

Reviewed by: TKB  
CW  
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**COMMISSIONER BOARD MINUTES**  
**September 15, 2015**

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

Commissioner Timothy Brooks	Commissioner Vince Witherup
Commissioner Bonnie Summers	Denise Jones, Chief Clerk/County Administrator
Abby Flockerzi, Administrative Assistant	OC Bell, Airport
Diona Brick, Fiscal	James McCall, Prison
Gerry McGuinness, Voter Registration	Rich Mihalic, Park
Jayne Romero, Human Services	Deb Sharpe, Treasurer
Jillian Stephens, Human Resources	Deb Lutz, Public
Sheila Boughner, News Media	
Pastor Eric R. Reamer, Oil City Free Christian Church	

The 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 6:12 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following changes were made to the agenda: addition of the approval of the PennDOT DUI Reimbursement Contract under Row Offices; addition of Approval of Repeal of Electioneering Policy 13-04 under County Administration; removal of approval of Tyco SimplexGrinnell Sales and Installment Agreement for Fire Alarm Panel under Prison.

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

**APPROVAL OF MINUTES FROM THE AUGUST 11, 2015 MEETING:**

Commissioner Witherup made a motion to approve the minutes from the August 11, 2015 meeting, seconded by Commissioner Summers, 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:**

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

Approval of Copier Lease for the Prothonotary's Office with Hicks Office Equipment – This is a five (5) year copier lease agreement with Hicks Office Equipment. The cost of this agreement is \$134.30 per month.

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

Ratification of Resolution #2015-13 – Signature Authority for Venango County DUI Task Force Enforcement Project – Resolution #2015-13 gives the Chairperson or Vice Chairperson of the Board of Commissioners authority to sign Grant Application #ID-2016-VENANGO-00008 for the Venango County DUI Task Force Enforcement Project.

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

Ratification of DUI Reimbursement Contract – This reimbursement grant is for DUI enforcement activities through the District Attorney's office. The amount is \$15,000.00.

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

Ratification of Pass Through Contract Agreement between the County of Venango and Family Services and Children's Aid Society – This grant provides partial funding to enhance the community based response to violence against women through the collaborative effort of law enforcement, prosecutors, victim service providers and health care professionals. This is done by increasing victim sensitivity, technical knowledge, practical proficiency and up-to-date technology in a cost effective manner. This grant provides funding as a pass through to the Family Services and Children's Aid Society of Venango County and support to local law enforcement. The amount is \$125,000.00 and this grant covers the time period of January 1, 2016 through December 31, 2016.

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

**PRISION:**

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

Approval of Intergovernmental Data Sharing Agreement – This is a contract with the Pennsylvania Department of Labor and Industry for requests for information about job placement for the re-entry pilot program. The cost to the County is \$500.00 for the initial request and \$250.00 for each addition request. This program works in conjunction with Vo-Tech and then can show the person has been certified in a specific area in an effort to obtain employment. The State charges for the data to confirm the program is working correctly.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Hangar Lease with Pennsylvania State Police – This is an amendment to the original hangar Lease #92885 with the Pennsylvania State Police. This amendment extends the lease from May 1, 2016 through April 30, 2021. The base rent will be \$11.80 per square foot. The following options will be added to the lease: 1<sup>st</sup> term beginning May 1, 2021 and ending April 30, 2026 and 2<sup>nd</sup> term beginning May 1, 2026 and ending April 30, 2031. The base rent shall remain the same at \$11.80 per square foot.

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

**HUMAN SERVICES:**

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

**CONTINUATION CONTRACTS 2015-16**

**Item 1: Mustard Seed Mission** (HS)

**SYNOPSIS:** Request Commissioner approval to continue to contract with the Mustard Seed Mission in fiscal year 2015-2016 for the following: 1) The County agrees to provide grant funds in the amount of \$20,000 for general administrative costs to include but not limited to staff compensation, purchase of general liability insurance, mileage reimbursement, and the purchase of tools and non-consumable supplies. The County will reimburse the Provider for the cost of building materials and consumable supplies. 2) The Provider will also assist in the RIDE program with the use of volunteer drivers who will be reimbursed at the rate of \$.45 per mile for the use of privately owned vehicles. Required match will come from the existing match allocation.

