

Reviewed by: _____

COMMISSIONER BOARD MINUTES
November 15, 2011

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Vince Witherup
Abby Flockerzi, Admin. Asst.
O. C. Bell, Airport
Bill Kresinski, MIS
Pennie Maclean, HR
Tom Sherman, EMA/911
Diane Weckerly, Human Services
Sheila Boughner, News Media
Reverend William Hastings, Pastor Seneca United Methodist Church

Commissioner Jan Beichner
Denise Jones, Chief Clerk
Rich Winkler, Solicitor
Diona Brick, Fiscal
Tim Johnson, Domestic Relations
David Schwille, Human Services
Major Smith, Prison
Karen Wenner, Planning

The meeting began with a public prayer given by Reverend William Hastings from the Seneca United Methodist Church. Commissioner Brooks then 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. The following changes were made to the agenda: the removal of the Comcast Cable Agreement listed under Community Services Administration; the addition of the Earth Networks Contract listed under Community Services Administration; and the addition of two Pennsylvania Department of Aging contracts listed under Human Services. With the noted changes to the Commissioner Board Agenda, Commissioner Witherup made a motion to accept the agenda as presented; Commissioner Beichner seconded the motion, aye all.

Commissioner Beichner made a motion to approve the minutes from the October 25, 2011 meeting, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following item was presented for approval by Mr. Major Smith:

Barbering Services Contract was presented. This is a change in the barber to Michelle Mansfield doing business as Sassy Cuts in Cranberry, Pennsylvania. The change is due to minor complaints on an on-going basis with the previous barber. The contract is for \$10 per head and is not a budgeted item. The funds that pay for haircuts come from the Inmate Commissary Fund.

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

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Mr. O. C. Bell:

Snow Removal Agreement with Dennis Baker Construction - This agreement begins on December 1, 2011 and concludes on March 31, 2012. The agreement is for a \$3,500 monthly retainer for the months of December, January, February, and March. Dennis Baker Construction will provide two experienced equipment operators to plow snow within thirty minutes of activation at the rate of \$35.00 per operator hour and will be on call 24 hours per day, seven days per week for the duration of the agreement.

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

Awarding of Funds Commitment No. EG00001127 - This is a grant in the amount of \$85,000 from PennDOT's Bureau of Aviation for the purchase of snow removal equipment including a skid steer track vehicle with a front end loader for loading the Airport's sand truck. This will also give the Airport the capability to perform some of their own snow removal along the Airport's edge.

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

Mr. Tom Sherman presented the Earth Network (better known as WeatherBug) contract on behalf of EMA/911 to purchase two weather stations for the County. One station would be placed in the northern part of the County while the other would be placed in the southern portion of the County. These weather stations would provide real time weather information such as wind speed, wind direction, rainfall and temperature. The cost will be \$14,000 including training and installation and the funds will come from EMA's HAZMAT budget.

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

HUMAN SERVICES:

The following items were presented for approval by Mr. David Schwille:

Children, Youth and Family Services

One Resource Family Agreement

Agreement with the Commonwealth Law Enforcement Assistance Network (CLEAN) to allow staff to run background checks through JNET.

Purchase of Service Agreement with Richard Shiffer to act as a Portfolio Adviser for Family Development Credentialing. The maximum amount of the contract is \$500. Due to the amount of the contract and the limited liability presented by the activity, the request is for the insurance requirement to be waived.

Office of Economic Opportunity

Agreement with Community Services of Venango County to provide Work Ready Program activities in Venango County in the amount of \$56,871.

Agreement with the Crawford County Mental Health Awareness Program (CHAPS) to provide Work Ready Program activities in Crawford County in the amount of \$49, 840.

Mental Health and Developmental Services

Lease agreements with Anthony Beveridge for two rental properties located in Franklin for the period of 01 November 2011 until 31 October 2012 at the rate of \$650 per month, all inclusive.

Sub lease agreement for one of the above properties for a consumer identified by MH/DS with rent assessed at no more than 30% of income.

Request Commissioner approval to enter into a contract with Bill's Remodeling and Snow Plowing for the property located at 806 Grandview Road, Oil City, PA. The cost is \$30.00 per trip for plowing and \$20 per application of salt. All plowing and salt application costs associated with this contract will be passed onto the tenants.

Request Commissioner approval to sign HIPAA Business Associate agreements with providers of waiver funded Intellectual disability services as required by the PA Department of Public Welfare, Office of Developmental Programs

Request Commissioner approval to submit the Early Head Start continuation funding proposal in the amount of \$833,004 for the period March 1, 2012 through February 28, 2013. Match of \$208,251 is the responsibility of Community Services of Venango County.

All of the above items were reviewed by Mr. Rich Winkler, County Solicitor prior to the meeting.

OTHER ITEMS

Item 1: Lease Agreement between Venango County and local landlord.

Synopsis: Request Commissioner approval to enter into lease agreements with Anthony P. Beveridge for two properties located in Franklin that are zoned for apartment living. The terms of the agreements cover the period November 1, 2011 to October 31, 2012. The monthly rent is \$650 and includes all required utilities (water, sewage, trash, gas, and electric). There is no match associated with these lease agreements.

Item 2: Sublease Rental Agreement between Venango County and individuals identified by Venango County MHDS.

