

Reviewed by: _____

COMMISSIONER BOARD MINUTES
September 23, 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
Ben Breniman, Planning
Sheila Boughner, News Herald
Bill Kresinski, MIS
Ray Beichner, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Connie Hazelton, Human Resources
Steve Rembold, 911
O. C. Bell, Airport
Mark Heim, WKQW
Rich Mihalic, Park Director
Dean Sherman, Taxpayer

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 6:02 p.m. A motion was made by Commissioner Beichner to approve the minutes from the September 9, 2008 meeting, seconded by Commissioner Wood, aye all.

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

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented on behalf of Court Supervision Services, an agreement between the Keystone SMILES Community Learning Center – Americorp position and Venango County Court Supervision (Host Site). The agreement involves an individual retained for a part-time position related to community conferencing and community service. The individual will not be employed by the County and the local match funding in the amount of \$2,920.00 for the host site which is Court Supervision Services, will come from the Oil City Area School District. Court Supervision will be responsible for some supervision of the individual, review of time sheets, evaluation and some training. Commissioner Beichner made a motion to approve this agreement, seconded by Commissioner Wood, aye all.

ROW OFFICES:

Presented by Chief Clerk, Denise Jones on behalf of the District Attorney's office was Resolution 2008-15 giving Signatory Authority to the Chairman of the Board to sign a DUI Checkpoint and Roving Patrol Task Force Grant Application for the Commissioners' approval. This grant is in the amount of \$ 31,806.00 which is federally funded and is effective through

September 30, 2009. Commissioner Wood made a motion to approve the grant and Resolution #2008-18, seconded by Commissioner Beichner, aye all.

COMMUNITY SERVICES:

O. C. Bell, Airport Director presented for approval a Hangar Use Agreement between the County of Venango and David Ballard in the amount of \$124.00 plus tax per month. This agreement is on a month to month basis. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

Next Steve Rembold, Director of 9-1-1 presented a new contract with L. Robert Kimball & Associates in the amount of \$28,812. This contract is to provide services to submit the County of Venango's wireline and wireless plan to PEMA that is required by state law. L. R. Kimball will compile all information relevant to the plan and will submit same to PEMA after approval from the County Commissioners. This will also include the 2010 and 2011 wireless financial submission to PEMA for reimbursement under the State's Wireless Act. More funding will be requested for this plan in 2009 and 2010. The Wireless fund will fund \$3,129.70 of the \$14,406.00 due the first year and the remainder will be funded by the Wireline fund. The duration of this contract is from the date it is approved thru the years 2009, 2010, and 2011. Commissioner Beichner made a motion to approve this contract, pending solicitor's approval, seconded by Commissioner Wood, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwillie:

Mental Health/Mental Retardation

New contract with the ARC of Crawford County to act as the Intermediate Services Organization (Agency With Choice Model). In addition to fee for service charges, there is an additional 15% administrative fee on the value of the authorized units. Fee schedule is from \$2.13 to \$3.23 per 15 minute unit plus the administrative fee. Commissioner Wood made a motion to approve the contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

Addendum to the contract with Hand in Hand Christian Counseling in the amount of \$6,156 to expand the LISTEN program to include referrals from probation and parole.

Addendum to the contract with New Direction Psychiatry to provide up to 8 hours per month of assessment and treatment services for individuals engaged in the Transitional Assertive community Treatment Program at \$150 per hour and up to two hours per month for assessment and treatment of individuals engaged in the Multidimensional Treatment Foster Care Program at \$170 per hour.

Children and Youth

Contract between the County, the University of Pittsburgh and Roberta Davis to attend graduate school through the CWEL program. Roberta will be attending part time.

Addendum to the contract with the Oil City YMCA to adjust the fee for service amount. When the contract was executed, a prior year figure was included in the contract. The maximum amount of the contract is \$24,168.

Substance Abuse Services

New contract with Venango Temporary Emergency County Housing – fee for service agreement per authorization. Temporary housing services, \$48.00 per day, per room, adults only.

Renewal of a contract with Community Services of Venango County in the amount of \$9,500 for the Pregnant Women and Women with Children Prevention Program.

Human Services

Appointment of David Schwille, Human Services Director, to fill the vacancy on the Northwest Behavioral Health Partnership Governing board.

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

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant HS091208	379,460.85	Human Services Expenditures
Warrant 091808	128,773.52	Non-Human Services Expenditures
Warrant HS091908	496,316.67	Human Services Expenditures
Warrant SP091808	1,341.81	Non-Human Services Expenditures
Warrant 092608	216,273.87	Non-Human Services Expenditures
Total Estimated Cost	\$ 1,222,166.72	

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

HUMAN RESOURCES:

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

APPOINTMENT – In Department #540 (MH/MR) of **Garry Coleman**, Budget Analyst II, Full-Time, Exempt Pay Grade 4 (\$46,000/yr.) **effective 10/01/08**; **Special Conditions:** Filling newly created position to be ratified at 10/14/08 Salary Board meeting.

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Vicki Castile**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 09/22/08**; **Special Conditions:** Filling existing vacancy; to be ratified at October Prison Board meeting.

END OF PROBATION – In Department #205 (Courts) of **Alisha Stevens**, Administrative Assistant II, Full-Time, 75 hours/pay, **effective 08/28/08**; **Special Conditions:** No change in pay grade or step. In Department #509 (Human Services Fiscal) of **Lorraine Rynski**, Fiscal Technician, SEIU position, Full-Time, 75 hours/pay, **effective 07/15/08**; **Special Conditions:** No change in pay grade or step. In Department #510 (AAA) of **William Nalepa**, Vehicle

Driver, SEIU position, Part-Time, 55 hours/pay, **effective 08/19/08; Special Conditions:** No change in pay grade or step.

