

Reviewed by:     TJB      
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**COMMISSIONER BOARD MINUTES  
November 15, 2016**

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 Albert Abramovic	Shelly Hartle, Chief Clerk
Rich Winkler, Solicitor	Abby Flockerzi, Administrative Assistant
Diona Brick, Fiscal	Bill Buchna, Airport
Bill Kresinski, MIS	Gerry McGuinness, Voter Registration
Rich Mihalic, Two Mile Run County Park	Jayne Romero, Human Services
Jason Ruggiero, Planning	Deborah Sharpe, Treasurer
Jillian Stephens, Human Resources	
Sally Bell, News Media	Marissa Dechant, Explore Venango
Reverend D. Frederick Monk, Calvary United Methodist Church, Oil City, PA	

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 6:07 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following changes were made to the agenda: addition of Approval of Corporate Membership Contract with Scenic River YMCA under Human Resources; Approval to Proceed with Modification to FFY 2015 CDBG Contract under Planning Commission.

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

**APPROVAL OF MINUTES FROM THE OCTOBER 11, 2016 MEETING:**

Commissioner Witherup made a motion to approve the minutes from the October 11, 2016 meeting, seconded by Commissioner Abramovic, aye all.

**PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:**

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

**COURT ADMINISTRATION:**

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

Approval of Maintenance Agreement Renewal with Bollinger Technical Services, Inc. – Lektriever in Law Library – This contract is for maintenance and repair to the lektriever located in the Law Library. This is a one (1) year agreement at a cost of \$731.50. This agreement is effective May 17, 2016 through May 16, 2017.

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

Ratification of Grant Application to PA Commission on Crime and Delinquency for LSI-R Enhancement Project – This is a grant application in the amount of \$17,480 in order to integrate Court Supervision’s risk / needs assessment for adult offenders into the adult case-managements system maintained by the County Commissioner’s Association of Pennsylvania. This will improve public safety and reduce recidivism.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

There was no business to be conducted.

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Cooperative Service Agreement Between Venango Regional Airport and the United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) – This agreement is for the Airport employees to receive wildlife hazard management training as required by 14 CFR Part 139.303. The cost of this agreement is \$1,016.66. This agreement begins on October 25, 2016 and expires on September 30, 2017.

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

Approval of Agreement with Dennis Baker Construction – This agreement begins on December 1, 2016 and concludes on March 31, 2017. The agreement calls for a \$3,500 monthly retainer for the months of December, January, February, and March. Dennis Baker Construction will provide two (2) experienced equipment operators to plow snow within thirty (30) minutes of activation at the rate of \$40 per operator hour and will be on call 24 hours per day, seven (7) days per week for the duration of the agreement.

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

Ratification of Airport Lease Agreement with Southern Airways Express – This lease agreement is for the facility rent for the use of the facilities, equipment, improvement and services. Southern Airways Express will pay \$400 for this lease agreement.

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

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

Approval of Pennsylvania Emergency Management Agency 9-1-1 Fund Statewide Interconnectivity Funding Grant Agreement – This grant agreement was submitted by Region 13 on behalf of Venango County. The funds in the sum of \$24,284.25 are to be put towards the maintenance costs of the ESinet (Emergency Services Internet Protocol (IP) Network). This network connects Venango County to our partners throughout Region 13.

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

Approval of Pennsylvania Emergency Management Agency State Fiscal Year 2016/2017 Hazardous Material Response Fund Grant Agreement – This grant is awarded annually by PEMA to assist with the costs associated to Hazardous Material responses within the County. This year the award is \$8,246. The grant award will be used for purchasing consumables used at Hazardous Materials incidents, our \$500 retainer with McCutcheon Enterprises for Hazardous Materials clean up, LEPC publications, and Community Outreach material and office supplies.

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

#### **HUMAN SERVICES:**

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

#### **CONTRACT ADDENDUMS 2016-2017**

##### **Item 1: Community Services of Venango County, Inc.** (OAS)

**Synopsis:** Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 2016-2017 increasing the contract maximum for Early Head Start services from \$849,642 to \$864,567 to reflect a cost of living increase as noted in award number 03CH3482-02-01 dated 08/12/16. The required match is the responsibility of the Provider.

