinski, MIS
Rich Mihalic, Park
Tom Sherman, EMA
Albert “Chip” Abramovic, Public
Sheila Boughner, News Media

Commissioner Vince Witherup
Denise Jones, Chief Clerk/County Administrator
Rich Winkler, Solicitor
Luann Hartman, Human Services
Geraldine McGuinness, Voter Registration
Deborah Sharpe, Treasurer
Jill Stephens, Human Resources
Curt Anderson, Public

The Election Board, Retirement Board and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:08 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval of Reappointment of Bob Cross, Jayne Romero and Vanessa Rockovich to the Affordable Housing Board under Human Services; addition of Ratification of Campbell Durrant Beatty Palombo and Miller, P.C. 2015 – 2016 Fee Agreement under Human Resources; removal of Approval of Ordinance 2014-04 – Municipal Solid Waste Management Plan 2014 and Approval of Resolution 2014-11 – Adopting the Venango County 2014 Municipal Solid Waste Management Plan under Planning.

Commissioner Witherup made a motion to approve the above amendments, seconded by Commissioner Summers, aye all.

APPROVAL OF MINUTES:

Commissioner Summers made a motion to approve the minutes from the November 18, 2014 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

The following item was presented for approval by Mr. Sherman:

Approval of Contract with Bucks County Community College – This contract is for the Bronze Membership with the Bucks County Community College. The cost is \$1,000.00 and includes one (1) Hazmat Awareness Certification Test (minimum of 15 candidates; maximum 24 candidates) per program and maximum of two-hundred (200) hours of onsite non-certification training courses held at hosting organization’s facility, per calendar year. Mr. Sherman states that this will be used for Hazardous Materials, Incident Command and other training as it relates to Venango County needs assessment. The money to pay for this is from the HazMat budget.

Commissioner Witherup made a motion to approve the above contract, seconded by Commissioner Summers, aye all.

HUMAN SERVICES:

The following items were presented for approval by Ms. Hartman:

NEW CONTRACTS 2014-2015

Item 1: Helpmates Inc. (AAA)

Synopsis: Request Commissioner approval to enter into a contract with Helpmates Inc. in fiscal year 2014-15 for the purpose of providing home support (\$17.36 /hour) and personal care (\$19.48 /hour) to older individuals, as authorized by the County. There is no match required from the County.

Item 2: Virginia Sharp (AAA)

Synopsis: Request Commissioner approval to enter into a contract with Virginia Sharp in fiscal year 2014-15 for the purpose of providing legal assistance, counseling and representation to older persons to understand, secure, protect or expand their legal rights as authorized by the County. The provider will be reimbursed \$125 per hour. A Provider requests a waiver in the amount of general liability insurance required to \$1,000,000. There is no match associated with the contract.

Item 3: Advanced Edge Landscaping (AAA)

Synopsis: Request Commissioner approval to enter into a contract with Advanced Edge Landscaping in fiscal year 2014-15 for the purpose of providing snow removal at the Scrubgrass Senior Center at a

flat fee of \$65 per snow removal and \$15 per salt application. There is no match required from the County.

ADDENDUMS TO EXISTING CONTRACTS 2014-2015

Item 1: Tracy Jo’s Personal Care Home (AAA)

Synopsis: Request Commissioner approval to amend the contract with Tracy Jo’s Personal Care Home for fiscal year 2014-15 to include Community Habilitation at the rate of \$3.14 per 15 minute unit of service to base funded ID consumers, as authorized by the County. The required match will come from the existing match allocation.

OTHER ITEMS:

Item 1: Christmas Food Voucher Program

Request Commissioner approval to accept the bids from Franklin Save A Lot (\$31.62 per voucher) and Oil City Giant Eagle (\$28.26 per voucher) for the Christmas Food Voucher Program held December 2, 2014. Funding for this program is through the State Food Purchase Program.

Item 2: Approval of Appointment to Area Agency on Aging Advisory Council (AAA)

Request Commissioner approval of the appointment of Ann Lowrey to the Venango County Area Agency on Aging Advisory Council to a fill a second three-year term.

Item 3: Approval of First Time Home Buyer Application (Housing)

Request Commissioner approval to provide down payment assistance to first time home buyer Ami D. Armstrong in the amount of \$4,000.00.

