

Reviewed by: _____

COMMISSIONER BOARD MINUTES
March 14, 2007

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Sue Smith
Commissioner Larry Horn
Commissioner Hutchison
Denise Jones, Chief Clerk
Jim Sandok, Human Services
Deborah Sharpe, Treas.
Judy Etzel, Venango Newspaper
Mark Heim, WKQW
Bill Cisek, County Solicitor
Joshua Delaney, College Student

Diona Brick, Fiscal
Steve Rembold, 911
Connie Hazelton, HR
Judy Downs, Planning
O. C. Bell, Airport
Steve Eakin, VC Housing
Ellen Rettinger, Admin. Assistant
Malcolm Sullivan, Taxpayer
Elaine Jacoby, Taxpayer

Pastor Terry Truffin gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Salary Board and the Retirement Board were convened and adjourned prior to the beginning of the Commissioner Board.

COMMISSIONER BOARD:

Commissioner Smith called the meeting to order at 2:06 p.m. A motion was made by Commissioner Horn to approve the minutes from the February 28, 2007 meeting, seconded by Commissioner Hutchison, aye all.

No public comment. No business to come before the Board from the Row Officers or the Prison.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented a renewal maintenance agreement with SBM Electronics for the Courts. The agreement runs from 3/31/07 until 3/30/08 and is in the amount of \$3,598.50. This covers the three court reporter decks for 2 cleaning and maintenance examinations plus software upgrades, all service calls, parts, travel time and mileage. Commissioner Hutchison made a motion to approve the agreement, seconded by Commissioner Horn, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Steve Rembold, 911 Director presented several items for consideration. First was a renewal contract with Mobilcom in the amount of \$4,207.00. This contract states that Mobilcom is to remove the microwave equipment and radsystem from the Exchange Building and reinstall at the Courthouse Annex. Also being moved and raised up is the Point Hill antenna. Labor is also included in this contract. The cost is covered under the Capital Fund. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Horn, aye all.

Next presented by Steve were two Agreements. The first is with Armstrong Cable and the second is a lease agreement with Cooperstown Water Company. Armstrong Cable Company is giving the County a tower and building at the Donation Hill site in Cooperstown. There is no cost to the county. The Cooperstown Water Company Lease Agreement rents to Venango County premises near the Borough of Cooperstown for the sole purpose of housing the Emergency Services Radio Communication equipment. The lease is for five (5) years and the annual installment, due on April 1st of each year, is \$1,200.00. Monies are from the wireless fund. Commissioner Hutchison made a motion to approve the agreements, seconded by Commissioner Horn, aye all.

Steve also presented a new contract with the Seneca Volunteer Fire Department. This is a lease for the second floor at the Seneca Fire Department to house the 911 and Emergency Operations Center to serve as back up locations in the event that the Emergency Services Center becomes inoperable. This new location is pulling two locations together. The cost is an initial payment of \$3,500.00 and then \$100.00 per month. The lease has a term of one year commencing April 1, 2007 and terminating March 31, 2008. Automatically renewals would be for one (1) additional term and all of its terms, provisions and conditions from April 1st following the then completed term, until March 31st of the following year. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Smith, aye all.

Next presented by Steve were two new contracts with Embarq. The first in the amount of \$427,083.04 is to provide equipment and installation of radio consoles for the Phase II Wireless Project. All console equipment needed and a 5 year best value maintenance agreement is included in this price. The installation is slated to start around the beginning of the summer. The contract may need to be amended if additional costs are required at a later date. Commissioner Horn made a motion to approve the contract pending final review by legal counsel, seconded by Commissioner Smith, aye all.

The second contract in the amount of \$441,224.58 is for the installation of a new phone system for the Phase II Wireless project. All phone equipment needed and a 5 year best value maintenance agreement is included in this price. Both these contracts would be paid by the wireless fund. Commissioner Horn made a motion to approve the two contracts with Embarq pending final review by legal counsel, seconded by Commissioner Hutchison, aye all.

Last presented by Steve were the Venango County Citizen Corps Action and Implementation Plan. The plan is to describe the means of implementing specific goals and objectives for the communities within Venango County and to support local emergency responders including, but not limited to Community Emergency Response

Team (CERT) Neighborhood Watch Program. Commissioner Hutchison made a motion to approve the plan, seconded by Commissioner Horn, aye all.

Airport Director, O. C. Bell, presented a Cooperative Purchasing Resolution #2007-04 along with a Letter of Intent. The Resolution permits local public procurement units to administer a cooperative purchasing agreement for the procurement of any goods, materials, equipment or services with another local procurement unit. The Letter of Intent shows that the owners and operators of the Venango Regional Airport desire to use the PACC program to purchase a new Airport Rescue and Fire Fighting apparatus for the Airport. Commissioner Horn made a motion to approve the above two items, seconded by Commissioner Hutchison, aye all.

