

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

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## COMMISSIONER BOARD MINUTES

April 29, 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  
R. Dean Sherman, Taxpayer  
Richard Mihalic, Park Director  
Dan Hovis, Taxpayer  
Luke Kauffman, Two Mile Park  
David Strickland, Taxpayer

Commissioner Troy Wood  
Denise Jones, Chief Clerk  
Diona Brick, Fiscal  
Connie Hazelton, Human Resources  
O. C. Bell, Airport Director  
Bob Daugherty, Court Supervision  
Jane Richey, Taxpayer  
D. Hazelton, Taxpayer  
Maurice Huth, Taxpayer  
Mark Heim, WKQW  
Ben Breniman, Planning  
Sandy K. Hovis, Taxpayer  
Terri Roberts, Taxpayer  
Darla Sherman, Taxpayer

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 April 8, 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 Community Services Administration.

### **COURT ADMINISTRATION:**

Chief Clerk, Denise Jones presented a renewal maintenance agreement with SBM Electronics for the Courts. The agreement will commence on 3/31/08 and end on 03/30/09 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 Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all

Next presented by Denise Jones for approval was a Memorandum of Understanding between the CCAP and Venango County for the County Justice Information Exchange Project. The MOU provides guidelines for the County to work with CCAP to design and implement additional internet/web services for the exchange of criminal justice information. CCAP was the program manager for the CJIEP and the program manager for the continuation of the CJIEP system to

additional counties under the National Institute of Justice (NIJ) grant. There is no cost associated with this MOU. Commissioner Wood made a motion to approve the MOU, seconded by Commissioner Beichner, aye all.

The last item presented by Denise was an IKON lease agreement for the Court Supervision office. This agreement is for one (1) Canon Copier #IR1023IF at a cost of \$124.40 per month for 36 months. 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 :

#### **Children and Youth Services**

Contract amendment with Child to Family Connections increasing the maximum contract amount of \$130,700 to the Family Group Decision Making portion of the contract and adding an additional outcome measure.

New contract with Children's Friend and Service in the amount of \$2,500 to provide training at the 15<sup>th</sup> annual FOOF forum. The Provider is only charging expenses and it is requested the insurance requirement be waived.

Contract amendment with Gateway Rehab to add Youth Halfway House Services at a per diem of \$152.21.

New Contract with Bethany Christian Services to provide Foster Care at per diems ranging from \$28.68 to \$76.50.

Approval of the submission of the annual independent Living Grant in the amount of \$34,347.

Approval of educational leave for Jessica Anthony to attend the CWEL program commencing in August 2008 until May of 2010.

Commissioner Wood made a motion to approve the above contracts, stipulating that the new contracts be approved by the county solicitor, seconded by Commissioner Beichner, aye all.

#### **Substance Abuse Services**

Amendment to the contract with Heart to Heart Family Support Services in the amount of \$2,000 to reimburse for conference expenses.

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

#### **Transportation**

Completion of a resolution to allow Sally Mays to complete electronic submissions of PADOT grants.

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

**MH/MR**

Contract Addendum for the contract with VTDC to fund an Arts program as well as purchase art work to be displayed at the new County Human Services Building in the amount of \$12,579.

Contract amendment with Hand to Hand Christian Counseling to increase the maximum amount from \$19,200 to \$21,111 for the addition of MH consumers to an existing counseling program.

New contract with Dr. Arthur Becker-Weidman in the amount of \$1,750 to provide a comprehensive assessment for a youth in the mental health system.

New Contract with the Integrated Care System to provide services for children in Early Intervention. Rates are as follows: occupational therapy-\$30.03, speech therapy-\$30.03, physical therapy-\$30.03, special instruction-26.90, vision therapy-\$26.90, hearing therapy-\$26.90 and audiology-\$36.00. all are in 15 minute units.

Permission to submit a Department of Justice implementation Grant to divert persons with mental illness from the criminal justice system. Total available fund are \$200,000 over two years.

Commissioner Wood made a motion to approve the above contracts, stipulating that the new contracts be approved by the county solicitor, seconded by Commissioner Beichner, aye all.

