

Reviewed by: 

COMMISSIONER BOARD MINUTES
November 17, 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
Rich Winkler, Solicitor	Abby Flockerzi, Administrative Assistant
OC Bell, Airport	Diona Brick, Fiscal
Bill Buchna, Housing	Gerry McGuinness, Voter Registration
Rich Mihalic, Park	Jayne Romero, Human Services
Jeff Ruditis, Warden	Deb Sharpe, Treasurer
Jillian Stephens, Human Resources	Albert "Chip" Abramovic, Public
Joe Irwin, Public	Rina Irwin, Public
Mitchell Littler, Public	Deb Lutz, Public
Jane Richey, Public	Sheila Boughner, News Media
Pastor Stephen Henry, Victory Heights United Brethren 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 6:08 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following change was made to the agenda: addition of Approval of Agreement between Community Ambulance, Inc. and Court Supervision Services under Court Administration; Approval of Bid Award for Holiday Vouchers under Human Services; Approval of Liquid Fuels Grant Awards and Approval of Certificate for Child Development Centers for VIDA Loan under County Administration. Removal of Approval of 902 Grant funding Submission under Planning.

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

APPROVAL OF MINUTES FROM THE OCTOBER 13, 2015 MEETING:

Commissioner Summers made a motion to approve the minutes from the October 13, 2015 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

Ms. Richey asked the Board if they had considered approval of the Thanksgiving Proclamation. Commissioner Brooks explained that with the Election, the Board did not have a chance to get together to discuss this Proclamation. They will do that prior to the next Commissioners' meeting.

COURT ADMINISTRATION:

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

Approval of Agreement between Community Ambulance Inc. and Court Supervision Services – This agreement permits Venango County Adult / Juvenile Court Supervision to obtain and use a supply of Naloxone. Dr. Randy Boggess, DO will prescribe the Naloxone using a direct prescription for intranasal spray or Nasal Atomization Device. The Naloxone can only be provided to and administered by Probation Officers that have completed Department of Health approved online training available at the PA Chief of Police website and materials about recognizing opioid related overdoses, administering naloxone and promptly seeking medical attention.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following item was presented for approval by Warden Ruditis:

Approval of Memorandum of Mutual Aid Agreement between the County of Butler, the Butler County Prison, the County of Venango and the Venango County Prison – This Memorandum of Mutual Aid Agreement is between Butler County and Venango County. If there was a disaster in Venango County, Butler County would help to provide labor if needed. Butler County would also assist in holding Venango County's inmates if something were to happen to the Prison building. This is of no cost to the County.

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

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Mr. Bell:

Approval of Hangar Lease with John C. Lesure – This is a standard hangar lease for \$131.44 per month.

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

Approval of Hangar Lease with Ravotti Air, LLC – This hangar lease begins on November 1, 2015 and expires on October 31, 2018. The rent amount is \$300.00 per month for the first six (6) months of the lease and \$800.00 per month after that for the remainder of the lease.

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

Approval of Agreement with Dennis Baker Construction for Snow Removal – This agreement begins on December 1, 2015 and concludes on March 31, 2016. The agreement calls for a \$3,500.00 monthly retainer for the months of January, February, and March. Dennis Baker Construction will provide two experienced equipment operators to plow snow within thirty minutes of activation at the rate of \$40 per operator hour and will be on call 24 hours per day, seven days per week for the duration of the agreement.

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

HUMAN SERVICES:

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

CONTRACT ADDENDUMS 2014-2015

Item 1: The POINTE

Synopsis: Request Commissioner approval to amend the contract for fiscal year 2014-2015 with the POINTE to cover actual expenditures to the maximum of \$115,012. The required match will come from the existing match allocation.

