

Reviewed by: _____

COMMISSIONER BOARD MINUTES
October 28, 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
Jim Sandok, CYS
O. C. Bell, Airport
Sheila Boughner, News Herald
Bill Kresinski, MIS
Rod Bedow, Taxpayer
Dora Boyer, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Connie Hazelton, Human Resources
Steve Rembold, 911
Gary Dittman, AAA
Ray Beichner, Taxpayer
Rich Mihalic, Park Director
R. Dean Sherman, Taxpayer
Heather Mohnkern, Auditor

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 6:03 p.m. A motion was made by Commissioner Beichner to approve the minutes from the September 23, 2008 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, Row Officers, or the Planning Commission.

PRISON:

Chief Clerk, Denise Jones presented on behalf of the Prison, an agreement between Schindler Elevator Corp., and Venango County. The agreement is for a Safety Upgrade Order Agreement to meet the ASME 2000 code requiring an update of the three (3) elevators at the Prison by installing a car-top railing system at a cost of \$786.00 each, plus applicable taxes. Schindler's quote is valid for 60 days. Commissioner Wood made a motion to approve the agreement, 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 William C. Morrison Jr., dba Morrison Enterprises in the total amount of \$453.00 plus 6% tax. This agreement is for six (6) months beginning October 1, 2008, and ends March 31, 2008. 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 \$3,600.00 plus approximately \$500.00 for reimbursable expenses. This contract is to provide services to study existing A/C in the equipment rooms and provide

Design Documents and Specs to bid on new systems. The systems in place now are 17 – 19 years old and leak water and freeze up. Commissioner Wood made a motion to approve the new contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

The last item Steve Rembold presented was a new contract with Motorola in the amount of \$12,085. The contract is for the purchase of spare radio equipment for the microwave that connects the 911 Center to the Scrubgrass Tower in the southern part of the County. Commissioner Wood made a motion to approve the new contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Gary Dittman:

AAA

An addendum to our contract with Clarion Forest Adult Daily Living Center a program of VNA Extended Care, Inc. extending the term of the agreement through June 30, 2009 and increases the rate for a full day of Older Adult Day Care Services to \$53.00; \$58.00 for a full day with bath, \$42.00 for each day 4 hours or less to \$42.00, and \$47.00 for each day 4 hours of less with bath, effective October 1, 2008. There are no minimum units guaranteed to the provider under the agreement and units are individually authorized according to consumer need and the availability of funds. There are no additional county matching funds anticipated nor required to cover this rate increase.

An addendum to the lease with Scrubgrass Grange for space used as a Senior Citizens Center 5 days a week. Since the CPI for the last year is over 3%, the rate is adjusted down to the 3% cap that was negotiated in the original lease and brings the monthly rent to \$409.29. The addendum makes the rate effective retro-active to July 1, 2008, and extends the lease to June 20, 2009. There are no additional county matching funds anticipated nor required to cover this rate increase.

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

An application for support from the Pennsylvania Department of Aging for the Area Plan on Aging for the project period July 1, 2008 through June 30, 2009. It is the draft expense allocation for the current fiscal year. Our Aging Block Grant allocation schedule was received just a few weeks ago, and the draft at this time will enable use to continue to draw money down to ease cash flow for the County on our current fiscal year. This draft budget will be amended later in the fiscal year to reflect the actual expenditures accumulated to that date and finalized after the fiscal year is completed. This draft budget includes the County matching funds of \$8,600 which was reduced 7/5% less than what we received last year. Our Advisory Council has participated in the development, reviewed this budget at their last public meeting and also recommends your approval. Commissioner Wood approved the application, pending solicitor's review, seconded by Commissioner Beichner, aye all.

An application to the Corporation for National Service for continued (Year 2 or a 3 year grant) support of the Venango County RSVP Program in the amount of \$58,096. It presents the proposed budget and workplan for calendar year 2009 and indicates that the Venango County Area Agency on Aging will provide the necessary matching funds and in-kind support for this project. As you may see in the detail attached, the workplan covers volunteers in a wide

assortment of volunteer activities for the upcoming year. No additional Venango County General Funds are required to submit this application. This Application is now submitted electronically and your signature on the attached budget draft face sheet will authorize me to submit the application on your behalf. Commissioner Wood made a motion to approve the application, pending solicitor's review, seconded by Commissioner Beichner, aye all.

