

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**December 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  
Sheila Boughner, News Herald  
Dave Hazelton, Taxpayer  
Darcie Hazelton, Taxpayer

Commissioner Troy Wood  
Denise Jones, Chief Clerk  
Diona Brick, Fiscal  
Connie Hazelton, Human Resources  
O. C. Bell, Airport Director  
Bill Kresinski, MIS  
Rich Milhalic, Park Director

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 6:01 p.m. A motion was made by Commissioner Wood to approve the minutes from the December 9, 2008 meeting, seconded by Commissioner Beichner, 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 the Planning Commission.

**COMMUNITY SERVICES:**

O. C. Bell, Airport Director, presented on behalf of Steve Rembold, 911 Director, a new Mobilcom contract in the amount of \$19,580. This contract is to cover costs to replace the County Police Voter system. The system that is in place now is approximately 10 years old and outdated, and has been causing issues for units in the field to be able to communicate. This system is utilized by the Sheriff's Department, Polk Police Department, Domestic Relations officers, Court Supervision, Constables, and other agencies as needed for interoperability. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Wood, aye all.

The second item O. C. Bell presented on behalf of Steve Rembold, was a new L. Robert Kimball & Associates contract in the amount of \$25,020. Over the years since 911 operations began in the County, phone circuits and radio circuits have changed tremendously coming in two separate cables to the Center. The 911 Center has found several discrepancies in some of the billing. The objective of this project is to provide an evaluation of the 911 circuits and network services that are being provided to the Center. This network services assessment determines what services are currently being provided to the 911 Center. This assessment:

- Identifies each circuit on the cables
- Identifies associated billing and costs with each circuit
- Audits current billing

- Audits current cable labeling
- Determines current diverse routing configuration
- Audits current ALI and selective routing charges to the County

This evaluation will provide the center with a report on current 911 services being provided from the network services provider(s) and identify specific circuits and services and their associated charges. This information allows the County to effectively manage costs at the 911 Center. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

**HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille:

**Children Youth and Families**

The following are amendments to the 2008-09 contracts reflecting a 15% reduction in the contract maximums:

Child development Centers	\$111,563
Community Services of Venango County	89,318
Heart 2 Heart Parent Support Network	29,626
Youth Alternatives	198,221
Family Services	85,000

**Area Agency on Aging**

Addendum to the contract with County Homemakers, Inc increasing the funding allocations due to rate increases under the attendant care portion of the contract for 2008-09.

Addendum to the contract with Community Resources for Independence increasing the funding allocation under the attendant care portion of the contract for 2008-09.

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

**FINANCE ADMINISTRATION:**

Diona Brick presented the following warrants for approval:

Warrant	12/12/08	\$	238,359.81	Non-Human Services Expenditures
Warrant	HS121208		315,780.58	Human Services Expenditures
Warrant	121908		124,724.41	Non-Human Services Expenditures
Warrant	HS121908		651,135.19	Human Services Expenditures
Warrant	HS121608		55,534.00	Human Services Expenditures
Warrant	122908		111,730.31	Non-Human Services Expenditures

**Total Estimated Cost      \$ 1,497,264.30**

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

The following budget transfers were also submitted by Diona Brick for approval:

Transfer \$2,250 from the Contingency Account to the Commissioner's budget to cover legal costs for Attorney Wayne Hundertmark. Commissioner Wood made a motion to approve the budget transfer, seconded

Transfer \$4,000 from the Contingency Account to the Sheriff's Department Account. Gene Price, Sheriff, requested a "buffer" to cover outstanding and unanticipated expenses which are listed below:

1. Car Washes	\$ 760.00
2. Out of County Transport Meals	\$ 120.00
3. Franklin Service & Supply (Tires)	\$ 606.00
4. Rally, Inc. ('03 Cruiser Overhead)	\$ 135.00
5. Previously Anticipated Expenses	\$1,546.60
6. Undiscovered Outstanding	\$ 832.40
TOTAL	\$4,000.00

Commissioner Brooks questioned the amount of \$760 for car washes and requested an amount of \$500 be approved for car washes, and the amount of \$832.40 for undiscovered outstanding expenses be denied at this time. Commissioner Wood made a motion to approve a budget transfer in the amount of \$2,907.60, seconded by Commissioner Beichner, aye all.

#### **HUMAN RESOURCES:**

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

**TEMPORARY NEW HIRE** – In Department #520 (Children and Youth Services) of **Tanisha King**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 01/12/09; Special Conditions:** Filling position to be ratified at January Salary Board; not to exceed 1,040 hours.

**REHIRE** – In Department #540 (MH/MR) of **David Taylor**, Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 12/22/08; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #540 (MH/MR) of **Dawn Farnkoff**, Caseworker II, Full-Time, 80 hours/pay, **effective 12/05/08; Special Conditions:** No change in pay grade or step; of **Kimberly Lyons**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 12/03/08; Special Conditions:** No change in pay grade or step.