Synopsis: Request Commissioner approval to enter into a sub-lease agreement with an individual identified by Venango County MHDS for a property located in Franklin that is zoned for apartment living. The agreement will be in effect November 1, 2011 through October 31, 2012. The monthly rent to be paid by the tenant is 30% of their gross income up to the monthly rent due as identified in the lease agreement. There is no match associated with these lease agreements.

Item 3: Agreement between Venango County and Bill's Remodeling & Snow Plowing.

Synopsis: Request Commissioner approval to enter into a contract with Bill's Remodeling and Snow Plowing for the property located at 806 Grandview Road, Oil City, PA. The Cost is \$30.00 per trip for plowing and \$20 per application of salt. All plowing and salt application costs associated with this contract will be passed onto the tenants.

Item 4: HIPAA Business Associate Agreement with Providers of Waiver Funded Intellectual Disability Services.

Synopsis: Request Commissioner approval to sign HIPAA Business Associate agreements with providers of waiver funded Intellectual disability services as required by the PA Department of Public Welfare, Office of Developmental Programs. There is no cost associated with these agreements.

Item 5: Submission of Early Head Start Continuation Funding Application for March 1, 2012 through February 28, 2013.

Synopsis: Request Commissioner approval to submit the Early Head Start continuation funding proposal in the amount of \$833,004 for the period March 1, 2012 through February 28, 2013. The required match (cash and/or in-kind) in the amount of \$208,251 is the responsibility of the sub-contractor, Community Services of Venango County, Inc. There is no County match associated with this proposal.

Area Agency on Aging

Grant Agreement between the Commonwealth of Pennsylvania and the Area Agencies on Aging for Medicaid Services

Department of Aging Cooperative Grant Agreement

These agreements cover a wide range of in-home services and services such as transportation and home delivery of meals.

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

FINANCE ADMINISTRATION:

The following warrants are submitted for your approval:

Warrant	102811	360,911.69	Non- Human Services Expenditures
Warrant	SP102611	2,884.00	Non-Human Services Expenditures
Warrant	HS102811	94,279.89	Human Services Expenditures
Warrant	110411	410,736.17	Non-Human Services Expenditures
Warrant	HS110411	156,420.82	Human Services Expenditures
Warrant	HS110311	422.67	Human Services Expenditures
Warrant	111411	<u>235,015.76</u>	Non Human Service Expenditures

Total **\$ 1,260,671.00**

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

Ms. Diona Brick presented the 2012 County Budget to be placed on public display. The budget contains no tax increase. The general fund budget, which is the part of the budget that is funded by County tax dollars and accounts for 34.7 percent of the County’s budget, totals \$17,172,611. Salaries and benefits account for 54 percent of the general fund expenditures. The budget includes \$2,811,299 for benefits, down from the current budget. The overall budget includes revenues of \$46,719,266 and expenditures of \$49,503,144 and a deficit of \$2,783,878. Approximately \$1.8 million dollars will be transferred from the operating reserve account to balance the General Fund budget.

Commissioner Brooks made a motion to approve placing the 2012 Venango County Budget on public display, seconded by Commissioner Witherup, aye all.

Ms. Brick presented the Tax Base Certification for approval. The total taxable parcels are \$1,969,339,100 and are made up of 36,000 parcels. This is a .5 percent increase over last year as well as this year. This is outlined on page five of the County budget.

Commissioner Witherup made a motion to approve the Tax Base Certification, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

Ms. Maclean presented a contract with Campbell Durrant Beatty Palombo and Miller, P.C.. The fee agreement provides a monthly fee schedule of \$2,083.33 for a total of \$25,000. This retainer entitles the County, annually, to as much as 200 hours of work by the timekeepers. Matters such as advice over the telephone, opinion letters, aid in drafting personnel policies, disciplinary notices, employee training presentations, postage, photocopies, faxes, normal business expenses, etc. will be billed against the retainer amount.

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

PLANNING:

Ms. Karen Wenner presented the following for Planning:

Amendments to Subdivision and Land Development Ordinance (SALDO) were approved for public review and display at the November 15, 2011 Commissioners' Board Meeting. Since this time the Planning Commission has not received any public questions or comments concerning the SALDO; therefore they are presenting the SALDO for approval.

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

Cornplanter HOME Grant Resolution in the amount of \$200,000. This is a grant application for Cornplanter Township for the rehabilitation of a minimum of 10 homes in the Clapp Farm area.

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

TWO MILE COUNTY PARK:

There was no business to be conducted.

COUNTY ADMINISTRATION:

Mr. Rich Winkler presented the following for County Administration:

UPMC TEFRA Approval – This is a \$335 million bond issue by UPMC for projects in Venango County and elsewhere. The bond issue requires the approvals of the municipalities where UMPC hospitals are located and will not expose the County to any financial liability.

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

Ms. Denise Jones presented the following for County Administration:

Otis Elevator Company Maintenance Agreement – The new agreement with Otis Elevator Company is a 3 year term contract calling for \$5,136 per year. This is a decrease from the previous contract which was \$6,900 per year. The maintenance contract covers the Otis elevator in the Courthouse. Solicitor Rich Winkler has reviewed this contract.

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

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:00 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Beichner; aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.