Next presented by O. C. Bell was an engineering agreement with Lee-Simpson Associates for improvements at the Venango Regional Airport. To seal coat and crack seal the airport pavement on Runway 12-30 the cost is approximately \$20,000 which comes out of the original grant monies of \$179,000. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

HUMAN SERVICES:

Jim Sandok presented the following agenda items for approval:

CYS:

A Contract Addendum with Community Services of Venango County in the amount of \$2500 to conduct Consumer Satisfaction Surveys. The duration of the contract is from March 12, 2007 to June 30, 2007. Commissioner Hutchison made a motion to approve the addendum, seconded by Commissioner Horn, aye all.

A new Training Contract with Vroon VanDenBerg, LLP in the amount of \$6,000 to conduct training sessions at the annual Focus on our Future Forum was presented. The duration of the contract is from March 12, 2007 to June 30, 2007.

A new Training Contract with Dean Wolf in the amount of \$4,000 to conduct a training session at the annual Focus on our Future Forum was presented. The duration of the contract is from March 12, 2007 to June 30, 2007.

Commissioner Horn made a motion to approve the above two contracts, seconded by Commissioner Smith, aye all.

OEO:

Approval of 2007-08 CSBG Grant Amendment which provides Venango County with \$344,890 in federal funds for the period of 7-1-07 to 6-30-08. These funds are spent on an estimated 5,612 low-income residents of Venango County through education, employment, housing, income management, transportation, recreation and self-sufficiency/case management services. Commissioner Hutchison made a motion to approve the above grant, seconded by Commissioner Horn, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted by Diona Brick for approval:

Warrant	SP022807	\$	17,039.8	Non-Human Services Expenditures
Warrant	030907		167,006.	Non-Human Services Expenditures
Warrant	HS030907		345,897 .	Human Services Expenditures
Warrant	SP030907		3,911.	Non-Human Services Expenditures
Warrant	HS031207		60,705.31	Human Services Expenditures
Warrant	031607		199,635.97	Non-Human Services Expenditures
Warrant	HS031607		337,494.48	Non-Human Services Expenditures

Total Estimated Cost **\$ 1,131,692.19**

Commissioner Smith made a motion to approve the warrants, seconded by Commissioner Hutchison, aye all.

The following 2007 budget transfer for \$4,000 from the Contingency Account to the Community Development budget was submitted for approval by Diona. This transfer is so that the Conservation District can cover office expenses until May 31, 2007.

Commissioner Horn made a motion to approve the above transfer, seconded by Commissioner Hutchison, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Connie Hazelton:

PROBATIONARY NEW HIRE – In Department #250 (Register & Recorder) of **Rainie Harman**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, Teamsters Pay Grade 6 Step 1 (\$8.61/hr.), **effective 03/05/07; Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Amy Aikins**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 03/14/07; Special Conditions:** Filling existing vacancy.

NEW HIRE – ON-CALL – In Department #580 (Transportation) of **Diane Miller**, On-Call Vehicle Driver, SEIU position, Temporary Part-Time, 7 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.62/hr.), **effective 03/09/07; Special Conditions:** Filling newly created position ratified at 02/28/07 Salary Board; temporary position to cover leaves of absence for up to 120 days.

END OF PROBATION – In Department #305 (Prison) of **Marcus Morris**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.15/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.13/hr.), **effective 03/06/07; Special Conditions:** To be ratified at 04/03/07 Prison Board. In Department #510 (AAA) of **Deborah Letke**, Senior Center Manager I, Part-Time, 50 hours/pay, **effective 02/27/07; Special Conditions:** No change in pay grade or step. In Department #520 (Children & Youth Services) of **Tina Fitzgerald**, Caseworker II, Full-Time, 80 hours/pay, **effective 02/19/07; Special Conditions:** No change in pay grade or step. In Department #530 (Integrated Crisis Services) of **Kevin Latchaw**, Caseworker II, Full-Time, 80 hours/pay,

effective 02/28/07; Special Conditions: No change in pay grade or step. In Department #580 (Transportation) of Clarence Exley, Bus Driver, SEIU position, Full-Time, 75 hours/pay, **effective 02/19/07; Special Conditions:** No change in pay grade or step.

CHANGE IN EMPLOYMENT STATUS – In Department #205 (Courts) of Kathrin Reib, Court Crier/Tipstaff, Per Diem (\$63.21), **from** Regular Part-Time **to** On Call, **effective 04/16/07; Special Conditions:** Filling newly created position to be ratified at 03/14/07 Salary Board.