NEW CONTRACTS 2015-16

Item 1: Avanco International, Inc. (CYS)

Synopsis: Request Commissioner approval to enter into an agreement with Avanco International, Inc. for CAPS Version 11 Upgrades. The Upgrade includes enhancements to referrals, appeals notes, and Clearance processing for the CWIS process. This agreement also includes CAPS regional trainings and security audit research. The total cost of the Version 11 upgrade is a fixed price of \$2,905.45. The required local match will come from the existing match allocation.

CONTRACT ADDENDUMS 2015-16

Item 1: Hindman & Hindman Contracting, Inc.

Synopsis: Request Commissioner approval to amend the contract with Hindman & Hindman Contracting. The Provider has been retained to provide labor, material and equipment for upgrades to the Scrubgrass Senior Center. The addendum allows the County to advance the Provider \$15,333.33, 1/3 of the cost of the project. The Provider agrees to complete work by January 15, 2016.

Item 2: Franklin Police Department (SA)

Synopsis: Request Commissioner approval to amend the contract with Franklin Police Department for fiscal year 2015-2016 for the purpose of adding targeted underage drinking details using sworn officers during high risk times. The Provider will be reimbursed at a rate of \$32.00 per overtime hour, up to a maximum of 100 hours. There is no local match required for this agreement.

Item 3: Family Service and Children's Aid Society (CYS)

Synopsis: Request Commissioner approval to amend the contract with Family Service and Children's Aid Society for fiscal year 2015-16 to reimburse the Provider the rate of \$8.55 per 15 minute unit of service for staffing of the Child Contact Visitation Program at the County Jail. Local match will come from the existing match allocation.

Item 4: Community Services of Venango County, Inc. (CYS)

Synopsis: Request Commissioner approval to amend the contract with Community Services of Venango County for fiscal year 2015-16 to reimburse the Provider the rate of \$8.55 per 15 minute unit of service for staffing of the Child Contact Visitation Program at the County Jail. Local match will come from the existing match allocation.

Item 5: Gaudenzia Chambers Hill (SA)

Synopsis: Request Commissioner approval to amend the contract with Gaudenzia Chambers Hill for fiscal year 2015-16 to amend the rate to \$250.00 per day for Inpatient Non-hospital Rehab, short and long term (Level 3B and 3C) services effective September 1, 2015. Local match will come from the existing match allocation.

CONTINUATION CONTRACTS 2015-16

Item 1: Advance Edge Landscaping snow removal agreement (Older Adults)

Synopsis: Request Commissioner approval to continue to contract with Advanced Edge Landscaping for snow removal at the Scrubgrass Senior Center located at 5104 Emlenton Clintonville Road, Emlenton, PA for the flat fee of \$65 per plow and \$15 for spreading ice melt during the winter 2015-16 season. There is no local match required for this agreement.

Item 2: Bill's Remodeling & Snow Plowing (MHDS)

Synopsis: Request Commissioner approval to continue to contract with Bill's Remodeling & Snow Plowing for the 2015-16 winter season for snow removal/salt services at the MHDS owned building on Grandview Road in Oil City, PA. The cost are as follows: Front and upper lot, \$42.50 per plow; Rear lot and drive, \$27.50 per plow; and \$30 per salt application. The required match will come from the existing match allocation.

Item 3: Crawford County Mental Health Awareness Program CSS

Synopsis: Request Commissioner approval to continue to contract with Crawford County Mental Health Awareness Program (CHAPS) from October 1, 2015 to September 30, 2016 to provide the Work Ready program to income eligible Crawford county participants. The maximum to be reimbursed to the provider for actual costs incurred is \$73,992. There is no match required for this contract.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements (CYS)

Request Commissioner approval to enter into three Resource Family Agreements for the Foster/Kinship Care Program.

Item 2: Early Head Start Funding Renewal Application CYS

Synopsis: Request Commissioner approval to submit the refunding application for the Early Head Start Program in the amount of \$849,642 to the Department of Health and Human Services. This funding will cover the period March 1, 2015 through February 29, 2016. The required match of \$212,411 is the responsibility of Community Services of Venango County, Inc. to whom the County contracts to carry out all aspects of the program.

