

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**July 22, 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  
Bob Cooke, Fiscal Human Services  
Steve Rembold, 9-1-1  
Mark Heim, WKQW  
Vince Lehman, Johnson Controls  
Rick Smith, Johnson Controls

Commissioner Troy Wood  
Denise Jones, Chief Clerk  
Diona Brick, Fiscal  
Connie Hazelton, Human Resources  
Sheila Boughner, News Herald  
O. C. Bell, Airport  
B. J. Brooks, Taxpayer  
Ed Cvelbar, Johnson Controls  
Major Smith, Warden

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

The Election Board was convened and adjourned at 6:02 p.m.

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 6:03 p.m. A motion was made by Commissioner Wood to approve the minutes from the July 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 Court Administration, Row Offices, or the Planning Commission.

**PRISON:**

Warden, Major Smith had two renewal contracts to present. The first renewal contract was with Seneca Medical Center. Dr. Norman K. Beals agrees to furnish medical services to the Venango County Prison. The effective date of the agreement is July 1, 2008 and will end on June 30, 2009. The agreement is in the amount of \$6,952.50 per month. Commissioner Beichner made a motion to approve this contract, seconded by Commissioner Wood, aye all.

The second item presented by Major Smith was the renewal contract with Cummins Bridgeway. This contract is for preventative maintenance service on the generator equipment at the Venango County Prison. The contract will commence on August 1, 2008 and end on July 31, 2009. The amount of the contract is for \$1,118.38 which includes two maintenance visits during the year. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Wood, aye all.

**COMMUNITY SERVICES ADMINISTRATION:**

Steve Rembold, 9-1-1 Director presented a Change Order to the ComPros contract pertaining to work being done at the Center on the generator and the UPS system. The additional work

involves cutting blacktop for 120' ditching for propane tank to generator, add sand and blacktop patch on surface, supply pad for propane tank, remove blacktop for generator, remove blacktop, install three pipe bullards and fill with cement, and patch blacktop for a total of \$12,264. This will bring the total contract to \$135,339. This Change Order will be funded thru the Wireless Fund.

The original Change Order to the ComPros contract was in the amount of \$16,214.00 which was tabled at the Commissioners' Public Meeting on July 8, 2008 due to the additional amount being over the 10% allotment amount that is allowed to increase a contract. The original contract was for \$123,075.

A motion to take this Change Order off the table was approved by Commissioner Beichner, seconded by Commissioner Wood, aye all. Commissioner Wood made a motion to approve the new Change Order, seconded by Commissioner Beichner, aye all.

### **HUMAN SERVICES:**

The following items were presented for approval by Bob Cooke:

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

The following are contract addendums that extend the 2007-08 contracts until such time as a new contract can be negotiated. The addendum maintains the 2007-08 rate. These addendums were made necessary as the part of the negotiation process for Federal funds currently between the Commonwealth and the Federal government. This addendum has been reviewed by the County Solicitor, Rich Winkler.

#### **In-Home Services:**

Family Services and Children's Aide Society, Oil City  
Youth Alternatives, Oil City

#### **Residential Services:**

Adelphoi Village-residential services and shelter care  
Bair Foundation-foster care  
Bethany Christian Services-foster care  
Cornell Abraxas-residential services  
Crossroads-group home and shelter  
Diakon Lutheran Services-residential and wilderness program  
Family Care for Children and Youth-foster care  
Gateway Rehabilitation-drug and alcohol residential  
George Jr. Republic- residential and shelter care  
Harborcreek Youth Services-residential services primarily for sex offenders  
Hermitage House-group home and shelter care  
Keystone Adolescent Center-group home and shelter care  
Laurel Youth Services-group home and shelter care  
Mars Home for Youth-residential services, shelter care and MST  
NHS Youth Services-residential  
Northwestern Human Services-CRR foster Care  
Outside In-drug and alcohol residential treatment  
Pathways Adolescent Center-group home and shelter care

Penz Run-group home and shelter care  
Perseus House-residential services  
Pyramid Health Care-drug and alcohol group home  
Resolutions-group home and shelter care  
Vision Quest-residential services  
Western PA Child Care-semi secure shelter and residential  
Oil City YMCA for the NYPUM Program not to exceed \$24,000

### **Human Services**

Approval of a HOME Grant awarded through the County to Community Services of Venango County. This grant, in the amount of \$50,000 will be used to renovate low income apartments they own.

#### OEO/Transportation

Three Supported Work Contracts for the 2008-09 fiscal year. These are continuation contracts:

Genesis Projects (Titusville) not to exceed \$56,367  
Crawford County Mental Health Awareness Program (Meadville) not to exceed \$50,350  
Community Services of Venango County (Venango county) not to exceed \$34,142

#### Human Services Development Fund continuation contracts

VNA Private Duty not to exceed \$35,000 to provide homemaker and personal care services to individuals between the ages of 18 and 59.