##### **Item 2: Mustard Seed Missions of Venango** (HS)

**Synopsis:** Request Commissioner approval to amend the contract with Mustard Seed Missions of Venango for fiscal year 16-17 for the purpose of increasing the reimbursement to \$75,000 for the

cost of rehabilitation projects authorized by the County. The required match will come from the existing match allocation.

**Item 3: Community Services of Venango County, Inc. (ID)**

**Synopsis:** Request commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 16-17 to reimburse the provider to perform 50 Independent Monitoring for Quality (IM4Q) interviews. The Provider will be reimbursed to the maximum of \$25,594. The required match will come from the existing match allocation.

**Item 4: Regional Counseling Center, Inc. (MH)**

**Synopsis:** Request Commissioner approval to amend the contract with the Regional Counseling Center, Inc. for fiscal year 16-17 for the purpose of adding weekend counseling services in the jail at the hourly rate of \$97.85 (Physician Assistant) to \$175.10 (Physician). The required match will come from the existing match allocation.

**CONTINUATION AGREEMENTS 2016-2017**

**Item 1: Perseus House, Inc. (CYS/JPO)**

**Synopsis:** Request Commissioner approval to continue to contract with Perseus House, Inc. for the period July 1, 2016 through June 30, 2017 to provide residential care to Venango County children in the Child Welfare system and Juvenile Justice system at the daily rate ranging from 190.84 to \$277.80 based on level of need as authorized by the County. The required match will come from existing match allocation.

**Item 2: Child to Family Connections Inc. (CYS)**

**Synopsis:** Request Commissioner approval to continue to contract with Child to Family Connections, Inc. for the period July 1, 2016 through June 30, 2017 to provide Family Group Decision Making services to identified families and independent youth for a contract maximum of \$230,500 as authorized by the County. The required match will come from existing match allocation.

**Item 3: Wilson, Thompson & Cisek (CYS)**

**Synopsis:** Request Commissioner approval to continue to contract with Wilson, Thompson & Cisek for the period July 1, 2016 through June 30, 2017. The Provider will continue to act as Solicitor for Venango County Children, Youth and Family Services, as authorized by the County. All services provided to Venango County Children, Youth and Family Services as its solicitor will be billed at \$100.00 per hour. A rate of \$50.00 per hour will be reimbursed to the Provider for travel and training hours that are required in order to fulfill the requirements of this contract. The required match will come from the existing match allocation.

**Item 4: Family Care for Children & Youth (CYS)**

**Synopsis:** Request Commissioner approve to continue to contract with Family Care for Children & Youth, Inc. for the period July 1, 2016 through June 30, 2017 to provide foster care services to Venango County children in the Child Welfare system at the daily rate ranging from \$35.65 to \$105.45 based on level of need as authorized by the County. The required match will come from existing match allocation.

**Item 5: Community Ambulance Service, Inc.** (HS)

**Synopsis:** Request Commissioner approval to continue to contract with Community Ambulance Service, Inc. for fiscal year 16/17 to provide MATP ambulance transport at the out of county rate of \$2.50 per live mile. The Provider will also be reimbursed the MA rate for non-MATP transports for individuals authorized by the County. The required match will come from the local match allocation for non MATP transports.

**Item 6: Sugar Valley Lodge** (SA)

**Synopsis:** Request Commissioner approval to continue to contract with Sugar Valley Lodge to provide emergency housing for Venango County residents as authorized by the Substance Abuse Director or their designee at the daily rate of \$48 per day. The required match will come from the local match allocation.

**Item 7: Crawford County Transportation Authority** HS

**Synopsis:** Request Commissioner approval to continue to contract with Crawford County Transportation Authority for fiscal year 16/17 to continue to provide shared ride services at the rates ranging from \$10 to \$25 per trip, fixed route at the trip rate of \$1.50, MATP in-county transportation at the shared ride rates, and out of county transportation at the rate of \$2.15 per live mile as defined by the Medical Assistance Transportation Program.

