

Reviewed by: _____

COMMISSIONER BOARD MINUTES
April 14, 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
Lisa Mumford, Admin. Asst.
Sheila Boughner, News Herald
Dave Schwille, Human Services
Bill Kresinski, MIS
Steve Rembold, 911

Commissioner Jan Beichner
Denise Jones, Chief Clerk
Deborah Sharpe, Treasurer
Connie Hazelton, Human Resources
Diona Brick, Fiscal
Judy Downs, Planning
Rich Mihalic, Park Director
Mark Heim, WKQW

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

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

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 24, 2009 meeting, seconded by Commissioner Beichner, aye all.

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

ROW OFFICES:

Chief Clerk, Denise Jones presented on behalf of the District Attorney a six month extension of the STOP Violence Grant – Project Modification Request. The grant will be extended six months so it will end January 2010 which makes it run thru a calendar year versus a fiscal year. Commissioner Wood made a motion to approve the grant extension, seconded by Commissioner Beichner, aye all.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director presented a Grant Offer/Agreement to Rehabilitate Runway 12-30 and 12-30 Safety Area Phase II Construction and taxiways rehabilitation in the amount of \$32,875 payable from the Commonwealth Aviation Development Program, and \$1,249,246 from the Federal State Block Grant. This project must be completed no later than April 30, 2011. This grant agreement will expire on June 30, 2011. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Wood, aye all.

The next items presented by O.C. Bell were hanger lease agreements. The first agreement is between the Venango Regional Airport and Richard Fisher of 126 Twin Drive, Franklin. The

lease is in the amount of monthly installments of \$131.44. The seconded hangar lease agreement is between the Venango Regional Airport and Steven Kalasy of 405 S. Foster Road, Jackson Center. The lease is in the amount of \$259.70 per month. Commissioner Wood made a motion to approve the leases, seconded by Commissioner Beichner, aye all.

Steve Rembold, 911 Director presented an addendum to the Mobilcom contract in the amount of \$17,476.75. This addendum is to purchase and install a Raytheon Voter system on the Point Hill Fire Repeater. The system that is in place does not currently have a system in place to monitor and vote the best receive audio. This is also for the addition of a TAC channel radio at the Point Hill tower site for use to talk to local fire departments in this area. The cost will be funded through the 911 fund. Commissioner Wood made a motion to approve the contract addendum, seconded by Commissioner Beichner, aye all.

The last item presented by Steve was proclaiming the week of April 12 thru 18, 2009 as "National Public Safety Telecommunicators' Week". Commissioner Beichner made a motion to approve this proclamation, seconded by Commissioner Wood, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwillie:

Area Agency on Aging

Agreement with Phillips Lifeline to acquire the assets (personal emergency alert systems) of the AAA and to assume monitoring of these units. The cost to the consumer will remain the same. This agreement has been negotiated by the county solicitor.

Nomination to the AAA Advisory Council of Donald Shelatree.

Nomination to the RSVP Advisory council of William Jones.

OEO/Transportation

Approval of a 10% increase in the fare structure for the Shared Ride Program

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

Presented by Diona Brick was a Pitney Bowes contract in the amount of \$273 per month. This contract is to lease a digital mailing system to be located at the Human Services Complex. This one mailing system will replace the six smaller machines they have already at the Complex. Commissioner Beichner made a motion to approve this contract, seconded by Commissioner Wood, aye all.

FINANCE ADMINISTRATION:

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

Warrant	HS032709	\$	130,098.96	Human Services Expenditures
Warrant	SP032609		6,827.00	Non-Human Services Expenditures
Warrant	040309		60,226.56	Non-Human Services Expenditures
Warrant	HS040309		244,744.18	Human Services Expenditures

Warrant	040909	270,987.92	Non-Human Services Expenditures
Warrant	HS040909	314,942.51	Human Services Expenditures
Warrant	041709	112,985.34	Non-Human Services Expenditures
Warrant	HS041709	<u>414,818.06</u>	Human Services Expenditures

Total Estimated Cost \$ 1,555,630.56

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

The next item presented by Diona was the following Budget Transfer:

Transfer \$4,000 from the Contingency to the Planning budget in order to secure interns for the upcoming projects. Commissioner Wood made a motion to approve the transfer, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

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

PROBATIONARY NEW HIRE – In Department #145 (Assessment) of **Michael Baker**, Mapper, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.80/hr.), **effective 04/13/09; Special Conditions:** Filling newly created position ratified at 02/10/09 Salary Board meeting. In Department #405 (Airport) of **Gary Caputo**, Custodial Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.81/hr.), **effective 04/09/09; Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Victoria Ciko**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 04/13/09; Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #190 (Planning) of **Jacob Spuck**, GIS Intern, Temporary Part-Time, 64 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 05/04/09; Special Conditions:** Filling newly created position ratified at November 2008 Salary Board meeting; temporary assignment for up to six months; must successfully complete pre-employment drug screening. In Department #520 (Children and Youth Services) of **Rebecca Ewing**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 04/13/09; Special Conditions:** Filling newly created position ratified at April Salary Board meeting; temporary assignment not to exceed six months or 1,040 hours.

REHIRE – In Department #509 (Human Services Fiscal) of **Barbara Benedict**, Budget Analyst II, Full-Time Exempt, Exempt Pay Grade 4 (\$43,409/yr.), **effective 04/06/09; Special Conditions:** Filling existing vacancy. In Department #535 (Substance Abuse) of **Jewell Williams**, Drug & Alcohol Case Management Specialist Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 04/06/09; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #210 (Domestic Relations) of **Tracy Carbaugh**, Caseworker (DRO), Full-Time, 70 hours/pay, **effective 04/03/09; Special Conditions:** No change in pay grade or step. In Department #325 (911) of **Matthew Exley**, Telecommunicator I, Full-Time, 80 hours/pay, **effective 03/05/09; Special Conditions:** No change in pay grade or step.