Family Services and Children's Aide Society not to exceed \$1,500 to provide counseling services to individuals not eligible for other funds who are between the ages of 18 and 59.

Approval of the Weatherization Work Plan for 2008-09 in the amount of \$145,435. This will provide services to approximately 52 housing units and 145 residents at or below the 150% poverty level.

Lease agreement for the OEO office in Meadville. The lease is a sublease with Child to Family Connections for \$295 per month, all inclusive of utilities for 195 sq. ft. as well as 350 sq ft of common space.

### **Substance Abuse**

Gaudenzia Erie for Halfway House Services female \$113 per diem, Half Way house male, \$85, Various inpatient non hospital services \$155-\$245

Greenbriar Treatment Half way house female, \$102, various non hospital rehab services \$180-227

Gateway Rehab, Various services \$84.41 to \$196.96

Another Way, Various D&A residential services \$88 to \$105

Greenfield Counseling, methadone services \$50 intake and \$100 per week treatment

Colonial House, \$100 per diem for inpatient non hospital treatment

Abstinent Living at the Turning Point-Washington, Female Half Way House \$79 per diem

Deerfield Dual Diagnosis, inpatient non hospital \$262 per diem.

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

Chief Clerk, Denise Jones presented on behalf of Jayne Romero of MH/MR, a contract addendum from VTDC to clean the MH/MR offices on an interim basis, and until the cleaning vendor is determined via the bid process. The addendum transfers the services from the BSU to the Human Service Complex Building. This addendum will add three (3) hours per week to provide basic cleaning coverage to MH/MR administration and fiscal which totals an additional \$45.00 per week. The contract will expire once the bid for the entire Dale Avenue facility has been awarded and a start date for the entire Dale Avenue facility has been awarded and a start date for that contract is determined.

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

**FINANCE ADMINISTRATION:**

Diona Brick presented the following warrants for approval:

Warrant HS070908	\$ 4,848.60	Human Services Expenditure
Warrant HS070808	21,627.00	Human Services Expenditure
Warrant HS071008	34,370.85	Human Services Expenditure
Warrant 071808	291,238.33	Non-Human Services Expenditure
Warrant HS071808	765,105.15	Human Services Expenditure
Warrant 072508	<u>1,318,832.09</u>	Non-Human Services Expenditure

**Total Estimated Cost \$ 2,436,022.02**

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

The next item Diona presented was a 2008 Budget Transfer requesting approval to transfer \$500 from the CMR01 project to the CMR03 project to cover additional conference costs.

Commissioner Wood made a motion to approve the 2008 Budget Transfer, seconded by Commissioner Beichner, aye all.

The last item Diona presented was two Audit Engagement letters. The first audit engagement letter was for the June 30, 2008 Transportation Program audit. Maher Duessel will audit the County's Transportation Office programs in accordance with generally accepted auditing standards and Government Auditing Standards and the requirements of the PA Department of Transportation. Programs to be audited include the Fixed Route; Shared-Ride Program; and Other Fare Structure consisting of the Medical Assistance Transportation Program and Exclusive Transportation Program. The fee for the additional services outlined for the year ending June 30, 2008 will be:

Shared Ride	\$ 5,150.00
Fixed Route	<u>3,250.00</u>

TOTAL       \$ 8,400.00

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

The second audit engagement letter was for the December 31, 2007 Real Estate Collection audit. Maher Duessel will perform an audit of the County of Venango's cash-basis financial statements of the elected real estate tax collector for the County for the year ended December 31, 2007. The fee for this service will be \$8,800.

Commissioner Wood made a motion to approve the above audit engagement letter, 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 **Barbara Eyler**, Field Assessor Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 08/04/08; Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening; of **Sharon Willmitch**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 07/21/08; Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening. In Department #520 (Children and Youth Services) of **Jade Hummel**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 07/28/08; Special Conditions:** Filling existing vacancy.

**JOB TITLE CHANGE/RATE ADJUSTMENT** – In Department #540 (MH/MR) of **Verna Martin**, Full-Time Exempt, **from** Casework Supervisor, Exempt Pay Grade 3 (\$40,285/yr.), **to** Program Specialist II, Exempt Pay Grade 3 (\$43,508/yr.), **effective 07/14/08; Special Conditions:** Filling existing vacancy. A motion to table this Job Title Change/Rate Adjustment was made by Connie Hazelton due to it needs approval from Civil Service. Commissioner Beichner made a motion to approve this item to be tabled, seconded by Commissioner Wood, aye all.

**DEMOTION/TRANSFER** – In Department #205 (Courts) of **Jamie Kirkwood**, **from** Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 8 (\$12.78/hr.), **to** Department #210 (Domestic Relations), Caseworker (DRO), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 12 (\$12.36/hr.), **effective 08/04/08; Special Conditions:** Filling existing vacancy. In Department #325 (911) of **Tina Eggers**, **from** Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 3 (\$10.40/hr.), **to** Department #320 (Emergency Management), Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 14 (\$9.90/hr.), **effective 08/03/08; Special Conditions:** Filling existing vacancy.