**CONTRACT ADDENDUMS 2015-2016**

**Item 1: Mid Atlantic Youth Services Corp.** CYS/JPO

**Synopsis:** Request Commissioner approval to amend the contract with Mid-Atlantic Youth Services Corp. entered into on April 1, 2016 for the purpose of extending the contract for the period of July 1, 2016 through June 30, 2017 to continue to provide residential and secure residential services to Venango County children in the child welfare system and Juvenile Justice system at the daily rate of \$270.50 to \$348.25 based on level of need as authorized by the County. The required match will come from the existing match allocation.

**OTHER ITEMS**

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

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

**Item 2: Approval of Early Head Start Continuing Funding application submittal**

Request Commissioner approval to submit the Early Head Start continuation funding application to the Department of Human Services for fiscal year 3/1/17 through 2/28/18 in the amount of \$864,567. Local match is the responsibility of the Provider.

**Item 3: Approval to enter into a lease agreement with Mustard Seed Missions of Venango County**

Request Commissioner approval to enter into a lease agreement with Mustard Seed Missions of Venango County for the purpose of renting 3 Bridge Housing Apartments at the monthly cost of \$600 per unit inclusive of all utilities beginning September 1, 2016. The local match will come from the existing match allocation.

Commissioner Witherup made a motion to approve the above agreements, seconded by Commissioner Abramovic, aye all.

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

Approval of Award of Funds from Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund – This is a grant award in the amount of \$15,000. This grant award is in partnership with Venango Training and Development Center (VTDC) and will be used to construct a Veterans Fairweather Lodge in Cranberry Township.

Commissioner Abramovic made a motion to approve the above award, seconded by Commissioner Witherup, aye all.

**FINANCE ADMINISTRATION:**

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

101416	225,242.21	Non-Human Service Warrant	
HS101416	133,425.45	Human Service Warrant	
HS101316	508.73	Human Service Warrant	
102116	1,412,588.24	Non-Human Service Warrant	
HS102116	305,120.02	Human Service Warrant	
SP102116	2,400.00	Non-Human Service Warrant	
HS102016	8,213.00	Human Service Warrant	
HS102416	117,565.53	Human Service Warrant	
102816	584,813.11	Non-Human Service Warrant	
HS102516	1,077.93	Human Service Warrant	
HS103116	344.52	Human Service Warrant	
HS102816	359,055.48	Human Service Warrant	

SP103116	1,239.00	Non-Human Service Warrant	
110416	98,963.43	Non-Human Service Warrant	
HS110416	94,215.37	Human Service Warrant	
HS110716	220.89	Human Service Warrant	
111016	503,745.44	Non-Human Service Warrant	
HS110816	658.58	Human Service Warrant	
HS111016	263,355.71	Human Service Warrant	
	<b>Total \$ 4,112,752.64</b>		

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

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

Approval of Budget Transfer – This budget transfer is in the amount of \$1,000 from Contingency to the Commissioners’ Budget for training and workshop costs.

Commissioner Abramovic made a motion to approve the above budget transfer seconded by Commissioner Witherup, aye all.

Approval of InfoCon Contract – This contract is for internet processing services for the Register and Recorders’ office and the Prothonotary’s office.

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

Approval to Place 2017 Budget on Public Display – Ms. Brick asked that the 2017 County Budget be placed on public display. Total revenue for the 2017 budget is \$55,685,588 and total expenses are \$58,638,407. 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 Abramovic made a motion to approve the above request seconded by Commissioner Witherup, aye all.

**Fiscal Agent for Northwest Workforce Development Board (NWWDB)**

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

Approval of EARN Amendment – This amendment is for St. Benedict Education Center. Venango County acts as the Fiscal Agent and this money will pass through Venango County directly to St. Benedict Education Center.

Commissioner Witherup made a motion to approve the above amendment, seconded by Commissioner Abramovic, aye all.