Item 3. Senior Community Service Employment Program Agreement HS

Synopsis: Request Commissioner approval to enter into an agreement with the Greater Erie Community Action Committee (GECAC) for the County to become a host agency to provide a work site for program participants aged 55 and older to learn job skills that will increase their chances of obtaining community employment. There is no cost to the County for this program.

Item 4: Modification to the DCED Housing Rehab Guidelines Housing

Synopsis: Request Commissioner approval to formally request a change in the Housing Rehabilitation Guidelines to indicate the maximum funding amount be changed from \$20,000 to \$24,999 per project for the HOME Program funded by DCED.

**Item 5: Warren-Forest Contract for Weatherization Assistance for Low-Income Persons
Housing**

Synopsis: Request Commissioner approval to enter into a contract with Warrant-Forest Counties Economic Opportunity Council, Inc. to provide application processing for individuals residing in Venango County who apply for Weatherization Assistance. Venango County will be compensated \$1,000 for each completed application to the maximum of \$10,000.

Item 6: First Time Home-buyer Grant

Synopsis: Request Commissioner approval of a first time home-buyer grant for a Venango County resident in the amount of \$2,450.

Item 7: PHARE Grant Agreement

Synopsis: Request Commissioner approval to accept funding in the amount of \$5,000 from the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund for renovations to a property located at 704 Main Street, Polk, PA.

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

Item 8: Award of Bid for Food Vouchers

Synopsis: Request Commissioner approval to accept the bid with Save-A-Lot in Franklin to provide the food vouchers for the food voucher program. The bid was \$19.31. The vouchers will be distributed on December 2nd to 850 qualifying families. The vouchers can then be used between December 12 and 18, 2015.

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

FINANCE ADMINISTRATION:

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

101615	\$ 438,731.48	Non-Human Service Warrant
SP101315	296,974.54	Non-Human Service Warrant
HS101615	177,733.05	Human Service Warrant
102315	1,443,536.41	Non-Human Service Warrant
HS102315	217,966.23	Human Service Warrant
HS102215	14,625.00	Human Service Warrant
103015	528,971.77	Non-Human Service Warrant
SP102715	11,788.79	Non-Human Service Warrant
HS103015	182,713.46	Human Service Warrant
110615	222,137.84	Non-Human Service Warrant
HS110615	184,820.59	Human Service Warrant
111315	234,108.79	Non-Human Service Warrant
HS111315	238,576.36	Human Service Warrant
HS110915	2,580.00	Human Service Warrant
SP111215	10,000.00	Non-Human Service Warrant

	Total: \$ 4,205,264.31	

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:

Approval of Audit Engagement Letter – This engagement letter is with Maher Duessel. Maher Duessel will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the county as of and for the years ended December 31, 2015, 2016, 2017, 2018 and 2019. The fee for the 2015 year is \$93,800.00; 2016 is \$96,500.00; 2017 is \$99,200.00; 2018 is \$101,909.00; and 2019 is \$104,600.00.

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

Approval of De-Obligation of Funds – This is a de-obligation of job driven National Emergency Grants funds. The de-obligation will be in the amount of \$100,000.00 that will be sent back to the State for re-programming to other areas.

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

Approval of Memorandums of Understanding for Rapid Response and National Emergency Grant Money – This is based on the terms consistent with the contracts for adult, youth and dislocated worker with the current Title I provider. We need to have memorandums of understanding in place for the additional money.

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

Approval to Place 2016 Budget on Public Display – Ms. Brick asked that the 2016 County Budget be placed on public display. Total revenue for the 2015 budget is \$60,675,334 and total expenses are \$61,628,456. Revenue and expenses do not equal due to the fact that the General Fund and the Human Services are required to be adopted with a balanced budget on or before December 31 annually. The other funds are budgeted differently based on time of year projects or debt schedules. The budget contains no tax increase.

