

Reviewed by: _____

COMMISSIONER BOARD MINUTES
May 26, 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
Dave Schwille, CYS
Sheila Boughner, News Herald
Bill Kresinski, MIS
Marc Rickard, Conservation District
Vance Mays, Taxpayer
Matt Carroll, Derrick/News Herald

Commissioner Jan Beichner
Denise Jones, Chief Clerk
Connie Hazelton, Human Resources
O. C. Bell, Airport
Diona Brick, Fiscal
Rich Mihalic, Park Director
Bradford Worthington, Taxpayer
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 Election Board meeting was convened and adjourned prior to the beginning of the Commissioner Board meeting.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:09 p.m. A motion was made by Commissioner Beichner to approve the minutes from the May 12, 2009 meeting, seconded by Commissioner Wood, aye all.

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

ROW OFFICES:

Chief Clerk, Denise Jones presented for approval on behalf of the Sheriff's Department an upgrade of a copier lease with ComDoc. The new monthly payment for a new Xerox 4118 copier will be \$81 for 60 months which will be a monthly increase of \$9.00 from the previous agreement. The remaining balance of \$1,953 will be paid off with the new lease option. Commissioner Beichner made a motion to approve the upgrade agreement, pending Bill Kresinski's review, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES:

O. C. Bell, Airport Director presented a renewal Hangar Lease Agreement between the County of Venango and William C. Morrison, Jr., dba Morrison Enterprises of 82 Kimes Road, Carlton, PA. The amount of the agreement is \$480 which was paid for in advance for a six month period being April 1, 2009. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

OEO

Approval of Certification of Assurances for Federal funds as the application is submitted electronically. This is for the Shared and Fixed Route applications to Penn DOT.

MH/MR

Approval of contract addendums with:

Regional Counseling Center for training in the WRAP (Wellness Recovery Action Plan) Facilitator Certification training. WRAP is a self-management and recovery system developed by a group of people who had mental health difficulties and who were struggling to incorporate wellness tools and strategies into their lives. The contract maximum is \$3,654.

Hand in Hand Christian Counseling for start-up costs associated with the development of a site based psychiatric rehabilitation program. The contract maximum is \$83,562.

Easter Seals of Western Pa to help purchase a home currently used as a group home that is in an estate sale. The contract will be for 25% of the purchase price of \$99,500 plus closing costs in the amount of \$7,000 for a contract maximum of \$31,875.

Approval of the revised 2007-08 MR I&E report.

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

FINANCE ADMINISTRATION:

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

Warrant	HS051509	\$ 592,633.37	Human Services Expenditures
Warrant	052209	950,274.65	Non-Human Services Expenditures
Warrant	HS052209	366,606.51	Human Services Expenditures
Warrant	SP051909	1,637.50	Non-Human Services Expenditures
Warrant	052909	291,066.69	Non-Human Services Expenditures
Warrant	HS052909	<u>361,137.31</u>	Human Services Expenditures
Total		\$ 2,563,356.03	

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

The next item submitted by Diona was a budget transfer in the amount of \$1,000 from the Contingency Account to the Community Services Account to cover a seasonal educator at the Conservation District. Commissioner Beichner made a motion to approve the transfer, seconded by Commissioner Wood, aye all.

Diona next presented the Adoption of Clean and Green Values. The total C & G market change

(Agriculture and Forestry) is \$3,192,571 which equates to \$17,766.66 in tax revenue for the County. The County has the option of accepting the state's figures or adopting its own rates, but if it sets its own rates, the County must be prepared to defend those rates if they are appealed. The County has chosen to accept the state's values. Commissioner Wood made a motion to approve the adoption, seconded by Commissioner Beichner, aye all.

The last item presented by Diona was an agreement with Tyler Technologies, Inc., Munis Division. The agreement is for Operating System Database Administrative Support (OSDBA) for the County's Munis software system. The cost of this agreement is \$9,494 which is effective as of 07/01/09 and will remain in force until 06/30/10. Commissioner Wood made a motion to approve the agreement, 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 #205 (Courts) of **Shawna Darnell-McFetridge**, Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 06/22/09; Special Conditions:** Filling existing vacancy. In Department #535 (Substance Abuse) of **William Maher, Sr.**, Drug and Alcohol Case Management Specialist, Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 05/18/09; Special Conditions:** Filling newly created position ratified at May Salary Board meeting; must successfully complete pre-employment drug screening.

