

Reviewed by: _____

COMMISSIONER BOARD MINUTES
June 14, 2011

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Tim Brooks	Commissioner Jan Beichner
Commissioner Vince Witherup	Rich Winkler, Solicitor
Lisa Mumford, Admin. Asst.	Deb Sharpe, Treasurer
Diona Brick, Fiscal	Sandy Sutch, HR
Bill Kresinski, MIS	Rich Mihalic, Park Director
Dave Schwille, Human Services	Major Smith, Warden
Sheila Boughner, News Herald	Frank Toothman, Taxpayer
Erik Johnson, Planning	Craig Adams, Election Board Chairman
Martha Breene, Election Board	

The meeting began with a public prayer given by Pastor Terry Truffin of Oil City Community Alliance Church 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 5:36 p.m. Commissioner Brooks asked if there were any amendments to be made to the agenda. There were no amendments made to the agenda.

A motion was made by Commissioner Witherup to approve the minutes from the May 24, 2011 meeting, seconded by Commissioner Beichner, aye all. There was no business to come before the Board from the Community Services Administration.

COURT ADMINISTRATION:

Lisa Mumford, Administrative Assistant, presented on behalf of the District Attorney's office, a request for approval to submit a grant application to the PCCD. The application is for a Project Modification Request – Amendment #2 to the existing Subgrant Agreement to extend the current Victims of Juvenile Offenders Project grant for twelve (12) months beginning July 1, 2011 through June 30, 2012 at a reduced funding level. Commissioner Beichner made a motion to approve the grant, seconded by Commissioner Witherup, aye all.

The next item presented by Lisa Mumford was a renewal maintenance agreement with SBM Electronics for court recording equipment. The agreement commenced on 3/31/11 and will end on 03/30/12 and is in the amount of \$2,399. The agreement includes two of our three units, as the newest unit just purchased for Courtroom III has a no-charge warranty for the first year.

Commissioner Witherup made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

ROW OFFICES:

Lisa Mumford presented on behalf of the Prothonotary's Office a renewal maintenance service agreement with Bollinger Technical Services for the Lektriever machine. The agreement runs from July 1, 2011 thru 6/30/12 and is in the amount of \$618.57. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Witherup, aye all.

PRISON:

Warden Major Smith presented a proposal from Dennis Baker Construction in the amount of \$9,950. The proposal is for the completion of renovating the shower and bath area at the work release area in the Prison. This proposal covers all labor and materials that will be necessary to complete the job. Commissioner Witherup made a motion to approve the proposal, seconded by Commissioner Beichner, aye all.

The rescinding of the ConverTeam contract and the approval of the Global Correction Systems was inadvertently placed on the agenda. These contracts were rescinded and approved during the June 28 Commissioners' meeting. The Global Correctional Systems contract will begin June 1, 2011 and end May 31, 2012. The contract is in the amount of \$4,110. Commissioner Beichner made a motion to approve the total cost of the contract, seconded by Commissioner Witherup, aye all.

HUMAN SERVICES:

The following item was presented for approval by Dave Schuille, Human Services Administrator:

Area Agency on Aging

Approval of a contract with the PA Department of Agriculture for distribution of vouchers for the Senior Farmer's Market Nutrition Program.

Children, Youth and Family Services

Approval of 5 Resource Family Agreements

Approval of Family's Care Contract

Mental Health and Developmental Services

All 2011-12 Continuation Agreements

Agreement with Derek Roemer, PhD to provide mental health consultation and evaluation at the rate of \$64.35/hr for consultation and \$55.60/hr per evaluation as authorized by the Base Service Unit.

Agreement with Crawford and Fitch to perform audiological assessments and evaluations for early intervention consumers at the current Medical Assistance rate for all non-covered individuals.

Agreement with Francis Dickert to perform DS Waiver Eligibility evaluations and independent skills assessments for level of care determinations at the rate of \$52.50/hr. Request the liability insurance requirement continued to be waived.

Agreement with Touch Stone Solutions to perform Home and Community Based Habilitation Services for DS consumers at the rate set by the Office of Developmental Programs.

Agreement with the Franklin Police Department to provide crisis transportation services as authorized by a delegate or MH Administrator to pay actual costs incurred for calling out additional officers when a transport is necessary.