Item 4: Approval of Reappointments to Affordable Housing Board (Housing)

Request Commissioner approval to reappoint Bob Cross, Vanessa Rockovich and Jayne Romero to the Affordable Housing Board.

Commissioner Summers made a motion to approve the above items, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Ms. Brick:

Warrant	HS112114	154,074.35	Human Services Expenditures
Warrant	112114	368,189.98	Non-Human Services Expenditures
Warrant	EL111914	26,036.45	Non-Human Services Expenditures
Warrant	HS112614	263,625.69	Human Services Expenditures
Warrant	112614	659,410.93	Non-Human Services Expenditures

Warrant	HS120514	95,641.82	Human Services Expenditures
Warrant	110714	148,258.74	Non-Human Services Expenditures
Warrant	120514	251,903.97	Non-Human Services Expenditures
Warrant	HS120414	18,900.00	Human Services Expenditures
Total		\$ 1,837,783.19	

Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Summers, aye all.

The following items were presented for approval by Ms. Brick:

Approval of 2015 Budget – Ms. Brick presented the 2015 Budget which includes the millage rate remaining at 6 mills for 2015. Total revenue for the 2015 budget is \$53,076,176 and total expenses are \$55,995,324. Revenue and expenses do not equal due to the fact that the General Fund and the Human Services Fund have two different fiscal years, but the General Fund is required to be adopted with a balanced budget on or before December 31 annually. Minimal changes from the November meeting include: several changes to the General Fund and one (1) to the Operating Reserve. The Grant Revenue for the Juvenile Court Judge’s Commission decreased by \$5,000.00 based on notification from the State. Health Insurance notification is that the County anticipates it will be less than a 12% increase where a 12% increase had been budgeted. There was a \$2,000.00 change to supplies based on actual verses budgeted. The final change was a capital spending change where money was added for painting soffit and fascia on the Courthouse.

Commissioner Summers thanked Ms. Brick for her hard work.

Commissioner Witherup thanked all department heads for their diligence during the entire budget process.

Commissioner Summers made a motion to approve the 2015 budget, seconded by Commissioner Witherup, aye all.

Approval of Tax Base Certification – The Commissioners are required to certify the Tax Base on or before December 31. The total taxable amount is \$1,997,615,670. The County-wide total including the exempt is \$2,420,870,550.

Commissioner Witherup made a motion to approve the above Tax Base Certification, seconded by Commissioner Summers, aye all.

Approval of Transportation Audit Engagement Letter – This engagement letter is with Maher Duessel. PennDOT requires certain schedules to be performed on the fiscal year so this would be for the June 30, 2014 and June 30, 2015 fiscal year. The fee for the 2014 year is \$9,300.00 and \$9,500.00 for the 2015 year.

Commissioner Summers made a motion to approve the above request, seconded by Commissioner Witherup, aye all.

FISCAL AGENT FOR WIA:

The following items were presented for approval by Ms. Brick:

Approval of engagement Letter for 990 Preparations – These are the 990’s for the Partners For Performance entity. They are on an hourly basis and are from BKD, LLP out of Erie, Pennsylvania.

Commissioner Withrup made a motion to approve the above item, seconded by Commissioner Summers, aye all.

Ratification of MIIA Grant – This is the Make It In America Grant and is with the Central Pennsylvania Workforce Development Corporation.

Commissioner Summers made a motion to approve the above ratification, seconded by Commissioner Witherup, aye all.

Approval of Warren CareerLink® Lease Extension – This is the second lease extension for this facility. The original lease term was for January 2013 through December 2013. This extension is for January 2015 through July 2015 at a cost of \$10.00 per square foot.

Commissioner Summers made a motion to approve the above lease extension, pending Solicitor changes, seconded by Commissioner Witherup, aye all.

Untable Approval of Erie CareerLink® Memorandum of Understanding – This item had been tabled during the November 18, 2014 Commissioner Board Meeting.

Commissioner Summers made a motion to approve the placing the above item back on the table, seconded by Commissioner Witherup, aye all.

Approval of Erie CareerLink® Memorandum of Understanding – The change to the MOU now reflects that the parties are the Northwest Workforce Investment Area and the Job Core Horizons Youth Services. The County of Venango now signs as the fiscal agent for the Northwest Workforce Investment Area.

