

Reviewed by: \_\_\_\_\_

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**COMMISSIONER BOARD MINUTES**  
**April 25, 2007**

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

Commissioner Sue Smith  
Commissioner Gary Hutchison  
Commissioner Larry Horn  
Denise Jones, Chief Clerk  
Tom Sherman, EMA  
Steve Rembold, 911  
George Thompson, Solicitor  
Don Baker, Bakers Trans.  
Jeff Storm, Franklin Police  
Matthew Carlson, Sugarcreek Police

Diona Brick, Fiscal  
Connie Hazelton, HR  
Ben Breniman, Planning  
Jim Sandok, CYS  
Judy Etzel, Venango Newspaper  
Major Smith, Jail  
Ellen Rettinger, Admin. Assistant  
Malcolm Sullivan, Tax payer  
Robert Wenner, Oil City Police  
Ryan Ashbaugh, Sugarcreek Police

Commissioner Horn gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

**COMMISSIONER BOARD:**

Commissioner Smith called the meeting to order at 2:00 p.m. A motion was made by Commissioner Horn to approve the minutes from the April 11, 2007 meeting, seconded by Commissioner Hutchison, aye all.

No public comment. No business to come before the Board from the Row Offices.

**COURT ADMINISTRATION:**

Chief Clerk, Denise Jones presented a proposal received from Doug Suhr in the amount of \$7,845 which is for Sound System in Court Room II. The proposal covers equipment and labor to install the sound system. The Court administrator contacted a number of vendors to obtain quotes, but was unsuccessful in doing so. Through consultation with the County Solicitor, we accepted the quote from Mr. Suhr. On a motion by Commissioner Horn and a second by Commissioner Smith, the motion carried.

**PRISON:**

Presented by Major Smith was a renewal contract with Computer Power Solutions in the amount of \$500.00. The contract runs from 2/1/07 to 1/31/08 and provides one preventative maintenance visit per year and site spare parts for the prison's control panels. Commissioner Hutchison made a motion to approve the renewal contract, seconded by Commissioner Horn, aye all.

Next presented by Warden Smith was a quote from Jamestown Soap and Solvent in the amount of \$835.00. This cost includes the installation of two Trap Tender Dispenser units at the prison, which have a life time warranty, and the Biozyme grease and drain treatment chemicals which need replaced every six weeks. The units are to “eat away” grease in the traps and drainage lines which have been an ongoing problem generated from the prison kitchen. Expected costs after this first year is expected to run around \$1,530 per year. Commissioner Hutchison made a motion to approve the quote, seconded by Commissioner Horn, aye all.

### **COMMUNITY SERVICES ADMINISTRATION:**

Steve Rembold, 911 Director presented a renewal contract with Mobilcom to purchase and install a MC2500 tone remote and CDM-1250 radio at the Communications Center that will enable dispatchers to continue dispatching should 911’s Southern tower be down. Cost is \$6,740.31 and will come from the 911 wire line capital line item budget per Diona Brick, Administrator of Finances. Commissioner Horn made a motion to approve the renewal contract, seconded by Commissioner Hutchison, aye all.

### **HUMAN SERVICES:**

Jim Sandok, in the absence of Dave Schuille, presented the following CY5 items for approval.

#### Substance Abuse Services

Amendment to the contract with the Oil City Area School District in the amount of \$750 (total contract amount of \$1,250) for the purpose of sponsoring Tobacco Prevention Activities.

Contract with Youth Alternatives in the amount of \$1,500 to conduct the “Squads Program” of tobacco prevention activities.

Recommendation to approve Johanna Lamberson as a member of the Single County Authority Executive Commission.

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

#### OEO

Approval of the 2007-08 HSDF (Human Services Development Fund) pre-expenditure plan.

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

#### MH/MR

New Contract with Tidgwell Associates, Inc. to purchase, install and support software. Cost is \$2,500 annually. There is no match.

Continuation Contract with Community Services of Fayette County to provide the Direct Care Worker’s Recruitment and Training Program for up to 15 individuals. Contract maximum is \$21,913. There is no county match.

Continuation Contract with Goodwill Industries of Fayette County to provide 240 days of pre-vocational services for 1 MR consumer at rate of \$35.33 per ½ day unit. There is no county match.

Contract Addendum with Sugar Valley Lodge to pay for Crisis Intervention Training. Maximum amount of \$2,694. A 10% match is required and will come from the existing match allocation.

Contract Addendum with Venango Training and Development Center, Inc. to add pre-vocational services to the Shippenville location at rate of \$20.96 per ½ day unit for 1 MR consumer. No county match. Also request to reimburse VTDC for costs to send four MH consumers to the MH Consumer Association conference, up to a maximum of \$3,000. There is no match.