TRANSFER/DECREASE IN HOURS – In Department #270 (Sheriff) of **Cynthia Tarr**, **from** Administrative Assistant II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 8 (\$12.78/hr.) **to** Department #210 (Domestic Relations), Caseworker (DR), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 21 (\$13.52/hr.), **effective 09/26/08; Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #540 (MH/MR) of **Kristina Hoepful**, Caseworker II, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step 2 (\$13.55/hr.) **to** Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 09/22/08; Special Conditions:** Pay adjustment provided for additional higher-level job duties.

PROMOTION/TRANSFER/INCREASE IN HOURS – In Department #535 (Substance Abuse) of **Judith Wheeler**, **from** Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 Step X (\$12.56/hr.), **to** Department #405 (Airport), Department Clerk III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 Step X (\$13.56/hr.), **effective 09/29/08; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #540 (MH/MR) of **Kay Crawford**, **from** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **to** Program Specialist II, Full-Time Exempt, Exempt Pay Grade 3 (\$41,188/yr.), **effective 09/22/08; Special Conditions:** Filling newly created position ratified at August Salary Board meeting.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **James McCall**, 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 09/21/08; Special Conditions:** Filling existing vacancy; benefits effective immediately; to be ratified at the October Prison Board meeting.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Michael Battin**, Corrections Officer, **effective 09/16/08; Special Conditions:** To be ratified at October Prison Board meeting. In Department #509 (Human Services Fiscal) of **Barbara Benedict**, Fiscal Operations Officer I, **effective 09/19/08**. In Department #510 (AAA) of **Bradley Spaulding**, Aging Care Manager II, **effective 09/02/08**.

CORRECTION TO 09/09/08 HR AGENDA

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Brian Harmon**, Corrections Officer, **effective 08/20/08; Special Conditions:** To be ratified at October Prison Board meeting.

NOTE: Separation effective date should reflect 08/31/08.

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

PLANNING:

Ben Breniman with the Planning Commission presented a Venango County Affordable Housing Down Payment & Assistance Pilot Program. Under the new guidelines, the program offers potential home buyers 10% of the purchase price or \$5,000.00 for a down payment or closing costs. Under the previous guidelines, home buyers could receive up to \$7,500. The new

guidelines also allow the County 60 days before the closing date in which to complete its tasks under the program. Participants receive the money in the form on a loan, but the loan is forgiven if they stay in the house for five years. The program is funded by fees collected over the years for recording deeds and mortgages. Commissioner Wood made a motion to approve the affordable housing guidelines, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, advised that late Friday night/early Saturday morning vandalism and criminal mischief occurred at the park totally approximately \$2,500 in damages. The PA Game Commission did apprehend four people in whom they believe are involved in the vandalism at the park. Rich also advised that the park is ready for Astroblast which runs from Sept. 23rd thru Sept. 28th, and that the Regatta is scheduled for Saturday, Oct. 4th and Sunday, Oct. 5th. The Rocky Grove Cross Country Invitational is scheduled for Saturday, Oct. 11th and they are anticipating approximately 2,000 people to be at the park.

COUNTY ADMINISTRATION:

Commissioner Brooks announced Ordinance #08-01 which modifies the tax exemption schedule for eligible properties located within the City of Oil City and subject to the County Local Economic Revitalization Tax Assistance (LERTA) Program as proposed by Oil City Council. This new ordinance includes a 10-year schedule with no taxes during the first three years, a 90% reduction the fourth year and increasingly smaller reductions in subsequent years. The LERTA applies to improvements made to deteriorated property in the city's downtown business district. Commissioner Beichner made a motion to approve the ordinance, seconded by Commissioner Wood, aye all.

OTHER BUSINESS:

Chief Clerk, Denise Jones presented a Change Order pertaining to the Veterans Bridge Repair Project from Shingledecker's Welding. Additional work was needed done at the bridge due to poor concrete quality at the pedestal at Pier 4, requiring additional concrete to be removed and replaced. The total of the contract due to this change order will be \$83,863.90 which is an increase of \$10,068.90 from the current contract total of \$73,795. The original contract price was \$67,095 but repairs can increase up to 25% of the original cost without re-bidding the project. Payment will be made from Liquid Fuel funds and payment was approved by PennDOT. Commissioner Wood made a motion to approve the change order, seconded by Commissioner Beichner, aye all.

The last item presented for approval by Denise on behalf of Magisterial District Judge, Doug Gerwick, is an Unlimited Long Distance agreement with Embarq. Embarq is offering a new business bundle which will greatly increase Doug's DSL speed for use for video arraignment, while also providing him with unlimited long distance for in and out of state calls. It also provides for caller identification, call waiting, voicemail, and other features. The cost would be \$190 per month plus taxes. Currently Doug's telephone bill with Verizon which covers the very basic DSL, and long distance on 2 of the 3 lines averages about \$185 - \$215 a month, plus the bill for long distance through Qwest on his third line. Commissioner Wood made a motion to approve the agreement with Embarq, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

PUBLIC COMMENT:

Rich Mihalic, Park Director, advised that a public meeting will be held at the park on Wednesday, October 8th at 6:00 pm addressing the handicap accessibility renovations at the park.

Ray Beichner questioned the issue of the boat races and how aerating the lake at the park could save the County money. Commissioner Brooks advised this could be discussed later.

A motion to adjourn the meeting was made by Commissioner Wood at 6:31 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.