Commissioner Witherup made a motion to approve placing the 2016 budget on display, 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 #125 (Public Defender) of Allison Hartle, Assistant Public Defender, Exempt Full-Time, 80 hours/pay, Legal Exempt Pay Grade 2, **effective 10/13/15; Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of Luke Curik, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 10/18/15; Special Conditions:** Filling existing vacancy; Ratified at the November Prison Board meeting; of Tyler Lockhart, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 10/25/15; Special Conditions:** Filling existing vacancy; Ratified at the November Prison Board meeting. In Department #530 (PIC Unit) of Christinia Hall, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 10/26/15; Special Conditions:** Filling existing vacancy; of Nathaniel Rhoades, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 10/26/15; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of Robert Amsler, Jr., Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 11/30/15; Special Conditions:** Filling existing vacancy; of James Hovis, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 10/14/15; Special Conditions:** Filling existing vacancy.

REINSTATEMENT – In Department #520 (Children & Youth) of Shannon Sumoske, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 11/09/15; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #305 (Prison) of Evan Huff from Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11 to Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 10/11/15; Special Conditions:** Filling existing vacancy; Ratified at the November Prison Board meeting.

TRANSFER / VOLUNTARY DEMOTION – In Department #305 (Prison) of Michele Ochalek from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department #580 (Transportation), Dispatcher, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, **effective 11/30/15; Special Conditions:** Filling existing vacancy.

POSITION RECLASSIFICATION / RATE ADJUSTMENT – In Department #530 (PIC Unit) of Katherine Speerstra from Casework Supervisor, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3 to Senior Casework Supervisor, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, **effective 11/10/15; Special Conditions:** Successful completion of 6 month performance probation as Casework Supervisor in the PIC Unit.

END OF PROBATION – In Department #305 (Prison) of David Corle, 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 11/11/15; Special Conditions:** To be ratified at the December Prison Board meeting; of Austin Morrison, 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 11/15/15; Special Conditions:** To be ratified at the December Prison Board meeting. In Department #530 (PIC Unit) of Traci Kaufman, Caseworker III, **effective 11/06/15;** of Ryan O'Neill, Caseworker III, **effective 10/13/15;** of Scott Pitzer, Caseworker

III, effective 10/27/15. In Department #531 (Human Service Clerical) of Melanie Coon, Department Clerk II, SEIU Position, effective 10/23/15. In Department #540 (MH/DS) of Abigaile Rosen, Caseworker II, effective 10/13/15.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of Alisha Lawrence, Corrections Officer, AFSCME Position, effective 11/02/15; **Special Conditions:** To be ratified at the December Prison Board meeting; of Michael Norris, Corrections Monitor, AFSCME Position, effective 10/13/15; **Special Conditions:** Ratified at the November Prison Board meeting. In Department #509 (Human Service Fiscal) of Lucy Porter, Case Aide, SEIU Position, effective 11/06/15. In Department #520 (Children & Youth) of Kirk Morrison, Caseworker II, effective 11/02/15. In Department #580 (Transportation) of Vicki Castile, Bus/Van Driver, SEIU Position, effective 09/28/15; of Rhonda Rugh, Transportation Aide, SEIU Position, effective 11/06/15.

TEMPORARY ASSIGNMENT TO REGULAR FULL-TIME – In Department #580 (Transportation) of Rachael McCall from Lead Dispatcher - Temporary, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 7 to Lead Dispatcher, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 7, effective 12/01/15; **Special Conditions:** Employee assigned to temporary Lead Dispatcher beginning 10/05/15 for training purposes; filling existing vacancy at the completion of temporary assignment on 12/01/15.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.

CORRECTIONS TO 10/13/15 HR COMMISSIONER BOARD AGENDA

VOLUNTARY DEMOTION / TRANSFER – In Department #305 (Prison) of Sommer Wice from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, effective 10/11/15; **Special Conditions:** Filling existing vacancy.

Note: Action should reflect a transfer to Department #531 (Human Service Clerical).