Submission of Annual Mental Health Plan.

Commissioner Horn made a motion to approve the above items, pending solicitor review for the new contract with Tidgwell Associates, seconded by Commissioner Smith, aye all.

Next presented by Commissioner Smith was the appointment of Richard Broadhead to the MH/MR Advisory Board and Substance Abuse Program Executive Commissioner for a three year term effective April 1, 2007 through April 30, 2010. Commissioner Horn made a motion to approve the appointment, seconded by Commissioner Smith, aye all.

**FINANCE ADMINISTRATION:**

The following warrants and expenditures were submitted by Diona Brick for approval.

|                             |          |                        |                                 |
|-----------------------------|----------|------------------------|---------------------------------|
| Warrant                     | HS041307 | 463,090.82             | Human Services Expenditures     |
| Warrant                     | SP041607 | 3,100.58               | Non-Human Services Expenditures |
| Warrant                     | SP041707 | 3,356.95               | Non-Human Services Expenditures |
| Warrant                     | 042007   | 1,207,961.96           | Human Services Expenditures     |
| Warrant                     | HS042007 | 506,206.00             | Non-Human Services Expenditures |
| Warrant                     | 042707   | 115,705.58             | Non-Human Services Expenditures |
| Warrant                     | HS042707 | 172,593.90             | Human Services Expenditures     |
| <b>Total Estimated Cost</b> |          | <b>\$ 2,472,015.79</b> |                                 |

**JAIL** **TOTAL EXPENDITURES**

|                    |             |
|--------------------|-------------|
| <b>March 2007</b>  |             |
| Commissary Account | \$ 5,600.07 |
| Inmate Account     | \$ 4,941.66 |
| Wardens Account    | \$ 670.95   |

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

Also submitted by Diona was the below budget transfer.

Transfer \$1,106.04 from the Contingency Account to the Courthouse Security Project budget to cover the advertising for the Wireless duress System.

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

Transfer \$40,215.46 from the Capital Projects Fund to the Election Equipment Project budget to complete the purchase of the new voting machines.

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

The last item presented by Diona was a renewal contract with Pitney Bowes which provides for a new postage machine, enhanced accounting software, interface weighing scales and a laser printer for reports plus equipment and software maintenance. The cost is \$773.00 for sixty months. Commissioner Hutchison made a motion to approve the above contract, seconded by Commissioner Horn, aye all.

### **HUMAN RESOURCES:**

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

PROBATIONARY NEW HIRE – In Department #305 (Prison) of David Armstrong, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), effective 04/17/07; Special Conditions: Filling existing vacancy; successfully completed C.O. testing on 03/05/07; to be ratified at 05/01/07 Prison Board; of Bryon Cogswell, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), effective 04/17/07; Special Conditions: Filling existing vacancy; successfully completed C.O. testing on 03/05/07; to be ratified at 05/01/07 Prison Board. In Department #510 (AAA) of Francis Feroz, Vehicle Driver, SEIU position, Part-Time, 55 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.62/hr.), effective 04/16/07; Special Conditions: Filling newly created position ratified at 12/06/06 Salary Board; temporary service to be credited toward probationary period.

NEW HIRE – In Department #205 (Courts) of Penny Hawthorne, Court Crier/Tipstaff, Part-Time, per diem (\$63.21/day), effective 04/30/07; Special Conditions: Filling existing vacancy.

REHIRE – In Department #260 (District Attorney) of Cornelia Adams, Legal Secretary II, Temporary On-Call, 7 hours/pay, Non-Union Hourly Pay Grade 3 Step 2 (\$10.05/hr.), effective 04/13/07; Special Conditions: Position to be ratified at 05/09/07 Salary Board meeting; temporary assignment for 90 days.

END OF PROBATION – In Department #305 (Prison) of Sandra Gonzalez, 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 04/15/07; Special Conditions: To be ratified at 05/01/07 Prison Board.

PROMOTION/TRANSFER – In Department #265 (Prothonotary) of Kelley Karns from Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, Teamsters Pay Grade 6 Step 1 (\$8.61/hr.) to Department #260 (District Attorney), Legal Secretary II, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 9 Step 1 (\$10.11/hr.), effective 05/01/07; Special Conditions: Filling existing vacancy.