#### **CORRECTION TO 12/09/08 HR AGENDA**

**PROBATIONARY NEW HIRE** – In Department #535 (Substance Abuse) of **Jennifer Schoonover**, Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 12/01/08; Special Conditions:** Filling existing vacancy.

**NOTE: Work hours should reflect 75 hours/pay.**

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

The last item Connie presented for approval was the renewal contract with Campbell, Durrant & Beatty for legal services for 2009. They represent Venango County in regards to labor-

personnel law issues and questions. Campbell, Durrant & Beatty will work against a \$25,000 retainer, paid in monthly installments of \$2,083.33. Commissioner Wood made the motion to approve the renewal of the contract, seconded by Commissioner Beichner, aye all.

**TWO MILE COUNTY PARK:**

Rich Mihalic, Park Director, advised that the Park is ready for cross country skiing and they are installing outdoor lights at Pioneer Flats.

**COUNTY ADMINISTRATION:**

Commissioner Brooks presented Resolution #2008-17 – Scrubgrass KOZ for approval. This resolution is to approve the addition of a fifteen acre parcel of land to the Scrubgrass Township Keystone Opportunity Zone, subject to and contingent upon the approval of the Pennsylvania Department of Community and Economic Development. Commissioner Beichner made a motion to approve this resolution, seconded by Commissioner Wood, aye all.

The next item presented by Commissioner Brooks was the 2009 Venango County Commissioner Board Public Meetings and Workshops schedule which will be advertised and sent to all department heads. Commissioner Beichner made a motion to approve the 2009 schedule, seconded by Commissioner Wood, aye all.

Denise Jones presented for approval the 2009 Liquid Fuels Application Awards. The amount of \$748,792 was received in requests from Venango County municipalities and \$245,300 was awarded. The following funds were allocated to the municipalities listed below:

\$ 7,000 - Allegheny	\$12,300 - Pleasantville
\$ 8,500 - Canal	\$25,000 - Polk
\$11,500 - Cherrytree/Plum	\$10,000 - Sugarcreek
\$38,000 - Cooperstown	
\$28,000 - City of Franklin	
\$10,000 - Frenchcreek	
\$50,000 - Jackson	
\$45,000 - Oakland	

Commissioner Wood made a motion to approve the 2009 Liquid Fuels Application Awards, seconded by Commissioner Beichner, aye all.

The next item Denise presented for approval was the authorization to encumber Liquid Fuels Expenses. The amount encumbered is for projects not yet completed. The amount and the list of municipalities encumbering funds are listed below:

1. Richland Township – Bridge Replacement - \$15,000 - 2006
2. Sugarcreek Borough – Keely Run Road Maintenance - \$10,000 - 2007
3. Polk Borough – Drainage on Erie Street - \$50,000 - 2006
4. 2008 Liquid Fuel Grant Awards Remaining - \$126,760
5. 2008 – 2009 Liquid Fuel Grant Awards - \$245,300

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

Commissioner Brooks requested the approval of the reappointment of Terry Ray, Deb Kapp, Garnet Wood, and appointment of Jim Berry, Rodney Gladd, Therese Alcorn, and Dave Owens (1 yr. term) to the 2009 Planning Commission Board for a five (5) year term beginning January 1, 2009 and expires December 31, 2013. Commissioner Wood made a motion to approve the new appointees, seconded by Commissioner Beichner, aye all.

Commissioner Brooks also requested the approval of the appointment of Joseph Pastor – Public Director, and Dale Shaw – Farmer Director to the 2009 Conservation District Board for a four (4) year term beginning January 1, 2009 and expires December 31, 2012. Commissioner Wood made a motion to approve the new appointees, seconded by Commissioner Beichner, aye all.

Commissioner Brooks announced the resignation of Lisa Lynch from the WIB effective immediately. Commissioner Beichner made a motion to accept her resignation, seconded by Commissioner Wood, aye all.

**OTHER BUSINESS:**

Diona Brick presented for approval the 21<sup>st</sup> Century Software and Department Support Agreement between the County of Venango and 21 Century Appraisals. 21<sup>st</sup> Century provides software and support to the County. The cost for this agreement is \$38,000 which the County will pay \$9,500 per quarter beginning January 1, 2009. Commissioner Wood made a motion to approve this agreement, seconded by Commissioner Beichner, aye all.

Commissioner Wood requested the approval of the appointment of Judy Downs to the Venango County Housing Authority Board for a five (5) year term beginning January 1, 2009 and expires December 31, 2013. Commissioner Brooks made a motion to approve the appointment, seconded by Commissioner Beichner, aye all.

A motion to adjourn the meeting was made by Commissioner Wood at 6:22 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.