**Item 2: Hand in Hand Christian Counseling**

**Synopsis:** Request Commissioner approval to continue to contract with Hand In Hand Christian Counseling for the period of July 1, 2015 through June 30, 2016 for the following: 1) to provide Anger Management services at the rate of \$160 per participant for 8 sessions as authorized by the County; 2) to operate a residential rehabilitation home for individuals with a serious mental illness and be compensated for actual expenses incurred to a maximum of \$173,500; 3) to provide transportation support for the RIDE program and be reimbursed for the actual payroll expenses of drivers and mileage reimbursement of \$.45 per mile when applicable; 4) to provide the Listen Program in the County Jail as authorized at the session rate of \$124.20. The match requirement will come from the existing match allocation.

**Item 3: The P.O.I.N.T.E** (MH)

**Synopsis:** Request Commissioner approval to continue to contract with The POINTE in fiscal year 2015-2016 for actual costs incurred for the operation of a drop in center and Warmline for individuals with a mental illness. The Provider will also be reimbursed for costs associated with the development and operation of a Café within the drop in center. The Provider will be reimbursed to the maximum of \$117,000. The match will come from the existing match allocation.

**EXTENSIONS TO EXISTING 2014-15 CONTRACTS**

**Item 1: United Community Independence Program**

**Synopsis:** Request Commissioner Approval to continue to contract with United Community Independence Program for the period of July 1, 2015 through June 30, 2016 for the following: 1) Home and Community Habilitation Level 2 (\$3.96 per 15 minute unit) and Home and Community Habilitation Level 3 (\$6.38 per 15 minute unit); 2) Community Habilitation Level 1 (\$3.14 per 15 minute unit); 3) Licensed Day Hab, Older Adult Daily Living Centers (\$2.27 per 15 minute unit); 4) Transportation (Zone 1 \$13.80 per trip, Zone 2 \$29.03 per trip); 5) Three individual Home Ineligible and Eligible (\$199.63 per day); 6) Companion Services (\$5.41 per 15 minute unit); and 6) Respite Based Out of Home (\$208.42 per day), as authorized by the County. The match requirement will come from the existing match allocation.

**OTHER ITEMS:**

**Item 1: Lease Agreement with the Regional Counseling Center** (MH)

Request Commissioner approval to enter into a lease agreement with the Regional Counseling Center for 3281 square foot of office space located within the County Base Service Unit Building, 806 Grandview Road, Oil City, PA 16301. The terms of the lease cover the period September 1, 2015 through September 1, 2021. The monthly rental will be \$2,050 plus prorated share of utilities.

**Item 2: Child to Family Connections rental agreement** (CSS)

Request Commissioner approval to continue to sublease approximately 192 square feet of office space and approximately 350 square feet of shared space located at 789 Bessemer Street, Meadville, PA 16335 from Child to Family Connections. The terms of the lease is July 1, 2015 through June 30, 2016 at the cost of \$180 per month including utilities.

**Item 3: Approval of Appointment to Human Service's Advisory Boards** (HS)

Request Commissioner approval to re-appoint Raymond Feroz to 3 year terms on the MHDS Advisory Board, the CYS Advisory Board, and the Substance Abuse Executive Commission effective June 1, 2015.

**Item 4: Approval of Appointment to RSVP Advisory Board** (AAA)

Request Commissioner approval to re-appoint Richard Baker to 4 year terms on the RSVP Advisory Board effective May 1, 2015.

**Item 5: Substance Abuse Grant Agreement**

Request Commissioner approval to enter into a grant agreement between the County and the Department of Drug and Alcohol Programs to develop and implement a comprehensive plan of addiction services relative to substance abuse and problem gambling disorders for the period of July 1, 2015 through June 30, 2020.

**Item 6: Resolution- Wage Increase for Children and Youth Services Employees (CYS)**

The Department of Public Welfare requires this resolution each year to assist the State in determining the appropriate funding levels for each County. This resolution does not mean the CYS employees will automatically be awarded this pay raise.

**Item 7: Proclamation of name change for Area Agency on Aging**

Request Commissioner approval of the Proclamation changing the Venango County Area Agency on Aging to Venango County Older Adult Services.