Dave Schulle presented the agreement between Hanna Transfer Company and Venango County. Hanna Transfer agrees to move all identified furniture, equipment, files and property except for computer equipment and leased electronic equipment assigned to Venango County Children and Youth Services; from their present offices located at 1283 Liberty Street to their new office located at 1 Dale Avenue at a time to be determined upon the availability of the 1 Dale Avenue facility. The estimated cost of this agreement will be \$4,922.04.

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

**FINANCE ADMINISTRATION:**

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

Warrant	SP040808	\$ 2,225.50	Non-Human Services Expenditures
Warrant	HS041108	420,642.91	Human Services Expenditures
Warrant	SP041008	3,191.96	Non-Human Services Expenditures
Warrant	SP041108	3,210.07	Non-Human Services Expenditures
Warrant	041808	249,980.44	Non-Human Services Expenditures
Warrant	HS041808	658,839.39	Human Services Expenditures
Warrant	HS041508	637.00	Human Services Expenditures
Warrant	042508	1,268,700.35	Non-Human Services Expenditures
Warrant	HS042508	178,896.63	Human Services Expenditures
Warrant	HS042308	270.77	Human Services Expenditures
Warrant	SP042308	4,417.00	Non-Human Services Expenditures
Warrant	050208	1,178,395.28	Non-Human Services Expenditures

Total Estimated Cost                   \$ 3,969,407.30

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

Diona next presented 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 \$8,791 which is effective as of 07/01/08 and will remain in force until 06/30/09.

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:

**APPOINTMENT** - In Department #605 (Park) of **Richard Mihalic**, County Park Director, Full-Time, Exempt Pay Grade 4 (\$45,476.00/yr.) **effective 05/05/08**; **Special Conditions:** Filling newly created position ratified at 04/08/08 Salary Board.

**PROBATIONARY NEW HIRE** – In Department #230 (District Judge 3-2) of **Tonya Johnson**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 04/21/08**; **Special Conditions:** Filling existing vacancy. In Department #530 (Integrated Crisis Services) of **Rachael Hornberger**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 04/21/08**; **Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Kay Crawford**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 04/21/08**; **Special Conditions:** Filling existing vacancy.

**TEMPORARY NEW HIRE** – In Department #305 (Jail) of **Timothy Yerger**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 04/24/08**; **Special Conditions:** Filling existing vacancy; to be ratified at May Prison Board meeting.

**NEW HIRE - ON CALL** – In Department #205 (Courts) of **Doran Gilhousen**, Court Crier/Tipstaff, Part-Time, 7 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 04/07/08**; **Special Conditions:** Filling newly created position ratified at 03/11/08 Salary Board meeting; compensation will increase to \$9.21/hr. after 8 work hours per day.

**END OF PROBATION** – In Department #305 (Prison) of **Daniel Goldsmith**, Corrections Officer, AFSCME position **from** Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.) **to** Regular Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step 1 (\$11.41/hr.) **effective 04/10/08**; **Special Conditions:** To be ratified at May Prison Board meeting.

**INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS** – In Department #305 (Prison) of **Roxane Campbell**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 3 (\$11.63/hr.), **from** Regular Part-Time, 64 hours/pay **to** Regular Full-Time, 80 hours/pay, **effective 04/20/08**; **Special Conditions:** Filling existing vacancy; benefits effective immediately;

to be ratified at the May Prison Board meeting.

**PROMOTION** – In Department #530 (Integrated Crisis Services) of **Julie Martin**, from Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), to Caseworker III, Probationary Full-Time, Pay Grade 7 Step 2 (\$14.95/hr.), effective 04/06/08.

**OUT OF CLASS COMPENSATION** – In Department #520 (Children and Youth Services) of **Jessica Babbitt**, Caseworker II, Full-Time, 80 hours/pay, from Non-Union Hourly Pay Grade 6 Step 6 (\$14.10/hr.) to Non-Union Hourly Pay Grade 6 Step 14 (\$15.26/hr.), effective 04/06/08; **Special Conditions:** Temporary assignment involving increased responsibilities not to exceed 90 days. In Department #530 (Integrated Crisis Services) 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 04/21/08; **Special Conditions:** Temporary assignment not to exceed 90 days.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Scott Krizinsky-Wagner**, Corrections Officer, effective 04/09/08; **Special Conditions:** To be ratified at May Prison Board.