PROMOTION/TRANSFER/DECREASE IN HRS./CHANGE IN EMPLOYMENT STATUS – In Department #405 (Airport) of **Leon Shoffstall**, from Custodial Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 4 Step 4 (\$8.06/hr.) to Department #580 (Transportation), Bus Driver, SEIU position, Part-Time, 40 hours/pay, SEIU Pay Grade 9 Step 1 (\$10.21/hr.), **effective 04/01/09**; **Special Conditions:** Filling existing vacancy; benefits cease immediately.

RECLASSIFICATION/RATE ADJUSTMENT – In Department #540 (MH/MR) of **Sharren Ausel**, from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 8 (\$15.88/hr.), to Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 18 (\$15.90/hr.), **effective 03/23/09**.

LATERAL TRANSFER – Of **Betty DeMarco**, Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 2 (\$9.28/hr.) from Department #265 (Prothonotary) to Department #270 (Sheriff), **effective 04/14/09**; **Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS – In Department #510 (AAA) of **Roger Lore**, Vehicle Driver, SEIU position, Part-Time from 48 hours/pay to 55 hours/pay, **effective 04/06/09**.

DEMOTION – In Department #265 (Prothonotary) of **Shannon Ghering**, from Bookkeeper II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), to Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 2 (\$9.28/hr.), **effective 04/20/09**; **Special Conditions:** Filling existing vacancy.

DEMOTION/TRANSFER/INCREASE IN HOURS – In Department #135 (Fiscal) of **Pamela Weaver**, from Senior Financial Analyst, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 9 Step 25 (\$22.08/hr.), to Department #509 (Human Services Fiscal), Fiscal Operations Officer I (MH-MR), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 Step 30 (\$21.21/hr.), **effective 04/06/09**; **Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #520 (Children and Youth Services) of **Bonnie Reed**, Caseworker III, Full-Time, 80 hours/pay, from Non-Union Hourly Pay Grade 7 Step 4 (\$15.24/hr.) to Non-Union Hourly Pay Grade 7 Step 12 (\$16.51/hr.), **effective 04/06/09**; **Special Conditions:** Periodic assignment performing forensic interviewing no more than twice monthly; of **Amie Wood-Wessell**, Caseworker III, Part-Time, 48 hours/pay, from Non-Union Hourly Pay Grade 7 Step 6 (\$15.56/hr.) to Non-Union Hourly Pay Grade 7 Step 14 (\$16.85/hr.), **effective 04/06/09**; **Special Conditions:** Periodic assignment performing forensic interviewing no more than twice monthly.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Terry O'Neil**, Deputy Sheriff, **effective 03/27/09**; of **Robin Rutter**, Department Clerk II, **effective 03/26/09**. In Department #305 (Prison) of **Deborah Beatty**, Corrections Officer, **effective 03/17/09**; **Special Conditions:** Action ratified at the April Prison Board meeting; of **Michael Roos**, Corrections Officer, **effective 04/06/09**; **Special Conditions:** Action to be ratified at the May Prison Board meeting. In Department #510 (AAA) of **Karen Cramer**, Department Clerk II, **effective 04/17/09**. In Department #580 (Transportation) of **Theodore Heckathorn**, Vehicle Driver, **effective 03/06/09**.

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

PLANNING:

Judy Downs, Planning Director presented for approval to ratify a DCED Application for submission for VARHA maintenance of facility – barn, classroom and booth in the amount of \$4,232. Commissioner Wood made a motion to ratify the application, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director requested a letter from the County Commissioners to submit to the Department of Conservation & Natural Resources Bureau of Recreation & Conservation to designate and assign \$139,400 of the county's Community Development Block Grant funds for the County of Venango Two Mile Run County Park Handicap Accessible Recreational & Educational Improvement Project, as cash match for the DCNR Grant Application. Commissioner Wood made a motion to approve the request, seconded by Commissioner Beichner, aye all.

COUNTY ADMINISTRATION:

Denise Jones, Chief Clerk presented Resolution #2009-04 County Tax Remittance Policy. This resolution makes some changes in the various municipalities for the collection of county real estate taxes and the policy for remittances by the elected tax collectors. Given the change in economic conditions it becomes necessary to make changes to the Resolution made in 1982. Commissioner Beichner made a motion to approve the resolution, seconded by Commissioner Wood, aye all.

Commissioner Brooks presented for approval the appointment of Doug Williams and Rick Beith to the Venango Industrial Development Authority Board effective immediately. Commissioner Wood made a motion to approve the appointments, seconded by Commissioner Beichner, aye all.

Denise Jones presented a Federal Bridge Inspection Program Resolution between the County of Venango and Allegheny Township. Allegheny Township is adding an additional bridge for inspection administered by PennDot under Liquid Fuel Funds. Commissioner Beichner made a motion to approve the resolution, seconded by Commissioner Wood, aye all.

The last item presented by Denise Jones was the renewal contract between the Venango County Election Board and Terry L. Williams. The contractor, Terry Williams, agrees to perform election services required by the Board of Elections. Services relating, but not necessarily limited to Municipal Primary Election 2009 coding, logic and accuracy testing, user training, machine setup, Election Day support, results reporting and other such tasks which agreement between parties is reached. The sum of \$275 per day for services performed during the week(s) prior to Election Day and \$325 per day for services performed during the week in which Election Day falls, plus Election mileage at the current IRS rate for personal vehicle use. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Wood, aye all.

A motion to adjourn the meeting was made by Commissioner Wood at 6:21 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.