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

Approval of Fall Prevention Awareness Day – Request Commissioner approval to enter into a promotional licensure agreement with the Cranberry Mall to offer Fall Prevention Awareness Day on September 26, 2016.

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

Ratification of Down Payment and Closing Cost Assistance Grant Agreement – Crenna M. Norris – Request Commissioner approval of the ratification of the First Time Home Buyer Application in the amount of \$4,750.00 for Crenna M. Norris.

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

Approval of Appointment of Rod A. Fee to Venango County Housing Authority – Request Commissioner approval for a five (5) year appointment of Mr. Fee to the Venango County Housing Authority.

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

**FINANCE ADMINISTRATION:**

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

HS081415	\$ 141,380.78	Human Service Warrant
081415	389,806.28	Non-Human Service Warrant
082115	424,824.01	Non-Human Service Warrant
HS082115	624,533.90	Human Service Warrant
SP081815	1,821.97	Non-Human Service Warrant
SP082015	554.42	Non-Human Service Warrant
HS082015	1,929.70	Human Service Warrant
082815	358,519.14	Non-Human Service Warrant
HS082815	101,276.10	Human Service Warrant
SP082715	2,550.00	Non-Human Service Warrant
090415	550,932.80	Non-Human Service Warrant
HS090415	258,512.64	Human Service Warrant
091115	158,565.18	Non-Human Service Warrant
HS091115	169,653.51	Human Service Warrant
	<b>Total: \$3,184,860.43</b>	

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

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

Ratification of Natural Gas Sales Agreement with Open Flow – This agreement is with Open Flow Gas Supply Corporation for the natural gas to heat the County buildings. The price for the timeframe of October 1, 2015 to September 30, 2017 is 2.85 per dekatherm. The County’s previous rate was \$3.74 per dekatherm.

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

Ratification of Termination of Venango Training and Development Center (VTDC) Contracts – This termination was effective September 13, 2015.

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

Approval of Contracts with Greater Erie Community Action Committee (GECAC) for Rural Counties

Adult – \$302,282.00

Youth – \$406,199.40

Dislocated Worker – \$346,961.60

TANF Youth – \$187,164.70

These contracts will cover the timeframe of September 14, 2015 to June 30, 2016. This is the remaining time left due to the termination of the contracts with Venango Training and Development Center (VTDC).

Commissioner Witherup made a motion to approve the above agreement, 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:**

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Andrea McCauley**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 09/04/15; Special Conditions:** Filling existing vacancy; Action to be ratified at the October Prison Board meeting.

**REINSTATEMENT** – In Department #325 (911 Center) of **Elizabeth Jordan**, Telecommunicator I, Part-Time On-Call, 7 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/13/15; Special Conditions:** Filling existing vacancy.

**OUT OF CLASS COMPENSATION** – In Department #509 (Human Service Fiscal) of **Lucy Porter**, Case Aide, SEIU Position, Full-Time, 80 hours/pay **from** SEIU Pay Grade 6 (\$9.7204/hr.) **to** SEIU Pay Grade 6 (\$14.9356/hr.), **effective 08/17/15; Special Conditions:** Additional compensation while performing duties of MATP Program Advisor. In Department #580 (Transportation) of **Rachael McCall**, Dispatcher, SEIU Position, Full-Time, 80 hours/pay **from** SEIU Pay Grade 6 (\$8.80/hr.) **to** SEIU Pay Grade 6 (\$9.00/hr.), **effective 08/10/15; Special Conditions:** Additional compensation while performing higher level duties of Lead Dispatcher.

**LEAVE OF ABSENCE / RATE ADJUSTMENT** – In Department #520 (Children & Youth Services) of **Ward Witmer**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$17.4054/hr.), **effective 08/24/15; Special Conditions:** Educational leave of absence through the CWEL program through August 2017. During this period, salary will be paid at 95% of his current salary (\$16.5351/hr.) and no salary increases may be granted during this period. Fringe benefits are not to exceed the amount permitted by the PA Department of Public Welfare. Children & Youth will invoice the University of Pittsburgh on a monthly basis for the appropriate amount of salary and benefits.