**HUMAN RESOURCES:**

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

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

**RECLASSIFICATION:**

On November 20, 2016, the Venango County Salary Board ratified the following position reclassifications:

<u>Prior Job Title:</u>	<u>New Job Title:</u>	<u>Pay Grade(s):</u>
Casework Intern	Service Coordinator Intern	NEHR 1
Caseworker I	Service Coordinator I	NEHR 5
Caseworker II	Service Coordinator II	NEHR 6
Caseworker III	Service Coordinator III	NEHR 7
Casework Supervisor	Service Coordination Supervisor	NEHR 9 / EXEM 1
Senior Casework Supervisor	Senior Service Coordination Supervisor	NEHR 10 / EXEM 2

As a result, the Commissioner Board of Venango County hereby approves that all employees currently classified in the above positions will have their positions reclassified as indicated above, effective immediately.

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Jim Misel**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 10/24/16; Special Conditions:** Filling existing vacancy; action ratified at the November Prison Board meeting. In Department #520 (Children & Youth) of **Paul Weidman**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/24/16; Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **Brooke Gander**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/17/16; Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER / INCREASE IN HOURS** – In Department #240 (District Judge 3-4) of **Chelsey O’Neil** from Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 to Department #540 (MH/DS), Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 11/14/16; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #160 (Maintenance) of **Kenneth Sharpe**, Maintenance Worker III – Shared, SEIU Position, **effective 10/06/16**. In Department #190 (Planning) of **Kimberly Mourer**, Planner I, **effective 11/02/16**. In Department #305 (Prison) of **Lee Ann Bush**, Corrections Officer, AFSCME Position, **effective 10/17/16; Special Conditions:** Action ratified at the November Prison Board meeting; of **Eric Caffrey**, Corrections Officer, AFSCME Position, **effective 10/17/16; Special Conditions:** Action ratified at the November Prison Board meeting; of **Rachel Nuhfer**, Corrections Officer, AFSCME Position, **effective 10/17/16; Special Conditions:** Action ratified at the November Prison Board meeting; of **Kevin Roess**, Corrections Officer, AFSCME Position, **effective 10/17/16; Special Conditions:** Action ratified at the November Prison Board meeting. In Department #520 (Children & Youth) of **David Owens**, Caseworker II, **effective 11/09/16**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Jill Dixon**, Corrections Officer, AFSCME Position, **effective 11/04/16**; **Special Conditions:** Action to be ratified at the December Prison Board meeting; of **Richard Schaeffer**, Corrections Officer, AFSCME Position, **effective 10/12/16**; **Special Conditions:** Action ratified at the November Prison Board meeting. In Department #509 (Human Service Fiscal) of **Donna Staudt-Daugherty**, Fiscal Technician, SEIU Position, **effective 10/13/16**.

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

**PROBATIONARY NEW HIRE** – In Department #520 (Children & Youth) of **Amber Sakalousky**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/26/16**; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting. In Department #540 (MH/DS) of **Loni Beer**, Resource Communication Officer, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 8, **effective 11/07/16**; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Lindsey Strawbridge**, Casework Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 10/18/16**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

**POSITION REALLOCATION / RATE ADJUSTMENT** – In Department #507 (Veterans' Affairs) of **Karen Hall** from Intake Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.2907/hr.) to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.6000/hr.), **effective 11/07/16**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

**POSITION REALLOCATION / INCREASE IN HOURS** – In Department #155 (MIS) of **Curtis Bower** from Systems Analyst, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 11 to Systems Analyst, Full-Time Exempt, 80 hours/pay, Exempt Pay Grade 3, **effective 11/20/16**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

**LATERAL TRANSFER / JOB TITLE CHANGE** – In Department #531 (Human Service Clerical) of **Cara Rowland** from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #509 (Human Service Fiscal), Fiscal Assistant, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 11/06/16**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

Commissioner Abramovic 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:**

**PROBATIONARY NEW HIRE** – In Department #265 (Prothonotary) of Beth Niles, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2, effective 10/31/16; Special Conditions: Filling existing vacancy.