POSITION REALLOCATION - In Department #590 (Housing) of Willard Buchna, from Senior Program Specialist, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3 to Housing Manager, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, effective 09/13/15; **Special Conditions:** Department restructuring; Filling newly created position ratified at the October Salary Board meeting.

Note: Action should reflect a reallocation “from” Senior Housing Specialist.

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:

RATE ADJUSTMENT – In Department #205 (Courts) of **Christopher Schreyer**, Law Clerk, Exempt Full-Time, 80 hours/pay **from** Legal Exempt Pay Grade 1 (\$38,957.00 / yr.) **to** Legal Exempt Pay Grade 1 (\$43,012.00 / yr.), **effective 10/09/15; Special Conditions:** Successful completion of the Pennsylvania BAR examination.

DECREASE IN HOURS – In Department #260 (District Attorney) of **Christian Marshall**, Victim/Witness Service Provider, Non-Union Hourly Pay Grade 6 **from** Full-Time, 80 hours/pay **to** Full-Time, 70 hours/pay, **effective 10/05/15; Special Conditions:** Grant funding exhausted for 2015.

END OF PROBATION – In Department #270 (Sheriff's Office) of **Melissa Crispin**, Deputy Sheriff, **effective 11/21/15.**

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Lynn Erickson**, Criminal Court Administrator, **effective 09/18/15.** In Department #225 (DJ 3-1) of **Ashley McConnell**, District Judge Legal Secretary II, **effective 11/30/15.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #310 (Court Supervision Services) of **Jason Smith**, House Arrest/Electronic Monitoring Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/28/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

CORRECTION TO 10/13/15 HR ROW AGENDA

RE-HIRE – In Department #270 (Sheriff's Office) of **Danny Bimber**, Chief Deputy Sheriff, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3, **effective 09/14/15; Special Conditions:** Filling existing vacancy.

Note: Position filled should have reflected "Temporary Chief Deputy Sheriff", Probationary Exempt Full-Time. Filling newly created position ratified at the October Salary Board meeting. Temporary assignment through 10/17/15 to account for training period. Upon completion of temporary assignment, Danny will fill existing vacancy, effective 10/18/15.

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

Approval of Revisions to County of Venango Employee Handbook – Revisions have not been made to the Employee Handbook since 2006. These revisions include language updates and some updates to processes and policies. These changes are effective January 1, 2016.

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

Approval of Amendments to Merit System Standards at Human Services – The County received their audit back and was advised revisions were needed to the lay-off policy along with removing the Civil Service language, as the County is no longer Civil Service. These amendments reflect those changes.

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

Approval of Renewal of Contract with Benefit Coordinators Corporation – This contract is with Benefit Coordinators Corporation to be the administrator of the County employee’s flexible spending accounts. The administrative fee remains unchanged at \$600.00 per year.

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

Approval of Family Medical Leave Act Policy #HR – 15-08 – Several changes have been made to the Family Medical Leave Act Policy including changing from a calendar year to a rolling year and increasing the number of hours from 1,000 to 1,250.

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

Approval of Renewal of Contract with Lincoln Financial Group – This is a one (1) year contract and will result in a cost increase of 68% per \$1,000.00 of insurance for the County. The current contract reflected an introductory rate.

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

Approval of UPMC Health Benefits 2016 Contract – This is a renewal of the employee health insurance agreement with UPMC and reflects a 5.02% increase over the 2015 contract rate.

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

PLANNING COMMISSION:

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

Approval of Fee Reimbursement Agreement with Liberty Electronics – This agreement states that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner’s Stormwater Management Plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. This agreement calls for the landowner to deposit \$2,500 in an escrow account as security for the payment of all costs, expenses, charges and fees.

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

TWO MILE RUN COUNTY PARK:

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

Ratification of Service Agreement with Tri-County Industries, Inc. – This contract with Tri-County Industries, Inc. is to place additional recycling containers at the Park. The cost is \$400.00 per month for a total cost per year of \$4,800.00.