The following items were presented for approval by Jim Sandok:

MH/MR

New contract with Felix Rynski to provide Occupational Therapy support to the Transitional Action Program at a rate of \$8.00 per 15 minute unit. Mr. Rynski will provide up to 5 hours/60 units per week.

New contract with ACUMAN to provide Intermediate Services Organization financial support to MR Waiver recipients. This provider is mandated by the Office of Developmental Programs and is required to only have \$2 million in general liability coverage.

Commissioner Wood made a motion to approve the above contracts, pending solicitor's review, seconded by Commissioner Beichner, aye all.

Renewal of an agreement with Goodwill Industries of Fayette County to provide pre-vocational services at the rate of \$1.78 per 15 minute unit.

Amendment to the contract with the Regional Counseling Center to provide staff to implement the Integrated Children's Services Project which provides behavioral health and vocational support to transitional age (14-25 years old) youth. The maximum amount of this contract is \$110,429.

OEO/Transportation

Agreement with V-Tech for the provision of temporary emergency housing at the Sugar Valley Lodge. Per Diem rate is \$48.

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

CYS

Denise Jones presented a service agreement between the County of Venango and The Bair Corporation. The Bair Corporation is certified and approved by the Department of Public Welfare to provide child welfare services for children and youth, and is desirous of making such services available to the County. This agreement shall be in force and in effect from July 1, 2008, through June 30, 2009 inclusive. The rate for Therapeutic Foster Care - \$65.36/hr.; Medically Needy 1 & 2 - \$53.76/hr.; Medically Needy 3 & 4 - \$58.44/hr. Supervised Visitation with Parenting Component - \$40.00/hr; Supervised Visitation with Homemaking Component - \$45.00/hr.; and Individual Parenting Instruction (for specialized or individualized needs) - \$40.00/hr. Commissioner Wood made a motion to approve this agreement, pending solicitor's review, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant HS101708	\$	539,266.49	Human Services Expenditures
Warrant SP101608		2,022.73	Non-Human Services Expenditures
Warrant HS101608		34,370.85	Human Services Expenditures
Warrant SP102008		1,200.00	Non-Human Services Expenditures
Warrant 102408		83,181.14	Non-Human Services Expenditures
Warrant HS102408		339,818.71	Human Services Expenditures
Warrant 103108		<u>260,158.04</u>	Non-Human Services Expenditures
Total Estimated Cost	\$	1,260,017.96	

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

Diona also presented for approval an addendum engagement letter from Maher Duessell Certified Public Accountants to conduct an audit of the County of Venango's 911 Special Revenue Fund (cash basis) for the three year period ending December 31, 2009 in accordance with generally accepted auditing standards and Government Auditing Standards. The fee for the additional services will be \$11,800. Commissioner Beichner made a motion to approve this addendum, seconded by Commissioner Wood, aye all.

HUMAN RESOURCES:

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

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **John Kennedy**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 10/22/08; Special Conditions:** Filling existing vacancy; action to be ratified at November Prison Board meeting. In Department #535 (Substance Abuse) of **Michele Orlowski**, Drug and Alcohol Case Management Specialist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 10/20/08; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #260 (District Attorney) of **Jennifer Moon**, Victim Witness Coordinator, Full-Time, 70 hours/pay, **effective 10/16/08; Special Conditions:** No change in pay grade or step.

CHANGE IN EMPLOYMENT STATUS – In Department #205 (Courts) of **Doran Gilhousen**, Court Crier/Tipstaff **from** On-Call Part-time, 7 hours/pay **to** Regular Part-Time, 32 hours/pay, **effective 10/08/08; Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #325 (911) of **Matthew Exley**, Telecommunicator I, **from** Probationary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **to** Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 11/02/08; Special Conditions:** Filling existing vacancy; part-time service credited toward probationary period.

DECREASE IN HOURS – In Department #325 (911) of **Elizabeth Jordan**, Telecommunicator I, Non-Union Hourly Pay Grade 3 Step 3 (\$10.40/hr.), **from** Full-Time, 80

hours/pay, to On-Call Part-Time, 7 hours/pay, **effective 10/28/08; Special Conditions:** Filling existing vacancy; benefits and entitlements cease immediately.

