

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**March 24, 2009**

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

Commissioner Tim Brooks  
Commissioner Troy Wood  
Rich Winkler, Solicitor  
Diona Brick, Fiscal  
Sheila Boughner, News Herald  
Mark Heim, WKQW  
Rich Mihalic, Park Director

Commissioner Jan Beichner  
Denise Jones, Chief Clerk  
Lisa Mumford, Admin. Asst.  
Bill Kresinski, MIS  
O. C. Bell, Airport Director  
David Schwille, Human Services

The meeting began with a moment of silent prayer and then Commissioner Brooks led the group in the Pledge of Allegiance.

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 6:06 p.m. A motion was made by Commissioner Wood to approve the minutes from the March 10, 2009 meeting, seconded by Commissioner Beichner, aye all.

No public comment on the agenda. There was no business to come before the Board from the Row Offices or the Prison

**COURT ADMINISTRATION:**

Chief Clerk, Denise Jones presented a renewal maintenance agreement with SBM Electronics for the Courts. The agreement will commence on 3/31/09 and end on 03/30/10 and is in the amount of \$3,598.50. This covers the three court reporter decks for 2 cleanings and maintenance examinations plus software upgrades, all service calls, parts, travel time and mileage. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Wood, aye all.

**COMMUNITY SERVICES:**

O. C. Bell, Airport Director presented a lease extension between the County of Venango and Primo GRC, Inc. Primo Barones Restaurant is the tenant at the Venango County Regional Airport and their current lease expires on March 31, 2009. The tenant is requesting to extend their lease for an additional 5 years under the current terms until the renewal contract is executed for another 10 years. Commissioner Beichner made a motion to approve the extension of the lease, seconded by Commissioner Wood, aye all.

The next item O.C. Bell presented was a Hangar Lease Agreement between the County of Venango and Thomas/Kathleen Brennan of 195 Rocca Way, Franklin, PA. The amount of the lease will be \$175 plus 6% PA sales tax per month. The lease will be on a month-to-month basis. Commissioner Wood made a motion to approve the lease agreement, seconded by Commissioner Beichner, aye all.

## **HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille, Human Services Director:

### **CYS**

Renewal Contract with Hermitage House for residential services for dependent and delinquent youth with a per diem range of \$97.45 to \$219.50 for Independent living Services, Group home and Specialized Treatment.

Authorization by the Board of Commissioners to enter into agreement with the Commonwealth of Pennsylvania and Reed Elsevier, Inc, parent Company of Lexis Nexis for authorized use of the Accurint for Government search engine. Access to this search engine is necessary to proceed as a Phase one County in the Commonwealth's Permanency Practice Initiative. The Accurint search engine will enable selected case workers to conduct thorough searches for relatives of children in foster placement in order to place these children in kinship care or to establish a relationship with family members that may have previously been unknown to the child. Sections of the recently passes federal law entitled Fostering Connections to Success and Increasing Adoptions Act mandate highly structured diligent searches for relatives within 30 days of placement and access to this search engine will greatly enhance this agency's capability to comply with this law.

New Contract with Children's Friend of Providence Rhode Island for training and consulting around implementation of a program to decrease placement of children in families affected by substance abuse. This contract has been reviewed by the solicitor and I ask tentative approval pending the receipt of the required insurance certificate.

### **OEO**

Resolution to receive \$267,929 in state funds for the operation of the fixed route bus service. These funds require an \$18,919 county match.

Amendments to three subcontracts for the Work Ready program, as a result of an additional \$30,550 to fund transportation needs of identified program consumers. The additional funds are distributed as follows:

Community Services of Venango County-\$9,250

Genesis Center-\$10,000

Crawford County Consumer Awareness Program-\$11,300

### **MH/MR**

New agreement with Susquehanna Software Inc. to purchase software that replaces the existing platform used by MH/MR. This software includes enhancements that enable the county to move into compliance with Commonwealth data submission requirements and combines case management with internal and external billing functions. The software has been reviewed by the MIS department and is currently in use in seven other counties/joinders in the Commonwealth. The purchase price is \$79,500 and includes installation, training of county and provider staff, and data conversion. The County will also receive all source code for the software with this purchase.