LATERAL TRANSFER – Of Sharon Filbert, Legal Secretary II, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 9 Step 1 (\$10.11/hr.), **from** Department #260 (District Attorney) **to** Department #125 (Public Defender), **effective 03/12/07; Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #270 (Sheriff) of Jonathan Love, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 2 (\$11.40/hr.) **to** Teamsters Pay Grade 11 Step 3 (\$11.53/hr.), **effective 03/07/07; Special Conditions:** Step increase per Teamsters contract; of Ryan Williams, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Teamsters Pay Grade 11 Step 2 (\$11.40/hr.), **effective 03/06/07; Special Conditions:** Step increase per Teamsters contract.

PROMOTION – In Department #145 (Assessment) of Mary Swisher, **from** Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.49/hr.) **to** Field Assessor Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 03/12/07; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #155 (MIS) of Robert Wilson, GIS Analyst, **effective 03/23/07.**

Commissioner Horn made a motion to approve the above agenda, seconded by Commissioner Hutchison, aye all.

PLANNING COMMISISON:

Resolution #2007-02 was submitted by Judy Downs. This authorizes the Venango Regional Planning Commission to charge a fee in connection with subdivision and land developments. A flat fee of \$100.00 was set by Resolution of the Board of Commissioners for minor subdivisions. Commissioner Horn made a motion to approve the Resolution, seconded by Commissioner Hutchison, aye all.

Resolution #2007-03, approval of Community Development Block Grant Application (CDBG) was also presented by Judy Downs. Venango County's 2006 allocation is an estimated \$250,000 (less program administration) which is available for eligible projects to assist municipalities with a number of community development needs for low and moderate income citizens. Commissioner Horn made a motion to approve the Grant Application, seconded by Commissioner Hutchison, aye all.

Judy also presented a Fair Housing Notice which will be published in local newspapers. This notice serves to all Venango County residents that if they feel they have been discriminated against regarding housing, a complaint may be filed with Judy Downs at the Venango County Regional Planning Commission Office located at 1168 Liberty Street, Franklin, PA 16323 or by email to jdowns@co.venango.pa.us.

Nest presented was a Minority Business Enterprise Plan which along with the above Fair Housing Notice needs to be included with the CDBG Application. This plan states that the Venango County Regional Planning Commission will comply with all contracts for public works, supplies and services funded with CDBG Program funds. Commissioner Hutchison made a motion to approve the above two items, seconded by Commissioner Horn, aye all.

Last presented by Judy was a Certificate for CDBG Interim Assistance. This allows Rouseville Borough to use some of the monies from the 2006 CDBG Grant to perform a demolition which has been declared a State of Emergency as described in the Activity Description submitted to the Venango County Regional Planning Commission. Commissioner Horn made a motion to approve the Interim Assistance, seconded by Commissioner Smith, aye all.

COUNTY ADMINISTRATION:

Assistant Solicitor, Bill Cisek presented a Settlement Agreement and Mutual Release for Baker's Transportation. The County agrees to issue a new Request for Proposals for transportation services from July 1, 2007 to June 30, 2008 and acknowledges that Baker's will be permitted to respond to the Request for Proposals. There is no cost to the County. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

Next presented by Bill Cisek was the West Law Contracts which provides internet access for the law library. The contract is for 1 year and the cost is \$598.00 per month. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Horn, aye all.

OTHER BUSINESS:

Commissioner Gary Hutchison gave a Career Link Report. Career Link along with Oil Region Alliance will be holding a Welder's Recruitment Day on April 5th from 10:00 until 6:00. More details will be available in the local newspapers.

Next Commissioner Hutchison reported that another recruitment day will be held at Polk Center to make people familiar with the Civil Service System. State wide and locally 5,000 Civil Service positions will be opening.

Steve Eakin with the Housing Authority gave a report. Currently there is \$700,000 in accounts for public and Section 8 housing. He stated that there is funding available for approximately 30-50 families who are in need of housing. The Authority is also searching for landlords in Venango County outside of Franklin and Oil City who want to be involved in the rental assistant program.

He next announced that a new Executive Director, J. R. Flint from Mercer County will take over the full-time job on April 2nd, 2007. The Authority has been without an executive director since Ed Evans was dismissed.

Commissioner Sue Smith stated that she had attended a conference in Arlington, Virginia from March 11th through March 13th on Energizing Appalachia. The hot topic was the cost of energy.

PUBLIC COMMENT:

Joshua Delaney, a college student, asked when Two Mile Run Dam was last inspected. He was invited to come to the Commissioner's Office after the meeting to get the inspection dates which is done annually by DEP.

Commissioner Horn made a motion to adjourn at 2:47 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Ellen Rettinger