Agreement with the Oil City Police Department to provide crisis transportation services as authorized by a delegate or MH Administrator to pay actual costs incurred for calling out additional officers when a transport is necessary.

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

FINANCE ADMINISTRATION:

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

Warrant	052711	\$	332,165.90	Non-Human Services Expenditures
Warrant	SP052311		2,802.00	Non- Human Services Expenditures
Warrant	HS052711		99,434.54	Human Services Expenditures
Warrant	EL052611		23,962.63	Non- Human Services Expenditures
Warrant	060311		70,575.51	Non-Human Services Expenditures
Warrant	HS060311		93,101.29	Human Services Expenditures
Warrant	061011		110,159.35	Non-Human Services Expenditures
Warrant	HS061011		257,610.79	Human Services Expenditures
Warrant	SP060911		<u>4,712.50</u>	Non-Human Services Expenditures

Total **\$ 994,524.51**

Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Beichne, aye all.

The last item presented by Diona was a request for a 2011 Budge Transfer. The transfer will come out of the Contingency Fund in the amount of \$4,712.50 to pay for half of the paving for District Judge Snyder's parking lot. The Moose Club will be responsible for paying the other half. Commissioner Beichner made a motion to approve the transfer, seconded by Commissioner Witherup, aye all.

PLANNING COMMISSION:

County Solicitor, Rich Winkler, presented a Professional Services Agreement between McCormick Taylor, the County of Venango, and the Venango County Planning Commission. McCormick Taylor will perform engineering studies for each municipality related to providing supporting data for the appropriate application of weight restriction postings of municipal roadways. Understanding each municipality may have varying information previously developed for the posting of their roadways, McCormick Taylor will customize their approach

based on the information provided by the municipalities and their willingness to participate in the process of posting their roadways, as outlined in McCormick's technical approach.

McCormick Taylor will work with the Venango County Planning Commission to explain the process and request information previously developed for review and use within the study. McCormick Taylor agrees to perform the services at a lump sum fee of \$63,200. The agreement will be paid from Liquid Fuels. Commissioner Witherup made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

The next item presented by Erik Johnson from Planning was the approval for submission of a First Time Homeowner Application – Down Payment and Closing Cost Assistance Grant Agreement. The agreement is to provide Terri E. Mucio the amount of \$4,100 to be used for costs associated with down payment and/or closing costs for the purchase of property located at 630 Liberty Street, Franklin, PA. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Witherup, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, presented for approval a Permit to Conduct a Hydro-Fractal Survey by MicroSeismic, Inc. Operations. MicroSeismic, Inc. requests permission from Venango County to conduct a seismic hydro-fractal survey including the right to ingress and egress across property owned by Venango County at Two Mile Run County Park. The client for this project is Range Resources-Appalachia. The cost of this agreement will be in the amount of \$1,500. This permit expires August 1, 2011 and all equipment shall be removed by that date. Commissioner Witherup made a motion to approve the permit, seconded by Commissioner Beichner, aye all.

COUNTY ADMINISTRATION:

Lisa Mumford, Administrative Assistant, presented for approval an amendment to the IKON Agreement #403955 – 1019999A1. The amendment to the contract is adding (1) Ricoh Copier to be placed at the Emergency Management office. The cost of the copier will be in the amount of \$249 per month. The total contract will be in the amount of \$3,714.55 per month instead of the previous amount of \$3,465.55 per month. Commissioner Beichner made a motion to approve the amendment, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT:

Craig Adams who is the Chairman of the Election Board advised he met with David Eckhardt pertaining to the Forensic Audit Contract. Adams advised that some clarifications were made to the addendum of the contract. The specific changes were made under the "Ideminification" where it states "negligence" the Election Board requests it states "gross negligence." Under "Equipment Manufacturer" the Board wants it stated that means "Elections Systems and Services." The last change the Board requested made is under "Final Report" the word "simultaneously" needs to be removed. The Board of Elections and the Commissioners approved the contract. The contract will be faxed to David Eckhardt and Greg Kesden on Wednesday, June 15, 2011.

Commissioner Beichner made a motion to adjourn the meeting at 5:57 p.m., seconded by Commissioner Witherup, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.