**END OF PROBATION** – In Department #305 (Prison) of **Jennifer Long**, 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 08/09/15; Special Conditions:** Action ratified at the September Prison Board meeting; of **Michele Ochalek**, 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 09/02/15; Special Conditions:** Action ratified at the September Prison Board meeting. In Department #510 (Area Agency on Aging) of **Cathy Gotses**, Community Health Nurse I, **effective 09/02/15**. In Department #520 (Children & Youth Services) of **Darin Greenlee**, Compliance Coordinator, **effective 08/23/15**.

**SEPARATION OF EMPLOYMENT** – In Department #125 (Public Defender) of **Jeannine Botta-Guth**, Assistant Public Defender, **effective 08/28/15**. In Department #325 (911 Center) of **Samuel McSparren**,

Telecommunicator I, **effective 09/09/15**. In Department #520 (Children & Youth Services) of **Shelby Winger**, Caseworker II, **effective 09/11/15**.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #305 (Prison) of **Diane Ostrowski**, Corrections Officer, **effective 09/01/15**. In Department #580 (Transportation) of **Oliver Braden**, Bus/Van Driver, **effective 08/08/15**.

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**PROBATIONARY NEW HIRE** - In Department #531 (Human Service Clerical) of **Tammy Reitz**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, **effective 09/08/15**; **Special Conditions**: Filling newly created position ratified at the August Salary Board meeting.

**PROMOTION** – In Department #520 (Children & Youth Services) of **Bethany Cloonan** from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Training Senior Program Specialist, Full-Time Exempt, **effective 09/27/15**; **Special Conditions**: Filling newly created position ratified at the August Salary Board meeting. In Department #530 (PIC Unit) of **Michael Carothers** from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 to Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3, **effective 09/28/15**; **Special Conditions**: Filling newly created position ratified at the August Salary Board meeting.

**PROMOTION / CHANGE IN STATUS** – In Department #520 (Children & Youth Services) of **Kyle Straub** from Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 to Caseworker I, Regular Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 08/31/15**; **Special Conditions**: Filling newly created position ratified at the September Salary Board meeting.

**TRANSFER / VOLUNTARY DEMOTION** – In Department #509 (Human Service Fiscal) of **Denise Curtis** from Fiscal Technician, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 to Department #210 (Domestic Relations), Department Clerk III, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/14/15**; **Special Conditions**: Filling newly created position ratified at the August Salary Board meeting.

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

**ROW OFFICES**

**Human Resource Items for Informational Purposes**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**END OF PROBATION** – In Department #265 (Prothonotary) of **Penny Knupp**, Department Clerk Intern, **effective 09/16/15**.

**SEPARATION OF EMPLOYMENT** – In Department #270 (Sheriff) of **Mark Baughman**, Chief Deputy Sheriff, **effective 10/16/15**.

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**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**PROMOTION / CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / RATE ADJUSTMENT** – In Department #205 (Courts) of **Marcia Crawford** from Legal Secretary II, Part-Time, 24 hours/pay, Non-Union Hourly Pay Grade 3 (\$12.8268 / hr.) to Central Court Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 (\$13.8529/hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

**POSITION REALLOCATION / INCREASE IN HOURS / RATE ADJUSTMENT** – In Department #225 (Magisterial District Judge 03-01) of **Janet Oakes** from Magisterial District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$12.6406 / hr.) to Magisterial District Judge Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 (\$13.1462 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Brenda Thompson** from Administrative Assistant I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 (\$15.8062 / hr.) to Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 (\$16.7546 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting. In Department #235 (Magisterial District Judge 03-03) of **Delena Brinkley** from Administrative Assistant I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 (\$13.7579 / hr.) to Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.5834 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Angel Holt** from Magisterial District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.7785 / hr.) to Magisterial District Judge Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 (\$11.2096 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting. In Department #240 (Magisterial District Judge 03-04) of **Sue Melat** from Administrative Assistant I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 (\$15.6528 / hr.) to Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 (\$16.5920 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Tonya Johnson** from Magisterial District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.8770 / hr.) to Magisterial District Judge Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 (\$11.3121 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Shannon Baker** from Magisterial District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.8770 / hr.) to Magisterial District Judge Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 (\$11.3121 / hr.), **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting;