Request the Board's signature on the letter of intent to sign the Administrative Operating Agreement with the Office of Developmental Programs, pending legal review if the agreement itself.

Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Wood, aye all.

**FINANCE ADMINISTRATION:**

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	HS031309	\$	341,555.22	Human Services Expenditures
Warrant	032009		136,477.25	Non-Human Services Expenditures
Warrant	HS032009		723,569.57	Human Services Expenditures
Warrant	SP031709		282.50	Non-Human Services Expenditures
Warrant	032709		<u>262,122.44</u>	Non-Human Services Expenditures

**Total Estimated Cost     \$    1,464,006.98**

Commissioner Wood made a motion to approve the above warrants, seconded by Commissioner Beichner, aye all.

Also presented by Diona was a 2009 Budget Amendment/Transfer listed below:

Transfer \$1,000 from Contingency to the Commissioner's budget for the purchase of chairs for Room 100. Commissioner Beichner made a motion to approve the transfer, seconded by Commissioner Wood, aye all.

Rich Winkler, County Solicitor presented a Real Estate Tax Agreement between Franklin Industrial and Commercial Development and the County of Venango, City of Franklin, and Franklin Area School District. FICDA purchased the old Thrift drugstore building on Liberty Street in Franklin at the end of 2007. FICDA filed an appeal in 2008 for the 2009 taxes, on the basis the property would now be exempt. The exemption was granted; however, FICDA had failed to file an appeal in time for the 2008 taxes. Under the terms of the Agreement, the 2008 taxes would be exonerated. In return, FICDA commits to have the property back on the rolls on January 1, 2010 and not to request another real estate tax exemption so long as the property is used as a retail incubator. The Agreement also includes a commitment for the property to be transferred to a non-profit called Franklin Moving Forward by the end of this year. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Wood, aye all.

The last item Diona presented was a contract between Link Computer Corporation and the County of Venango. The contract agreement is to cover the IBM Hardware maintenance at a cost of \$5,453; and the IBM Software maintenance at a cost of \$3,511. The total of the contract is in the amount of \$8,964 and will commence on April 8, 2009 and end on April 7, 2012. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Wood, aye all.

**HUMAN RESOURCES:**

The following Human Resource Agenda was presented for approval by Commissioner Brooks:

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Diana Shook**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 03/15/09; Special Conditions:** Filling existing vacancy; to be ratified at April Prison Board meeting. In Department #520 (Children and Youth Services) of **Renee Tomko**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 04/27/09; Special Conditions:** Filling existing vacancy. In Department #530 (Integrated Crisis Services) of **Chandra Thompson**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 03/30/09; Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening.

**END OF PROBATION** – In Department #190 (Planning) of **Erik Johnson**, Planner I, Full-Time, 70 hours/pay, **effective 03/16/09; Special Conditions:** No change in pay grade or step. In Department #250 (Register & Recorder) of **Lisa Allison**, Department Clerk II, Full-Time, 70 hours/pay, **effective 03/17/09; Special Conditions:** No change in pay grade or step.

**PROMOTION** – In Department #520 (Children and Youth Services) of **Nancy Van Tassell**, from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), to Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 2 (\$14.95/hr.), **effective 03/09/09; Special Conditions:** Filling newly created position ratified at September Salary Board meeting; project connect, grant funded for three years.

**SEPARATION OF EMPLOYMENT--RETIREMENT** – In Department #520 (Children and Youth Services) of **Margaret Grove**, Department Clerk II, **effective 04/30/09**.

