

Reviewed by: _____

COMMISSIONER BOARD MINUTES

March 25, 2008

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

Commissioner Tim Brooks
Commissioner Jan Beichner
Rich Winkler, Solicitor
Lisa Mumford, Admin. Assist
Dave Schwille, Human Services
Sheila Boughner, News Herald
Ray Beichner, Taxpayer
Frank Toothman, Taxpayer
B. J. Brooks, Taxpayer
Ray Hagstrom, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Connie Hazelton, Human Resources
O. C. Bell, Airport Director
Heather Mohnkern, Auditor
Jane Richey, Taxpayer
D. Hazelton, Taxpayer
Carol J. Andres, 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.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:00 p.m. A motion was made by Commissioner Wood to approve the minutes from the March 11, 2008 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, the Prison, or the Planning Commission.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented a lease agreement from Erie Copy Products to lease a Sharp Digital Imager copier machine for Magistrial Court Judge Dinberg's office. The lease agreement would be for 60 months at \$150.68 per month. Commissioner Beichner made a motion to approve the lease agreement, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Presented by O. C. Bell, Airport Manager was a Hangar Use Agreement between the County of Venango and Conair Group, Inc. This agreement is for three (3) years in the amount of \$1,100 per month for a total of \$13,200, commencing July 1, 2008, and to be fully ended and completed on June 20, 2011. 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 :

MH/MR

Amendment to the contract with Erie Homes for Children and Adults to add Lifesharing Residential Care at a cost of \$1,270 per half month of service and Respite care at the rate of \$60 per diem.

Amend the contract with the Northwest Behavioral Health Partnership retroactively increasing the administrative compensation from .171% to .177% of net capitation.

Recommend acceptance of the bid for 3 Dodge Nitro SUV's from Clarion Chrysler in the amount of \$20,098 each.

Purchase of eligibility determination and billing software at a cost of \$5,500 plus \$1,200 for one year of updates. Cost to be shared with Substance Abuse Programs.

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

FINANCE ADMINISTRATION:

Diona Brick, County Fiscal Administrator presented the following warrants for approval:

Warrant	HS022608	\$ 780,593.72	Human Services Expenditures
Warrant	SP031408	4,120.00	Non-Human Services Expenditures
Warrant	032408	90,048.77	Non-Human Services Expenditures
Warrant	HS032408	323,969.36	Human Services Expenditures
Warrant	032808	<u>285,127.46</u>	Non-Human Services Expenditures
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Total Estimated Cost \$ 1,483,859.31

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

Diona next presented a Mandatory Priority Standby Service Agreement with National Fuel Gas Distribution Corporation with a monthly rate of \$0.5247 per Mcf for Sugar Valley Lodge and Sugar Creek Station. This agreement is effective March 25, 2008.

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

Last presented by Chief Deputy Sheriff Dave Morris was a 2007 Budget Transfer from the Contingency Account to the Sheriff's budget in the amount of \$500. This expense was to cover costs incurred for hiring a Crawford County Constable to serve Venango County bench warrants in Crawford County.

Commissioner Wood made a motion to approve the budget transfer, seconded by Commissioner

Beichner, aye all.

HUMAN RESOURCES:

Commissioner Brooks read a statement announcing the decertification of the Teamsters Bargaining Unit that accounts for the majority of the following personnel actions, bringing the employees from the Union Contract to the Non-Union pay scale.

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

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Andrew Falco**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08; Special Conditions:** Filling existing vacancy; of **Frank Grzasko**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/17/08; Special Conditions:** Filling existing vacancy; of **Adam Haun**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/17/08; Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of **Jill Dixon**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 03/20/08; Special Conditions:** Filling existing vacancy; to be ratified at April Prison Board meeting.

END OF PROBATION – In Department #270 (Sheriff) of **Keith Johnson**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 03/18/08; Special Conditions:** No change in pay grade or step; of **Thomas Schwab**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 03/20/08; Special Conditions:** No change in pay grade or step.

REALLOCATION – In Department #125 (Public Defender) of **Sharon Filbert**, Legal Secretary II, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 9 Step 2 (\$10.21/hr.) **to** Non-Union Hourly Pay Grade 3 Step 7 (\$10.82/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification. In Department #250 (Register & Recorder) of **Pamela McKenzie**, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 3 (\$8.78/hr.) **to** Non-Union Hourly Pay Grade 2 Step 3 (\$9.37/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of **Cori Sharpe**, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 7 (\$9.14/hr.) **to** Non-Union Hourly Pay Grade 2 Step 7 (\$9.75/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of **Rainie Siverling**, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 1 (\$8.61/hr.) **to** Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification. In Department #260 (District Attorney) of **Clarice Koby**, Legal Secretary II, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 9 Step 1 (\$10.11/hr.) **to** Non-Union Hourly Pay Grade 3 Step 6 (\$10.72/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification. In Department #265 (Prothonotary) of **Carol Brown**, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.) **to** Non-Union Hourly Pay Grade 2 Step 2 (\$9.28/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of **Betty DeMarco**, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.) **to** Non-Union Hourly Pay Grade 2 Step 2 (\$9.28/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of **Penny Knupp**, Bookkeeper II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 7 Step 1 (\$8.91/hr.) **to** Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of **Sarah Lind**, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.) **to** Non-Union