Commissioner Witherup made a motion to approve the above Memorandum of Understanding, seconded by Commissioner Summers, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Ms. Stephens:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROMOTION – In Department #531 (Human Service Clerical Unit) of **Jaime Renwick**, from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 11/19/14; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / JOB TITLE CHANGE – In Department #305 (Prison) of **Shelly Thomas**, from Corrections Monitor, AFSCME position, Probationary Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11, to Corrections Officer, AFSCME position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 11/25/14; Special Conditions:** Filling existing vacancy; action ratified at the December Prison Board meeting.

RATE ADJUSTMENT – In Department #110 (Commissioners’) of **Abby Flockerzi**, Administrative Assistant II, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$13.4856/hr.) **to** Non-Union Hourly Pay Grade 5 (\$14.1599/hr.), **effective 11/23/14; Special Conditions:** Salary increase for additional duties related to Voters’ Registration; of **Geraldine McGuinness**, Voter Registration Coordinator, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$13.7522/hr.) **to** Non-Union Hourly Pay Grade 5 (\$14.4398/hr.), **effective 11/23/14; Special Conditions:** Salary increase for additional duties in the Commissioners’ office. In Department #180 (Treasurer’s Office) of **Bonnie Smith**, Second Deputy Treasurer, Full-Time, 70 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$11.3002/hr.) **to** Non-Union Hourly Pay Grade 5 (\$11.8652/hr.), **effective 12/15/14; Special Conditions:** Increase in salary for additional duties; of **Donald Ward**, First Deputy Treasurer, Full-Time, 70 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$13.2191/hr.) **to** Non-Union Hourly Pay Grade 5 (\$13.8801/hr.), **effective 12/15/14; Special Conditions:** Increase in salary for additional duties.

END OF PROBATION – In Department #125 (Public Defender) of **Charles Terwilliger**, Assistant Public Defender, Full-Time Exempt, **effective 04/28/14**. In Department #305 (Prison) of **Lori Birch**, Correctional Nurse, Full-Time, 80 hours/pay, **effective 12/02/14;** of **Blake Moore**, Corrections Officer, AFSCME Position, **from** Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **to** Regular Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/01/14**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #510 (Area Agency on Aging) of **Rodger Lore**, Vehicle Driver, **effective 12/31/14**. In Department #530 (PICs Unit) of **Nancy VanTassell**, Caseworker III, **effective 12/31/14**.

SEPARATION OF EMPLOYMENT – In Department #325 (911 Center) of **Charles Hoobler**, Telecommunicator I, **effective 11/18/14**.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROMOTION – In Department #160 (Maintenance) of **Danny Norris**, **from** Maintenance Worker II (Shared), SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 **to** Maintenance Worker III (Shared), SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 12/08/14; Special Conditions:** Filling newly created position ratified at the December Salary Board meeting.

RECLASSIFICATION – In Department #135 (Fiscal) of **Diona Brick**, **from** Administrator of Finance and Management Services, Full-Time Exempt, Exempt Pay Grade 7, **to** Director of Finance, Management and Fiscal Agent Services, Full-Time Exempt, Exempt Pay Grade 8, **effective 01/01/15;**

Special Conditions: Approved increase for 2015 has been applied to salary due to effective date. No rate increase was due to the reclassification.

Commissioner Witherup made a motion to approve the above items, seconded by Commissioner Summers, aye all.

ROW OFFICES
Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

OUT OF CLASS COMPENSATION – In Department #205 (Courts) of **Barbara VanEpps**, Administrative Assistant II, Full-Time, 75 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$12.8030/hr.) **to** Non-Union Hourly Pay Grade 5 (\$14.93/hr.), **effective 12/15/14; Special Conditions:** Salary increase for up to three months to cover employee leave of absence.

INCREASE IN HOURS – In Department #210 (Domestic Relations) of **Michael Tanner**, Compliance Officer, **from** Part-Time, 48 hours/pay, **to** Part-Time, 59 hours/pay, **effective 01/01/15.**

JOB TITLE CHANGE – In Department #310 (Court Supervision Services) of **Katie Haun**, **from** Community Based Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 **to** Aftercare Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 11/23/14; Special Conditions:** Filling existing vacancy.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION – In Department #210 (Domestic Relations) of **Kelly Holden**, **from** Caseworker (DRO), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4, **to** Enforcement Officer II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 12/15/14; Special Conditions:** Filling newly created position ratified at the December Salary Board meeting; of **Jessica Hoobler**, **from** Caseworker (DRO), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4, **to** Enforcement Officer II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 12/15/14; Special Conditions:** Filling newly created position ratified at the December Salary Board meeting.