**PROMOTION / TRANSFER / INCREASE IN HOURS** – In Department #240 (District Judge 3-4) of Chelsey O’Neil from Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 to Department #540 (MH/DS), Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, effective 11/14/16; Special Conditions: Filling existing vacancy.

**DISCONTINUANCE OF OUT OF CLASS COMPENSATION** – In Department #205 (Courts) of Christy McCann-Hutchison, Legal Secretary II, Full-Time, 75 hours/pay from Non-Union Hourly Pay Grade 3 (\$11.5200/hr.) to Non-Union Hourly Pay Grade 3 (\$10.60/hr.), effective 10/03/16; Special Conditions: Temporary assignment performing Central Court Coordinator duties ended.

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

**None.**

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

Approval of Revisions to Family Medical Leave Act Policy HR-15-08 – These revisions keep the County’s policy in line with the requirements of the Federal FMLA act.

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

Approval of Revisions to County of Venango Employee Handbook – These revisions are mostly policy updates and language changes.

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

Approval of UPMC Health Plan #1576 – This plan is for the County’s medical insurance. There is a 2.2% decrease in cost. This plan is effective January 1, 2017.

Commissioner Witherup made a motion to approve the above plan, seconded by Commissioner Abramovic, aye all.

Approval of Contract Extension of Agreement with UPMC Northwest – This agreement provides care for inmates in the Venango County Prison and after hours, post-accident care for employees.

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

Approval of 2017 – 2018 Fee Agreement with Campbell Durrant Beatty Palombo & Miller, P.C.

– This fee agreement is for legal services provided by Campbell Durrant Beatty Palombo and Miller, P.C. during 2017 and 2018. 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 an annual retainer of \$30,000 retainer for 2017 and 2018.

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

Approval of Corporate Membership Contract with Scenic River YMCA – This contract is a partnership with the Oil City YMCA where the County distributes the YMCA’s fliers and promotes the YMCA. The YMCA will give County employees a 20% discounted rate on single and family memberships at no cost to the County.

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

**PLANNING COMMISSION:**

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

Approval of Resolution Approving FFY 2016 Community Development Block Grant Application – Venango County’s 2016 CDBG allocation of \$221,751 (less program administration) is available for eligible projects. Venango County will act as the primary applicant for the FFY 2016 applications “on behalf of” the entitlement communities of Cranberry Township and Sugarcreek Borough for funding amounts \$104,996 and \$93,553 respectively.

Commissioner Abramovic made a motion to approve the above resolution, seconded by Commissioner Witherup, aye all.

Approval of the Fiscal Year 2017 County Liquid Fuels Awards – The Liquid Fuels Awards for 2017 totaled \$277,247.08 for thirteen (13) municipalities. The requested amount totaled \$702,185.24 from twenty-two (22) municipalities. (Please see attached for detailed information.)

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

Approval of Review Fee Reimbursement Agreement for Dollar General in Barkeyville Borough – 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 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 Abramovic made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Modifications to Stormwater Management County Service Provider Agreement – Cranberry Township – The modifications to this agreement more accurately describe the administrative roles that Cranberry Township and the County are currently performing.

Commissioner Witherup made a motion to approve the above modifications, seconded by Commissioner Abramovic, aye all.

Approval of Acceptance of RACP Grant for Oil City Northside Urban Renewal Initiative – This is a grant award from the Commonwealth of Pennsylvania Redevelopment Assistance Capital Program in the amount of \$1,000,000. This money will help fund the Urban Renewal Initiative by assisting with the demolition of the Oil City parking garage, the building of the new facility and the redevelopment of the Northside.

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

Approval of Appointment of Kenneth King, Victory Township Supervisor, to the Venango County Regional Planning Commission – Mr. King's appointment will be effective November 15, 2016 and expire December 31, 2019. He will be completing the remainder of an Elected Official position left vacant by Garnett Wood's passing.