Hourly Pay Grade 2 Step 2 (\$9.28/hr.), **effective 03/17/08; Special Conditions:** Teamsters union decertification. In Department #270 (Sheriff) of David Armstrong, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Merle Giese, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 2 (\$11.40/hr.) **to** Non-Union Hourly Pay Grade 6 Step 2 (\$13.55/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Keith Johnson, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Daniel Lauer, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Robert O'Polka, Deputy Sheriff/Sergeant, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 12 Step 5 (\$12.36/hr.) **to** Non-Union Hourly Pay Grade 7 Step 5 (\$15.41/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Ryan Ruditis, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Thomas Schwab, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Bonnie Smith, Department Clerk II, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 5 (\$8.96/hr.) **to** Non-Union Hourly Pay Grade 2 Step 5 (\$9.56/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification; of Ryan Williams, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 2 (\$11.40/hr.) **to** Non-Union Hourly Pay Grade 6 Step 2 (\$13.55/hr.), **effective 03/24/08; Special Conditions:** Teamsters union decertification.

PROMOTION – In Department #520 (Children & Youth Services) of Holly Dayton, **from** Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 2 (\$12.04/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 02/02/08.**

PRMOTION/TRANSFER – In Department #230 (District Judge 3-2) of Faye Cuprinka, **from** District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 24 (\$11.54/hr.), **to** Department #240 (District Judge 3-4), Administrative Assistant I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 22 (\$12.57/hr.), **effective 03/24/08; Special Conditions:** Filling existing vacancy.

LATERAL TRANSFER – Of Eric Foy, **from** Department #270 (Sheriff), Deputy Sheriff, Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 6 (\$11.87/hr.), **to** Department #210 (Domestic Relations), Enforcement Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 6 (\$14.10/hr.), **effective 03/17/08; Special Conditions:** Newly created position to be ratified at April 8 Salary Board meeting.

RATE ADJUSTMENT – In Department #230 (District Judge 3-2) of Sue Melat, Administrative Assistant I, Full-Time, 70 hours/pay **from** Non-Union Hourly Pay Grade 3 Step 22 (\$12.07/hr.) **to** Non-Union Hourly Pay Grade 3 Step 27 (\$13.19/hr.), **effective 03/24/08; Special Conditions:** To correct salary disparity within the D.J. Administrative Assistant job family.

EXTENSION OF OUT OF CLASS COMPENSATION – In Department #230 (District Judge 3-2) of Faye Cuprinka, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly

Pay Grade 2 Step X (\$12.46/hr.), **effective 02/26/08; Special Conditions:** Temporary assignment two days per week for increased responsibilities to be extended through 03/21/08; compensation over regular rate of pay to be charged to #240 (District Judge 3-4). In Department #240 (District Judge 3-4) of **Charlene Schrecengost**, District Judge Secretary, Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 2 Step 27 (\$11.89/hr.), **effective 02/26/08; Special Conditions:** Temporary assignment three days per week for increased responsibilities to be extended through 03/21/08.

SEPARATION OF EMPLOYMENT--RETIREMENT - In Department #535 (Substance Abuse) of **Frank Fay**, Drug & Alcohol Case Management Specialist, **effective 04/11/08**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Joshua Habib**, Corrections Officer, **effective 03/19/08; Special Conditions:** To be ratified at April Prison Board meeting.

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

Connie advised that the County will be posting an opening for a County Park Director.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones had several items to present. The first item Denise presented was Resolution #2008-05 – Contract Amendment and Designation of Signature Authority for Dotter Road Bridge Replacement Project. The initial agreement has been amended to increase the terms from \$161,800 to \$741,800, with \$624,800 coming from Appropriation 183 (80%) and \$117,000 coming from Appropriation 179 (20%). The County of Venango has designated \$40,000 from the County Liquid Fuels Fund.

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

Next Denise presented Resolution #2008-06 – Contract Amendment and Designation of Signature Authority for Woolen Mills Bridge Replacement Project. The initial agreement has been amended to increase the terms from \$176,800 to \$956,800, with \$796,000 coming from Appropriation 183 (80%) and \$160,000 coming from Appropriation 179 (20%). The County of Venango has designated \$40,000 from the County Liquid Fuels Fund.

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

Presented by Denise was the Engineering Agreement from Frank B. Taylor Engineering to provide engineering services for the replacement of Dotter Road Bridge. The total cost for engineering services on this project is \$261,475.97. Subconsultant services for environmental and geotechnical work account for \$84,903.63 of this amount. The County share will be 20% of all costs incurred which is approximately \$53,000.

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

The last item Denise presented was the Fiscal Year 2008 HAVA Grant Award. Venango County has been awarded a total grant of \$6,226.61 from the Commonwealth's 2008 Title II, Section 261 grant. The grant funds are to be used for improving polling place accessibility for individuals with disabilities.

Commissioner Beichner made a motion to accept the HAVA Grant, seconded by Commissioner Wood, aye all.

Commissioner Brooks presented and read a Proclamation declaring the month of April as Fair Housing Month. Commissioner Wood made a motion to approve the Proclamation, seconded by Commissioner Beichner, aye all.

Next Commissioner Brooks designated the Venango County Historical Society as the official historical society for the County of Venango. The County authorized an allocation of \$2,000 in the 2008 County budget to show their continued support to the Historical Society.

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

Commissioner Beichner requested the approval of Erika Ramalho as alternate to WIB member, Linda Schell. Commissioner Wood made a motion to approve the appointment of Erika Ramalho, seconded by Commissioner Brooks, aye all.

A motion to adjourn was made by Commissioner Wood at 6:18 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.