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Penny Hawthorne**, Court Crier/Tipstaff, **effective 10/08/08**. In Department #305 (Prison) of **Maria Doyle**, Corrections Officer, **effective 10/10/08; Special Conditions:** To be ratified at November Prison Board meeting. In Department #540 (MH/MR) of **Rachel Stralko**, Caseworker II, **effective 10/31/08**.

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

Connie also presented for approval the 2009 UPMC for Life Plan Designs and Premium Rates Confirmation. The group plan premium rates are effective from January 1, 2009 through December 31, 2009. There will be no charge to the County for this plan. The plan reads as follows:

2009 Group Medicare Plan Designs: PPO Deluxe and PPO Prime
2009 Group Plan Premium Rates: \$299.00 per month – PPO Deluxe
\$170.00 per month – PPO Prime

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

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, advised that with the help of the PA Game Commission they have caught four groups vandalizing the park. All four groups were arrested and charged. The park is now patrolled day and night by park staff and the PA Game Commission. Rich also advised that Sandy Hovis, a member of the park advisory board, plans to apply for a \$1,000 Rotary International grant that would be matched by the Oil City Rotary. The funds would be used for a handicapped-accessible playground at the campground.

Rich presented for approval a bid received from Karns Plumbing & Heating for the replacement of the hot water system in the campground shower facilities. The bid was in the amount of \$7,885. Rich advised that he had received three bids for the project. Commissioner Wood made a motion to approve the bid, seconded by Commissioner Beichner, aye all.

Rich presented for approval a grant application to the Samuel Justus Charitable Trust for re-roofing the cottage and the farmhouse at the Park. Commissioner Beichner made a motion to approve the grant, pending solicitor's review, seconded by Commissioner Wood, aye all.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented for approval Plum Township's request to carry over County Liquid Fuel funds to be used next year in the amount of \$18,000. The use of this money was to be used to pave the old Post Office Road which will be encumbered for use in 2009. Commissioner Beichner made a motion to approve the carry over of funds, seconded by Commissioner Wood, aye all.

Commissioner Brooks announced Ordinance #08-02 which modifies the tax exemption schedule for eligible properties located within the Barkeyville Borough and subject to the County Local Economic Revitalization Tax Assistance (LERTA) Program as proposed by Barkeyville Borough Council. This new ordinance includes a 10-year schedule with no taxes during the first year, a 90% reduction the second year and increasingly smaller reductions in subsequent years. The LERTA applies to improvements made to deteriorated property in the borough. This ordinance will be advertised in the paper and put on display for 10 days for public review before being approved.

Commissioner Brooks presented for approval the 2009 County Holiday Schedule. Commissioner Wood made a motion to approve the schedule, seconded by Commissioner Beichner, aye all.

OTHER BUSINESS:

Commissioner Brooks advised the dates for the November Public Meetings will be held on Wednesday, November 12th and Tuesday, November 25th at 6:00 p.m. in Room 100 at the Courthouse Annex. These dates will be published in the paper. Also he encouraged everyone to get out and vote on Tuesday, November 4th.

PUBLIC COMMENT:

Rod Bedow informed the Commissioners that while the main count in his lawsuit against the County contesting its lease of the former West Unit has been dismissed, he intends to pursue the other counts, which allege conflicts of interest on the part of some of those involved in the deal.

Rod Bedow commended the Commissioners for their decision to freeze employees' salaries.

Ray Beichner asked why the County would seek funds to repair the roofs of building at the Park that could be shutdown if they can't made handicapped accessible. Commissioner Wood advised the County plans to investigate the possibility of using CDBG funds to make those buildings accessible.

Ray Beichner questioned the decision to permit boat races at the park even though Justus Lake is otherwise limited to boats with electric motors. He also raised questions about the permits for the boats races. Commissioner Brooks agreed to look in the matter. Commissioner Brooks advised that the PA Fish and Boat Commission is in charge of the permitting.

Commissioner Wood made a motion to adjourn the meeting at 6:47 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.