

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**November 12, 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  
Deborah Sharpe, Treasurer  
Dave Schwille, Human Services  
Judy Downs, Planning  
Bill Kresinski, MIS  
Matt Edwards, Taxpayer  
R. Dean Sherman, Taxpayer  
John Phillips, ORA

Commissioner Troy Wood  
Denise Jones, Chief Clerk  
Lisa Mumford, Admin. Asst.  
Connie Hazelton, Human Resources  
Sheila Boughner, News Herald  
Diona Brick, Fiscal  
Rich Mihalic, Park Director  
Mike McDavid, PennState/CCAP  
Randy Seitz, ORA

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

The Retirement and the Salary Board meetings were convened and adjourned prior to the beginning of the Commissioner Board meeting.

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 6:08 p.m. A motion was made by Commissioner Beichner to approve the minutes from the October 28, 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, the Row Offices, the Prison, or Community Services.

**HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille:

**MH/MR**

The contract with Felix Rynski and Acumen conditionally approved at the last commissioner's meeting were revised per the Solicitor's Comments and are presented for signature.

Contract addendum with the Erie Homes for Children and Adults to provide Respite In-Home Level 2 services at \$4.95 per 15 minute unit.

Submission of continuation funding for Early Head Start in the amount of \$794,093. There is no financial obligation to the County.

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

## CSBG

Approval of the application for the Community Services Block Grant. The Department of Community and Economic Development has changed from a fiscal to a calendar year operation effective 01 January 2009 necessitating two contracts; a five month contract in the amount of \$146,253 and a 12 month contract in the amount of \$351,012. CSBG funds a variety of services including transportation, housing assistance, workforce development and other programs for children and adults

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

### **FINANCE ADMINISTRATION:**

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant SP102408	\$ 3,191.00	Non-Human Services Expenditures
Warrant HS103108	335,371.09	Human Services Expenditures
Warrant 110708	355,935.59	Non-Human Services Expenditures
Warrant HS110708	286,038.55	Human Services Expenditure
Warrant 111408	<u>166,121.93</u>	Non-Human Services Expenditures
<b>Total Estimated Cost</b>	<b>\$ 1,146,658.16</b>	

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

Next presented by Diona Brick was a budget transfer of \$40,000 from County Act 137 funds which is the Affordable Housing Fund to be used as match for the DCED Grant. These funds will be used as leverage for a \$300,000 HOME grant application that will provide housing rehabilitation assistance to owner occupied residences in the City of Oil City. Commissioner Beichner made a motion to approve this transfer, seconded by Commissioner Wood, aye all.

Diona presented for approval the Travel and Other Reimbursement Policy. This policy is to provide consistent procedure application throughout the County. The only difference in the policy from last year is that the County is increasing the dinner meal allowance from \$17.00 to \$20.00. Dinner is provided when an employee is staying overnight out of the County at a training/seminar location or when an employee's work day has exceeded 10 hours and the dinner meal period falls while out of the County. The Breakfast allowance of \$8.00 and the Lunch allowance of \$10.00 will remain the same as before. Commissioner Wood made a motion to approve the policy, seconded by Commissioner Beichner, aye all.

Diona also presented the County's Tax Base Certification as of November 12, 2008. The County-wide tax base total is \$2,349,059.890. Attached is a copy of the General Tax Base Summary. Commissioner Wood made a motion to approve the Base Tax Certification, Seconded by Commissioner Beichner, aye all.

The last item Diona presented was the County Budget for the calendar year of 2009. The overall budget includes total revenues of \$49,981,615, expenditures of \$52,290,726, and a deficit of \$2,309,111. The budget will be on display for 20 days in the Commissioner's office prior to approval on December 9, 2008. Commissioner Beichner agreed with most of the budget except for the decision to move the Voter's Registration Office. Commissioner

Wood made a motion to approve the review of the 2009 budget, seconded by Commissioner Brooks. Motion passed with majority vote.

### **HUMAN RESOURCES:**

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

**PROBATIONARY NEW HIRE** – In Department #265 (Prothonotary) of **Shannon Ghering**, Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 10/30/08; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #145 (Assessment) of **Sharon Willmitch**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **effective 10/23/08; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Timothy Yerger**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.38/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.41/hr.) **effective 10/24/08; Special Conditions:** To be ratified at December Prison Board meeting. In Department #325 (911) of **Kelly Buchanan**, Telecommunicator I, Full-Time, 80 hours/pay, **effective 10/01/08; Special Conditions:** No change in pay grade or step. In Department #520 (Children and Youth Services) of **Jade Hummel**, Caseworker I, Full-Time, 80 hours/pay, **effective 10/30/08; Special Conditions:** No change in pay grade or step.