RATE ADJUSTMENT – In Department #205 (Courts) of Ronald Fletcher, Court Crier/Tipstaff, Part-Time, Per Diem, from \$5.64 per hour for all hours worked in excess

of 10 to \$8.65 per hour for all hours worked in excess of 10, effective 01/01/07; Special Conditions: To be presented at the 05/09/07 Salary Board; of James Keevican, Court Crier/Tipstaff, On Call, Per Diem, from \$5.64 per hour for all hours worked in excess of 10 to \$8.65 per hour for all hours worked in excess of 10, effective 01/01/07; Special Conditions: To be presented at the 05/09/07 Salary Board; of Kathrin Reib, Court Crier/Tipstaff, On Call, Per Diem, from \$5.64 per hour for all hours worked in excess of 10 to \$8.65 per hour for all HR Agenda hours worked in excess of 10, effective 01/01/07; Special Conditions: To be presented at the 05/09/07 Salary Board; of Clair Schwab, Court Crier/Tipstaff, Full-Time, Per Diem, from \$5.64 per hour for all hours worked in excess of 10 to \$8.65 per hour for all hours worked in excess of 10, effective 01/01/07; Special Conditions: To be presented at the 05/09/07 Salary Board; of Duane Simpson, Court Crier/Tipstaff, Full-Time, Per Diem, from \$5.64 per hour for all hours worked in excess of 10 to \$8.65 per hour for all hours worked in excess of 10, effective 01/01/07; Special Conditions: To be presented at the 05/09/07 Salary Board. These per hour wages are subject to ratification.

SEPARATION OF EMPLOYMENT – In Department #160 (Maintenance) of Kim Blauser, Maintenance Worker III, effective 05/01/07. In Department #305 (Prison) of Kellyann Morrison, Corrections Officer, effective 04/26/07; Special Conditions: To be ratified at 05/01/07 Prison Board. In Department #540 (MH/MR) of Melissa Lloyd, Caseworker II, effective 04/11/07; of Penny Thompson, Program Specialist II, effective 05/04/07. In Department #580 (Transportation) of Thomas Clark, Bus Driver, effective 04/10/07.

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

### **PLANNING COMMISSION:**

Ben Breniman, an intern with the Planning Commission presented the Down Payment and Closing Cost Assistance Grant Agreement with one candidate to date having completed all the steps necessary to qualify for assistance from the Affordable Housing Trust Fund. Because of the above assistance, Karen Rios has been able to secure real estate in Oil City using the funds for down payment and/or closing costs.

County Solicitor George Thompson suggested that Denise Jones be authorized to execute any documents associated with the above program. Commissioner Horn made a motion to approve the authorization, seconded by Commissioner Hutchison, aye all.

### **COUNTY ADMINISTRATION:**

Several items were presented by Denise Jones. First being the award of the HVAC and Electrical bids for the Work Release Project at the County Jail. The electrical bid was awarded to Snyder Electric in the amount of \$5,325.00. The HVAC bid was awarded to Central Heating and Plumbing in the amount of \$13,943.00. The bids for the plumbing and general contractor were rejected. Commissioner Horn made a motion to approve the bid awards, seconded by Commissioner Hutchison, aye all.

Next was the award of the Wireless Duress Equipment for security at the Courthouse Annex. Stop Tech was awarded the bid in the amount of \$14,013.50. Commissioner Horn made a motion to approve the bid award, seconded by Commissioner Hutchison, aye all.

Third was the approval of updated reimbursements for business meals and mileage. Breakfast went from \$4.00 to \$8.00, lunch from \$6.00 to \$10.00, dinner from \$16.00 to \$17.00 with mileage going from .40 cents to .45 cents. Commissioner Horn made a motion to approve the above reimbursements, seconded by Commissioner Hutchison, aye all.

Fourth presented was a correction to the Federal Bridge Inspection Agreement. The maximum Federal share available for these projects is \$327,244.37. The County share is \$81,811.09 which combined is a total of \$409,055.46 for inventory and inspection costs. Commissioner Hutchison made a motion to approve the correction, seconded by Commissioner Horn, aye all.

Presented by Commissioner Sue Smith was a proclamation declaring May 3, 2007 as a Day of Prayer. Commissioner Horn made a motion to approve the proclamation, seconded by Commissioner Hutchison, aye all.

Presented by Commissioner Gary Hutchison was the appointment of Linda Schell to the NW PA Workforce Investment Force. Her term would run from April 1, 2007 to April, 2010. Commissioner Hutchison made a motion to approve the appointment, seconded by Commissioner Horn, aye all.

**PUBLIC COMMENT:**

Chief Wenner from Oil City, Chief Carlson from Sugarcreek and Chief Jeff Storm from Franklin were present and ask for a Letter of Support from the Commissioners to accompany their application to the NW PA Emergency Response Group/WMD Counter-Terrorism Task Force Committee for funds in the amount of \$54,780.42. These funds would help the 5 County Task Force purchase equipment such as radios, ballistic systems, and upgrade armor, which would be divided between the departments.

Commissioner Horn made a motion to adjourn at 2:35 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

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Ellen Rettinger