INCREASE IN HOURS / CHANGE IN EMPLOYMENT STATUS – In Department #225 (DJ 3-1) of **Ashley McConnell**, District Judge Secretary, **from** Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 2 **to** Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2, **effective 12/01/14; Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

The following items were presented for approval by Ms. Stephens:

Approval of Managed Vision Care Contract Renewal – Vision Benefits of America – This is a one (1) year contract with Vision Benefits of America beginning January 1, 2015 and ending December 31, 2015. The monthly administrative fee is remaining at 10% of gross claims cost.

Commissioner Witherup made a motion to approve the above contract renewal, seconded by Commissioner Summers, aye all.

Approval of Contract Renewal with Delta Dental – This is a one (1) year contract with Delta Dental. The term of the contract is from January 1, 2015 to December 31, 2015. The administration fee remains the same at 14.2% of claims with a monthly deposit of \$7,800.00.

Commissioner Summers made a motion to approve the above contract renewal, seconded by Commissioner Witherup, aye all.

Ratification of Collective Bargaining Agreement between AFSCME Council 85 (Jail Guards) and Venango County Contract Effective 1/1/2015 – This contract calls for several changes including a wage increase of 2.75% for each of the next three years - 2015, 2016 and 2017.

Commissioner Witherup made a motion to approve the above ratification, seconded by Commissioner Summers, aye all.

Ratification of Campbell Durrant Beatty Palombo and Miller, P.C. 2015 – 2016 Fee Agreement – This fee agreement is for legal services provided by Campbell Durrant Beatty Palombo and Miller, P.C. during 2015 and 2016. These legal services include providing Venango County advice and representation relating to the administration of collective bargaining agreements, grievances and grievance arbitration, civil rights issues including issues arising under 42 U.S.C. § 1983, Title VII (prohibiting employment discrimination on the basis of race, color, creed, sex and national origin), the Age Discrimination in Employment Act, the American with Disabilities Act, the Pennsylvania Human Relations Act, the Family and Medical Leave Act, the Fair Labor Standards Act, pension issues as they relate to personnel management, civil service issues and related matters. The cost of this agreement is a \$25,000.00 retainer for 2015 and a \$27,500.00 retainer for 2016.

Commissioner Summers made a motion to approve the above ratification, seconded by Commissioner Witherup, aye all.

PLANNING COMMISSION:

There was no business to be conducted.

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the Park Activities Report:

The Fatherhood Initiative Winterfest is scheduled for January 24, 2015 with an alternate date of January 31.

A Learn-To-Ski is also scheduled for January 24 with another day scheduled for February 7.

Mr. Mihalic has viewed the drawings for the new horse camp at Lockwood and as soon as he gets copies made he will forward them to the Commissioners.

COUNTY ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Liquid Fuels Encumbrances and Awards for the Calendar Year 2015 – The Liquid Fuels encumbrance for 2015 included: Plum Township – Preliminary engineering on the Williams Road Bridge project. This project originated in 2014. Twenty-one (21) municipalities submitted Liquid Fuels applications for 2015 totaling \$554,645.41. The Liquid Fuels Awards for 2015 totaled \$294,355.00. (Please see attached for detailed information.)

Commissioner Witherup made a motion to approve the above encumbrance and awards, seconded by Commissioner Summers, aye all.

Approval of Lennon, Smith, Souleret 2015 Hourly Fee Schedule – This fee schedule is for the firm that provides engineering services for the County. The changes in the fee schedule from 2014 to 2015 range from \$2.00 to \$27.00 depending on the service provided. The service that increased in price by \$27.00 is for GPS and that is not a service the County uses.

Commissioner Witherup made a motion to approve the above fee schedule, seconded by Commissioner Summers, aye all.

The following item was presented for approval by Commissioners Brooks and Witherup:

Approval of Oil Region Alliance of Business, Industry and Tourism – Tourism Destination Marketing – The Oil Region Alliance of Business, Industry and Tourism provides tourism services through the Tourist Promotion Agency that is housed in and is a part of the ORA. As a part of the agreement to receive the Hotel Excise funding, their annual marketing project summary must be submitted to the County for review and approved by the Board of Commissioners.

Commissioner Summers made a motion to approve the above item, seconded by Commissioner Witherup, aye all.