Connie Hazelton introduced Mr. Richard Mihalic, the newly appointed County Park Manager.

Commissioner Wood made a motion to approve the above items, seconded by Commissioner Brooks. Commissioner Beichner opposed the above items. Motion passed with a majority vote.

### **PLANNING COMMISSION:**

Ben Breniman had three items to present for the Planning Commission. The first item Ben presented was the pricing guidelines for the Venango County Regional Planning Commission which are as follows:

VCRPC Municipal Membership Fees - \$0.50 per capita		
GIS Mapping – Existing Maps	8.5” x 11”	\$2.00
	11” x 17”	\$3.50
	42” x 36”	\$8.00

Customer Map Development - \$50.00/hour

No Charge for mapping for direct member municipalities

Subdivision Fees – Minor

\$0.00 for applicants in member municipalities

\$100 for applicants in non-member municipalities

Subdivision Fees – Major Land Development

\$300 - \$500 plus direct costs for engineering review

Grant Writing - \$50.00/hour

Grant writing free to member municipalities

Grant administration fees - \$50.00/hour or an allowable/negotiated percentage of the grant

CDBG Environmental Review/General PNDI Search - \$50.00/hour  
Land Use and Ordinance Preparation/Administration - \$50.00/hour  
CDBG/HOME/ESG Applications - \$3,500 plus \$500 per project activity  
Desktop Publishing - \$50.00/hour

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

The next item Ben presented was the appointment by the Board of Venango County Commissioners of Judith A. Downs of the Venango County Regional Planning Commission as the County's CDBG Certifying Officer for Environmental Review.

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

The last item presented by Ben was a DCED application for approval. The application is for Victory Township in the amount of \$20,000 which is to be used toward the purchase of a pole building and road grader - \$15,000 for the pole building and \$5,000 for the road grader.

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

### **COUNTY ADMINISTRATION:**

Chief Clerk, Denise Jones asked that the Solomon Architecture/Design Group Agreement for additional costs pertaining to work to be done to the front entry/lobby and front stair/ramp work for the Venango County Courthouse be tabled.

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

Next Denise presented the Engineering Agreement from Frank B. Taylor Engineering for the design of the Miller Farm Road Bridge. The total cost for engineering services on this project is \$313,054.62.

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

Commissioner Brooks read a statement pertaining to an amendment to the West Unit lease agreement. The square footage information originally stated in the lease was incorrect. There is an additional 4,000 square feet of office space than originally determined. The Oil Region Alliance has graciously agreed to maintain payments at the original lease level and allow the County to utilize the additional space at no additional cost. This will help to alleviate the space shortage problem, and over the 20 years of the lease, will save the County approximately \$750,000.

Commissioner Wood made a motion to approve the amended lease agreement, seconded by Commissioner Brooks. Commissioner Beichner opposed the West Unit lease agreement. Motion passed by a majority vote.

County Solicitor, Rich Winkler advised that all the existing contracts for the Two Mile County Park have been transferred to the County.

Commissioner Brooks presented the appointments to the Advisory Board for Two Mile Run County Park. They are as follows: Dave Strickland, Dan Hovis, Sandy Hovis, Marc Rickard, Maurice Huth, Frank Toothman, and Tim Spuck.

Commissioner Wood made a motion to approve the appointments to the Advisory Board, seconded by Commissioner Beichner. Commissioner Brooks abstained from voting. Motion passed on a majority vote.

**OTHER BUSINESS:**

Commissioner Beichner requested that the Commissioners' Public Meetings be made available via video-streaming over high-speed Internet so viewers could post questions that could be answered at subsequent meetings. Commissioner Wood agreed with Commissioner Beichner's request.

**PUBLIC COMMENT:**

Mr. Ray Beichner advised there are problems with the County's new phone system. Chief Clerk, Denise Jones acknowledged there are problems with the new phone system and that the MIS Department is currently working on these problems to get them corrected.

Sandy Hovis asked if there will be guidelines for the Park Advisory Board to follow. Commissioner Brooks advised that guidelines will be provided within the next week.

A motion to adjourn the meeting was made by Commissioner Wood at 6:34 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.