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

Mr. Mihalic presented the Park Activities Report:

The annual Venango County Fatherhood Winter-Fest will be held at the Park on January 23. This will also be the free learn to ski day. The alternate date is January 30.

In the upcoming edition of the Oil Region Alliance's Visitor's Guide will include a full page dedicated to the Park.

Luke Kaufman, maintenance person at the Park, recently completed certification for maintenance of dirt and gravel roads.

DEP has completed the five (5) year inspection for the water systems. Luke has been working very hard to get the corrections made.

Mr. Mihalic thanked the Franklin Elks Lodge #110 Charity Committee for the donation of \$800.00 to purchase the dock that will be installed at the beach..

Hunting season opens on November 30 – anyone visiting the Park should wear orange.

COUNTY ADMINISTRATION:

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

Approval of Contract Extension with UPMC NorthWest – This is a one (1) year contract with UPMC NorthWest to provide medical services for the inmates at the County Jail and for drug and alcohol testing for County employees. The contract begins January 1, 2016 and ends December 31, 2016.

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

Approval of 2016 Holidays – This is a list of holidays the County will observe during 2016. The total number of holidays equals fourteen (14).

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

Approval of 2016 Commissioner Board Public Meetings and Workshops – This schedule contains the dates, times and locations of all public meetings to be held in 2016.

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

Ratification of Temporary Roll-Off Agreement with Tri-County Industries, Inc. – This agreement with Tri-County Industries, Inc. is for a temporary roll-off container for clean-up at the former Assembly Church located at 1530 Pittsburgh Road, Franklin. The cost of this agreement is \$385.00.

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

The following items were presented for approval by Commissioner Brooks:

Approval of Re-Appointment of Thomas Arbuckle to the Venango Conservation District – Public Director – The re-appointment of Mr. Arbuckle will be for a four (4) year term and will begin on January 1, 2016 and end on December 31, 2019. This will be Mr. Arbuckle's second term.

Approval of Re-Appointment of Chris Weber to the Venango Conservation District – Farm Director – The re-appointment of Mr. Weber will be for a four (4) year term and will begin on January 1, 2016 and end on December 31, 2019. This will be Mr. Weber's second term.

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

Approval of Re-Appointment of Jason Wible to the Venango Industrial Development Board – This will be Mr. Wible's third five (5) year term on the Venango Industrial Development Authority Board (VIDA). The term will begin January 1, 2016 and expire December 31, 2020.

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

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

Approval of Certificate for Child Development Centers for VIDA Loan – This certificate of approval is for up to \$1,050,000.00 in tax-exempt financing through the Venango Industrial Development Authority (VIDA) for the Child Development Centers, Inc. to build a 3,500 square foot addition to the Cranberry facility. By approving this financing, the County assumes no liability for the debt.

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

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

Approval of Liquid Fuels Grant Awards – The Liquid Fuels Awards for 2016 totaled \$268,888.60. The requested amount totaled \$625,257.02. (Please see attached for detailed information.)

Commissioner Witherup made a motion to approve the above grant awards, seconded by

Commissioner Summers, aye all.

OTHER BUSINESS

There was no other business conducted.

PUBLIC COMMENT

Commissioner Brooks thanks the Election Board for their hard work and all of the people who voted during the recent Election. He also congratulated Commissioner Witherup and Mr. Abramovic on their victories in the County Commissioners' race.

Ms. Romero informed the group about the Venango County Landlord Meet and Greet to be held on December 9, 2015 at 1212 Chestnut Street in Franklin. There will be an information program directed to landlords regarding HUD programs.

Ms. Irwin addressed the Board concerning the impasse of the State budget. Ms. Irwin's organization has gone four (4) months without any payment from the State and this is very difficult.

Pastor Henry offered "kudos" to the County stating, "at least we can trust our local government".

ADJOURNMENT

The meeting adjourned at 6:57 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,



Abby R. Flockerzi, Administrative Assistant