The following items were presented for approval by Commissioner Brooks:

Approval of Court-Appointed PCCR Counsel for Calendar Year 2015: This is for Post-Conviction Collateral Relief Petitions. The cost is \$500 per case and shall be paid from the Public Defender's budget.

Matthew C. Parson, Esquire
Matthew T. Kirtland, Esquire

Approval of Court-Appointed Criminal Counsel for Calendar Year 2015: The cost is \$525 per case and shall be paid from the Public Defender's budget. In the event an appeal is filed with the Superior Court of Pennsylvania an addition stipend of \$250 per case shall be paid by the County of Venango upon proof of filing.

Pamela Logsdon Sibley, Esquire
Neil E. Rothschild, Esquire
Matthew C. Parson, Esquire
Matthew T. Kirtland

Approval of Court-Appointed Counsel / Mental Health Procedures Act for Calendar Year 2015: This is for representation of all defendants at UPMC Northwest, or at such other facility designated by UPMC for the care and treatment of person who are committed to their facility by petition under the Mental Health Procedures Act and at Warren State Hospital. The cost is \$9,500 and shall be paid from the Public Defender's budget.

Edward McIntyre, Esquire

Approval of Court-Appointed Counsel / Juvenile Master Court for Calendar Year 2015:

Elissa M Stuttler, Esquire – This appointment calls for Ms. Stuttler to preside over Juvenile Court as the Juvenile Court Master when scheduled. The cost is \$6,000 and shall be paid from the Court of Common Pleas' budget.

Edward J. McIntyre, Esquire - This appointment calls for Mr. McIntyre to provide legal representation before the Juvenile Court Master as an Assistant District Attorney. The cost is \$6,000 and shall be paid from the District Attorney's budget.

Virginia Garris Sharp, Esquire – This appointment calls for Ms. Sharp to provide legal representation as the Juvenile Court Attorney for all juveniles, except those that are determined to represent a conflict of interest, scheduled before the Juvenile Court Master. The cost is \$6,000 and shall be paid from the Public Defender's budget.

Approval of Court Appointed Juvenile Court Counsel / Parents: This is for legal representation to parents on days that are designated "Juvenile Court / CYS", in involuntary termination of parental rights proceedings initiated by Venango County Children, Youth and Families as scheduled by the Court, facilitations and at such other times as may be directed by the Court in 2015.

Neil E. Rothschild, Esquire – total stipend of \$26,500.00

Edward J. McIntyre, Esquire – total stipend of \$21,500.00

Approval of Court-Appointed Juvenile Court Counsel / Guardian AD Litem for Calendar Year 2015:

Virginia Garris Sharp, Esquire – Juvenile Court / JP – Is appointed to represented juveniles on days that are designated "Juvenile Court / JP". The cost is \$21,500 and shall be paid from the Public Defender's budget.

Virginia Garris Sharp, Esquire – Juvenile Court / CYS – Is appointed to represent juveniles on dates that are designated "Juvenile Court / CYS". The cost is \$36,500 and shall be paid from the Public Defender's budget.

Virginia Garris Sharp, Esquire – shall provide legal services for Emergency Hearings on hearing on 72-hour reviews on matters filed by Venango County Children, Youth and Families or Juvenile Probation, Court Supervision Services.

Commissioner Witherup made a motion to approve the above appointments, seconded by Commissioner Summers, aye all.

Approval of Jeffrey Schwab as Conservation District Director – The appointment of Mr. Schwab is to fill a vacancy on the board. This appointment will be for a two (2) year term and will begin on January 1, 2015 and end on December 31, 2016.

Commissioner Summers made a motion to approve the above appointment, seconded by Commissioner Witherup, aye all.

Approval of Proclamation – Proclaiming January as Dignity & Respect Month in Venango County – This proclamation recognizes January as Dignity & Respect month in Venango County by asking all to support and uphold the Campaign’s goals of acting intentionally and compassionately toward those in the community. Also, by combatting bullying and harassment based on race, ethnicity, religion, sexual orientation and culture.

Commissioner Witherup made a motion to approve the above proclamation, seconded by Commissioner Summers, aye all.

OTHER BUSINESS

On behalf of the Commissioner Board, Commissioner Brooks extended heartfelt condolences to Susie Coulter’s family. Susie was the Secretary / Treasurer of Sandycreek Township.

PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:33pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.