**RATE ADJUSTMENT** – In Department #205 (Courts) of **Holly Thiel**, Law Clerk, Full-Time Exempt, **from** Legal Exempt Pay Grade 1 (\$41,746/yr.) **to** Legal Exempt Pay Grade 1 (\$45,921/yr.), **effective 08/08/08; Special Conditions:** Pay adjustment provided for multi-year law clerks.

**SEPARATION OF EMPLOYMENT** – In Department #520 (Children and Youth Services) of **Tina Fitzgerald**, Caseworker II, **effective 07/31/08.**

## **CORRECTION TO HUMAN RESOURCE AGENDA 06/24/08**

**PROBATIONARY NEW HIRE** – In Department #510 (Area Agency on Aging) of **Rebecca Lux**, RSVP Project Advisor, Full-Time Exempt, Exempt Pay Grade 3 (\$31,353/yr.), **effective 06/30/08; Special Conditions:** Filling existing vacancy.

**NOTE:** For accurate payroll processing, transaction should read as follows:

**APPOINTMENT** – In Department #515 (RSVP) of **Rebecca Lux**, RSVP Project Advisor, Full-Time Exempt, Exempt Pay Grade 1 (\$31,353/yr.), **effective 06/30/08; Special Conditions:** Filling existing vacancy.

## **CORRECTION TO HUMAN RESOURCE AGENDA 07/08/08**

**DEMOTION/TRANSFER** – In Department #210 (Domestic Relations) of **Lori Baker**, from Caseworker (DRO), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 20 (\$13.39/hr.), to Department #305 (Prison), Bookkeeper-Secretary, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 Step 30 (\$12.25/hr.), **effective 07/14/07; Special Conditions:** Filling existing vacancy; to be ratified at August Prison Board meeting.

**NOTE:** Effective date should be changed from 07/14/07 to 07/14/08.

**REALLOCATION** – In Department #210 (Domestic Relations) of **James Caffrey**, Full-Time, from Domestic Relations Advisor, Exempt Pay Grade 1 (\$31,395/yr.) to PACSES Coordinator/Locate Officer, 70 hours/pay, Non-Union Hourly Pay Grade 6 Step 6 (\$15.12/hr.), **effective 06/30/08; of Denise Swartz**, Conference Officer/IRS Coordinator, Full-Time, from 70 hours/pay, Non-Union Hourly Pay Grade 6 Step 18 (\$15.90/hr.) to Exempt Pay Grade 1 (\$30,096/yr.), **effective 06/30/08.**

**RATE ADJUSTMENT** – In Department #210 (Domestic Relations) of **Kelly Dennis**, Caseworker-Interstate Coordinator, Full-Time, 70 hours/pay from Non-Union Hourly Pay Grade 4 Step 10 (\$12/12/hr.) to Non-Union Hourly Pay Grade 4 Step 14 (\$12/62/hr.), **effective 06/30/08.**

NOTE: All effective dates above should be changed from 06/30/08 to 06/28/08. The step for James Caffrey should reflect Step 13.

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 at 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 \$2,950. This assumes that airfare for travel to Pittsburgh will be less than \$265 at the time of the inspection. If airfare is more than \$265, the lump sum fee will be adjusted accordingly. 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 requested for approval the contract between SimplexGrinnell and the County to perform one (1) obstruction inspection to our sprinkler system. This inspection will include inspecting of piping and branch line conditions by opening a flushing connection at the end of one main and by removing a sprinkler toward the end of one branch line for the purpose of inspecting for the presence of foreign organic and inorganic material. The total cost of this

contract is for \$795. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

The next item presented was by Ed Cvelbar, an account executive with Johnson Controls. Johnson Controls has presented a proposal to the Board of Commissioners for renovations to the courthouse, courthouse annex, the jail, the airport, the emergency call center, and the Magistrate's office. Johnson Controls would serve as the county's energy services company. The company has completed an energy audit of the county buildings and is proposing a cost of \$3,843,547, with an annual projected savings of \$354,219. Mr. Cvelbar advised that under ACT 77, under which the work would be completed, requires the project to pay for itself within 15 years in energy and operational savings. If not, Johnson Controls will make up the difference. Once a contract is formalized, construction could begin in three weeks. Commissioner Beichner made a motion to approve the proposal, seconded by Commissioner Wood, aye all.

Chief Clerk, Denise Jones presented the City of Oil City's 2008 County Liquid Fuel Application for \$20,000. The funds will be used for the reconstruction of the portion of Colbert Avenue between Graff and Oak Grove Streets. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Wood, aye all.

Resolution #2008-13 was presented by Commissioner Brooks designating the month of August as "Oil Heritage Month" in Venango County. Commissioner Beichner approved the resolution, seconded by Commissioner Wood, aye all.

**PUBLIC COMMENT:**

None

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

Respectfully submitted,

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Lisa Mumford, Admin. Assist.