**SEPARATION OF EMPLOYMENT** – In Department #235 (District Judge 3-3) of **Cathiejo Carter**, District Judge Secretary, **effective 04/09/09**. In Department #305 (Prison) of **Fredrick Horos**, Corrections Officer, **effective 01/26/09**. In Department #520 (Children and Youth Services) of **Sara Wiegel**, Social Work Supervisor, **effective 04/22/09**. In Department #540 (MH/MR) of **Bruce Kahler**, Program Specialist II, **effective 04/17/09**.

Commissioner Wood made a motion to approve the above items, seconded by Commissioner Beichner, aye all.

### **PLANNING:**

Commissioner Wood presented for approval Resolution #2009-02 - Approval of Community Development Block Grant Application (CDGB). Venango County's 2009 CDBG allocation of \$250,000 (less program administration) is available for eligible projects to assist municipalities with a number of community development needs to low and moderate income citizens. Commissioner Beichner made a motion to approve the resolution, seconded by Commissioner Wood, aye all.

Denise Jones, Chief Clerk presented a Minority Business Enterprise Plan which 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, site clearance and demolition, supplies and services a target of \$10,250 of its project budget or 5% (less administrative funds) for the 2009 CDBG Program. Additionally, a goal of \$6,150 or 3% of its budget (less administrative funds) has been established for Women's Business Involvement in 2009 activities. Commissioner Wood made a motion to approve the above MBE Plan, seconded by Commissioner Beichner, aye all.

The next item Troy presented was a DCED Grant Application for submission on behalf of Canal Township. Canal Township is requesting \$10,020 toward the purchase of a new snow plow. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Wood, aye all.

The last item presented by Rich Winkler was a Down Payment and Closing Cost Assistance Grant Agreement between the County of Venango and Staci Shawgo. The funding in the amount of \$2,900 which is funded through the Affordable Housing Trust Fund is to be used for costs associated with down payment and/or closing costs for the property located at 313 Egbert St., Franklin, PA. Commissioner Wood made a motion to approve the grant agreement, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

### **TWO MILE COUNTY PARK:**

Rich Mihalic, Park Director had several items to present. The first item was a letter of support between the County of Venango and the EADS Group to replace the Cherrytree Road Bridge over Two Mile Run. The bridge construction schedule is to be coordinated with the County prior to beginning work so that adverse impacts to the Park's schedule and operations can be minimized. Commissioner Beichner made a motion to approve the replacement of the bridge, seconded by Commissioner Wood, aye all.

Next Rich presented the PARCS Annual Software Support & Upgrade Contract for the Park's computer software. The annual fee for the contract will be \$595. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Wood, aye all.

The last item Rich presented for approval was a Boat Race Application with Three Rivers Outboard Racing Association along with permits from the PA Fish & Boat Commission. Three Rivers Outboard Racing Association will host a Spring and Fall regatta at Two Mile Run Park on May 25-26 and September 22-23, 2009. Commissioner Wood made a motion to approve the application and permits, seconded by Commissioner Brooks. Commissioner Beichner opposed the application for the regattas. Motion passed by majority vote.

### **COUNTY ADMINISTRATION:**

Chief Clerk, Denise Jones presented a renewal agreement contract between SimplexGrinnell and the County of Venango for the annual fire alarm test and inspection. The annual costs will be \$553 and will commence on April 1, 2009 thru to March 31, 2010. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

The last item Denise presented was the HAVA Grant Agreement – Blanket Amendment No. 2 with Venango County. The deadline for the Help America Vote Act of 2002 was currently June 30, 2009. In order to allow the counties to adequately carry out the required activities under the act and allow for future award of HAVA grant funds, the Commonwealth of PA Department of State will extend the grant period by an additional two years to June 30, 2011. Grant funds must be expended by June 30, 2011. Commissioner Wood made a motion to approve the grant extension, seconded by Commissioner Beichner, aye all.

### **PUBLIC COMMENT:**

Rich Mihalic thanked Denise Jones for putting Two Mile Run County Park's phone number and address on the website.

A motion to adjourn the meeting was made by Commissioner Wood at 6:31 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.