**EXTENSION OF TEMPORARY EMPLOYMENT** – In Department #520 (Children and Youth Services) of **Symphony Fowler**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **from** 11/10/08 **to** an additional 175 hours; **Special Conditions:** Extending internship.

**PROMOTION** – In Department #250 (Register & Recorder) of **Cori Sharpe**, **from** Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 7 (\$9.75/hr.), **to** Second Deputy Register & Recorder, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 5 (\$10.61/hr.), **effective 11/24/08; Special Conditions:** Filling existing vacancy.

**RATE ADJUSTMENT** – In Department #205 (Courts) of **Jeffrey Skakalski**, Law Clerk, Full-Time Exempt, **from** Legal Exempt Pay Grade 1 (\$37,444/yr.) **to** Legal Exempt Pay Grade 1 (\$41,342/yr.), **effective 11/03/08; Special Conditions:** Passed PA Bar exam.

**SEPARATION OF EMPLOYMENT--RETIREMENT** – In Department #225 (District Judge 3-1) of **Constance Baker**, District Judge Secretary, **effective 12/12/08**. In Department #250 (Register & Recorder) of **Diane Woods**, Second Deputy Register & Recorder, **effective 12/01/08**.

**SEPARATION OF EMPLOYMENT** – In Department #210 (Domestic Relations) of **Cynthia Tarr**, Caseworker (DR), **effective 10/21/08**. In Department #305 (Prison) of **Vicki Castile**, Corrections Officer, **effective 11/13/08; Special Conditions:** To be ratified at December Prison Board meeting. In Department #507 (Veterans) of **Bonnie Smith**, Intake Clerk II, **effective 11/14/08**. In Department #530 (Integrated Crisis Services) of **Julie Martin**, Caseworker III, **effective 11/29/08**.

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

**PLANNING:**

Judy Downs, Director of Planning presented the Venango County Planning, Education and Technical Assistance Grant Agreement Amendment #1 for ratification. The amendment is to prepare a Comprehensive Recreation, Park and Open Space Plan for Venango County and a Master Site Development Plan for the 56 acre 4-H Park located in Venango County. The Project Budget is amended as follows:

Total Estimated Project Cost:	\$110,000
Grant Amount:	\$ 55,000
Local Match:	\$ 55,000

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

Judy Downs also presented the Public Notice – County of Venango Community Development Block Grant FFY 2004 – Program Modification – Public Hearing that was advertised in the paper. The modification will reduce the funding in the activity – “Pleasantville Borough Water Meter Purchase” and add a new activity of “Handicapped facility improvements – Venango County Fairgrounds”. The allocation for the new activity will be \$22,452. Commissioner Wood made a motion to approve the program modification, seconded by Commissioner Beichner, aye all.

**TWO MILE COUNTY PARK:**

Rich Mihalic, Park Director advised there would be an annual dam inspection done at the Park by Schnabel Engineering. Rich also advised that there will be a Park Advisory Board meeting held at 4:00 pm, Wednesday, November 19<sup>th</sup> at the Park. The Park’s lodge is now open and taking reservations for Christmas parties.

**COUNTY ADMINISTRATION:**

Rich Winkler, County Solicitor presented the Reimbursement Agreement with the County of Venango and Vantage Real Estate Investment Company, LTD for the purchasing of the County Exchange Building. Vantage is acquiring the property from VIDA and the parties desire to provide for the termination for the Reverter Right in return for Vantage’s agreement to reimburse the County for the current fair market value of the property in the amount of \$250,000, and a portion of the appreciation thereon upon a subsequent sale of the Property by Vantage. Commissioner Wood made a motion to approve the Reimbursement Agreement, seconded by Commissioner Beichner, aye all.

**PUBLIC COMMENT:**

Mike McDavid, Regional Director for Penn State and the liaison for CCAP, wanted to introduce himself to the Commissioners and thanked them for all their support to CCAP.

Judy Downs thanked the Park and all the volunteers who participated in the Recycling Tire Event that was held at the Park last Saturday, November 8<sup>th</sup>. It was a great success and approximately 4,000 tires were recycled.

Rich Mihalic thanked Sheila Boughner of the News-Herald for the article she published in the paper pertaining to the hunting at the Park.

A motion to adjourn the meeting was made by Commissioner Wood at 6:33 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.