TEMPORARY NEW HIRE – In Department #520 (Children and Youth Services) of **Christie Hinds**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/08/09; Special Conditions:** Filling newly created position to be ratified at June Salary Board meeting; internship not to exceed 1,040 hours. In Department #605 (County Park) of **Kelly Sandok**, Department Clerk Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 05/18/09; Special Conditions:** Filling newly created position ratified at April Salary Board meeting; temporary assignment for no longer than 18 weeks.

END OF PROBATION – In Department #110 (Commissioners) of **Amber Kistler**, Department Clerk II, Part-Time, 64 hours/pay, **effective 05/06/09; Special Conditions:** No change in pay grade or step.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #520 (Children and Youth Services) of **Amanda Sheffer**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 05/22/09; Special Conditions:** Extension of temporary assignment for no more than 1,040 hours.

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Gwen Doyle**, Administrative Assistant II, **effective 05/14/09**. In Department #210 (Domestic Relations) of **Tracy Carbaugh**, Caseworker (DR), **effective 05/14/09**.

CORRECTION TO 04/28/09 HR AGENDA

RETURN FROM LEAVE OF ABSENCE/RATE ADJUSTMENT – In Department #520 (Children and Youth Services) of **Hope Thomas**, Caseworker II, Full-Time, 80 hours/pay, **from Non-Union Hourly Pay Grade 6 Step X (\$12.69/hr.) to Non-Union Hourly Pay Grade 6 Step 5 (\$13.96/hr.), effective 05/04/09; Special Conditions:** CWEL leave of absence began 08/27/07.
Note: Correct grade and step placement upon return to work is Non-Union Hourly Pay

Grade 6 Step 4 (\$13.83/hr.).

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Jeffrey Larsen**, Corrections Officer, *effective 04/06/09*; ***Special Conditions:*** Action to be ratified at the May Prison Board meeting.

Note: Separation date should reflect 04/18/09.

CORRECTION TO 05/12/09 HR AGENDA

PROBATIONARY NEW HIRE – In Department #510 (AAA) of **Teri Stubler**, Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), *effective 05/18/09*; ***Special Conditions:*** Filling existing vacancy; must successfully complete pre-employment drug screening.

Note: Effective date should reflect 05/20/09.

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

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director presented an agreement between Schnabel Engineering and Two Mile Run County Park to perform an annual inspection of Two Mile Run Dam. The inspection will include observations of exposed surfaces of the dam, abutment, and toe areas. The services will be performed for a lump sum fee of \$3,120. Commissioner Wood made a motion to approve the inspection, pending the solicitor's review, seconded by Commissioner Beichner, aye all.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented two amendment contracts pertaining to Liquid Fuels Projects. The Department of Transportation approved the Appropriation #183 fund which increased the amount of the Woolen Mills Bridge Replacement Project from \$816,000 to \$1,056,000, and increasing the Appropriation #179 fund for the same project from \$164,000 to \$224,000 for a combined total increase of \$300,000. The second amended contract approved by the Department of Transportation was for the Dotter Road Bridge Replacement Project increasing the Appropriation #183 fund from \$684,000 to \$844,000, and increasing the Appropriation #179 fund from \$121,000 to \$161,000 for a combined total increase of \$200,000. Commissioner Beichner made a motion to approve the amended contracts, seconded by Commissioner Wood, aye all.

Marc Rickard advised he will be hiring an individual for a seasonal position at the Conservation District. This will be an Americorps position which will be hired thru the SMILES Program in Knox, PA. The individual will be a seasonal educator that will conduct environmental programs in the area. He or she will have a college degree in biology and live in the county. The position is for the summer and will run thru next spring. The County only has to commit to \$1,000 for this employee, but the actual value would be \$27,000.

Commissioner Brooks presented Resolution #2009-10. This resolution is urging the General Assembly to adopt a responsible budget that maintains funding for core government services and does not shift costs to the local level. Commissioner Wood made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

The last item presented by Commissioner Brooks was the County's insurance renewal policy.

The County will be switching insurance providers. The new insurance provider will be thru Gleason Insurance which will use Travelers Insurance. Commissioner Brooks advised by changing insurance carriers it will save the County \$70,000. Commissioner Wood made a motion to approve the insurance policy, seconded by Commissioner Beichner, aye all.

PUBLIC COMMENT:

Vance Mays asked why there is not a handicapped ramp in front of the courthouse. Commissioner Brooks advised that the County is still pursuing this project but due to the cost involved, the County is seeking money thru grants.

Brad Worthington commended those that were involved in setting up the Grant Resource Library and discussed his own experience in pursuing various grants to set-up non-profit organizations.

A motion to adjourn the meeting was made by Commissioner Wood at 6:40 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.