**POSITION REALLOCATION / INCREASE IN HOURS** – In Department #225 (Magisterial District Judge 03-01) of **Ashley McConnell** from Magisterial District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 to Magisterial District Judge Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting. In Department #235 (Magisterial District Judge 03-03) of **Jenifer Graham** from Magisterial District Judge Secretary, Probationary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 to Magisterial District Judge Legal Secretary II, Probationary Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting. In Department #240 (Magisterial District Judge 03-04) of **Chelsey O'Neil** from Magisterial District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 to Magisterial District Judge Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/21/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

Approval of Policy #HR-15-05 – Misuse of the Pennsylvania Justice Network (JNET) – The Pennsylvania Justice Network allows certain employees to have access to view criminal justice and

public safety resources. Misuse of this system is a felony and will result prosecution. The County was required by the State to have a misuse policy.

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

Approval of 2016 UPMC for Life Plan for Retired Employees – This is medical insurance for retirees. This can be deducted from the retiree’s pension. The 2016 UPMC for Life Plan for Retired Employees has no effect on the County’s health plan.

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

Approval of Rite Aid Influenza Vaccine Agreement – This agreement is with Rite-Aid to administer flu shots on-site at the Courthouse Annex and the Troy A. Wood Human Service Complex. The State no longer guarantees they can provide this service to the County. Through Rite-Aid, this service will be covered by the County’s health insurance plan. For employees who do not have County health insurance, the flu shot will be offered at a discounted price of \$25.00. The flu shots will be administered on October 7 and October 14, pending Commissioner approval.

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

**PLANNING COMMISSION:**

The following item was presented for approval by Ms. Jones:

Ratification of Receiving 2014 Community Development Block Grant - \$224,072.00 – This is Community Development Block Grant for 2014 in the amount of \$224,072.00.

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

**TWO MILE RUN COUNTY PARK:**

Mr. Mihalic presented the Park Activities Report:

The United Way Color Blast 5K Walk / Run was held on September 13 with approximately 400 participants.

The Rocky Grove Invitational will be held on October 17th.

The Pennsylvania Game Commissioner will be offering a Hunter’s Safety course on October 25<sup>th</sup>. The maximum number of participants is 40.

The campground will be closing in three (3) to four (4) weeks.

**COUNTY ADMINISTRATION:**

The following item was presented for approval by Ms. Jones:

Approval of Contract with Shingledecker Welding, Inc. for Bridge Scour Protection Project – This contract is for scour protection work on four (4) County owned bridges. The project will begin September 28, 2015 and conclude by October 15, 2015 at a cost of \$16,654.00.

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

The following item was presented for approval by Commissioner Brooks and Ms. Jones:

Approval of Scope of Work with Landscaping Connections, LLC for Asphalt Work at the Bus Garage – This scope of work is for repair work on Hangar Road. This cost will be \$18,174.00 and will be funded with Liquid Fuels funds.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of Master Equity Lease Agreement with Enterprise FM Trust – This agreement is for the County to lease vehicles instead of purchasing them. The County will be launching a pilot program starting with six (6) vehicles – one (1) vehicle for the Airport, two (2) vehicles for Court Supervision Services, and three (3) for the general fleet.

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

The following item was presented for approval by Ms. Jones:

Ratification of Resolution #2015-15 – Electronic Bidding Procedure – The County is required to write a resolution to authorize the County to utilize this service. The County has a tower and building on Donation Hill for sale and utilizing this service will hopefully broaden the base of bidders.

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

The following item was presented for approval by Commissioner Witherup:

Approval of Appointment of John Neidich to Venango County Planning Commission – This is a five (5) year appointment of Mr. Neidich to the Venango County Planning Commission.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Repeal of Electioneering Policy #13-04 – A discussion was held during the Election Board about this policy. This policy is being repealed with the intent of modifying the policy to be more appropriate.

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

**OTHER BUSINESS**

There was no other business conducted.

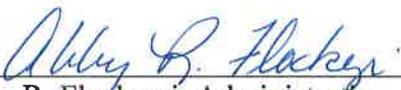
**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:37 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
\_\_\_\_\_  
Abby R. Flockerzi, Administrative Assistant