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

Approval to Proceed with Modification to FFY 2015 CDBG Contract – The FFY CDBG Contract contains a request by the County to include \$54,700 to be used for the demolition of spot blight throughout the County and it incorrectly referenced the Land Bank as playing the coordinating role. The modification states that the non-entitlement municipalities will be coordinating this with the Planning Commission and the County Commissioners.

Commissioner Abramovic made a motion to approve the above modification, seconded by Commissioner Witherup, aye all.

**TWO MILE RUN COUNTY PARK:**

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

Approval of Horizon Construction Agreement for Dam Repair Work – This contract is for repairs to the principal spillway riser structure and impact basin of the dam. The cost is \$118,800.

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

Approval of Addendum to Agreement with Schnabel Engineering, LLC – This addendum is to include inspection costs to oversee the repair work of Two Mile Run County Park Dam. Schnabel Engineering Will provide office support and contract administration services for the duration of the construction phase of the project. Schnabel will also provide part-time observation during the construction phase to assess the acceptability of the contractor's work. The cost of the addendum is \$20,000.

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

Mr. Mihalic presented the Park Activities Report:

The campground is closed for the season.

Hunting season is in full swing. Be sure to wear orange when visiting the Park.

A timbering operation is currently in progress behind the Conservation District Office and Barber's Orchard. This will be complete prior to the start of deer season.

The Venango County Fatherhood Initiative Winterfest is scheduled for January 28, 2017, with February 4, 2017 scheduled as the backup date.

**COUNTY ADMINISTRATION:**

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

Approval of Notice of Bid Award for Demolition of Oil City Parking Garage – The County received six (6) bids for the demolition of the Oil City parking garage. The County's engineering firm did a review of the lowest bidders and the two (2) lowest bidders not meet the required specification set forth in the bid packet. Therefore, approval is requested for the third lowest bidder which is Homrich Wrecking, Inc. with a bid of \$723,000.

Commissioner Witherup made a motion to approve the above bid award, seconded by Commissioner Abramovic, aye all.

Approval of 2017 Venango County Holiday Schedule – This is a list of holidays the County will observe during 2017. The total number of holidays equals fourteen (14).

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

Approval of 2017 Commissioner Board Public Meetings and Workshops – This schedule contains the dates, times and locations of all public meetings to be held in 2017.

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

#### Approval of Re-Appointments to Venango County Conservation District Board

- Jeffrey Schwab – Farm Director
- Joseph Pastor – Public Director

These re-appointments of Mr. Schwab and Mr. Pastor will each be for a four (4) year term and will begin on January 1, 2017 and end on December 31, 2020.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Appointment of Kim Reddinger to the Venango Industrial Development Authority (VIDA) – This will be Ms. Reddinger's second five (5) year term on the Venango Industrial Development Authority Board (VIDA). The term will begin January 1, 2017 and expire December 31, 2021.

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

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

Approval of Appointment of Justin Heffernan to the Safety Committee – This appointment is to fill the remainder of a four (4) year term. The term is effective November 1, 2016 and expires June 30, 2017.

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

Ratification of Agreement between the County of Venango and Peterson's Property Maintenance, Inc. – This agreement is for the custodial services at the Troy A. Wood Human Services Complex. This is a 22 month agreement so that it will expire at the same time as the other custodial contracts for all other County buildings. The cost of this agreement is \$3,925 per month.

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

Ratification of Agreement with Cardiac Science – This agreement is with Cardiac Science for Automatic External Defibrillators (AEDs). There will be six (6) new AEDs placed in the County buildings to replace the old AEDs which have reached their end of life service. The cost of this agreement is \$8,250.

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

Commissioner Abramovic, aye all.

Ratification of Agreement with Overhead Door Company – District Magistrate Kirtland – This is for cabinets at District Magistrate Kirtland’s office. These cabinets will provide locked, secure areas for documents to be stored in, which is a requirement. This cost of this agreement is \$3,890.

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

**OTHER BUSINESS**

There was no other business conducted.

**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:38 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Abramovic, aye all.

Respectfully submitted,



Abby R. Flockerzi, Administrative Assistant