

Reviewed by: \_\_\_\_\_

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**COMMISSIONER BOARD MINUTES  
December 13, 2011**

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

Commissioner Tim Brooks  
Commissioner Vince Witherup  
Abby Flockerzi, Admin. Asst.  
Diona Brick, Fiscal  
Pennie Maclean, HR  
David Schwille, Human Services  
Deborah Sharpe, Treasurer  
Sheila Boughner, News Media  
Bonnie Summers, General Public  
Pastor Brenda Snedden, Oil City Church of God

Commissioner Jan Beichner  
Denise Jones, Chief Clerk  
Rich Winkler, Solicitor  
Bill Kresinski, MIS  
Rich Mihalic, Park  
Mark Seigworth, EMA/911  
Tom Sherman, EMA/911  
Bill Summers, General Public  
Frank Toothman, General Public

The meeting began with a public prayer given by Pastor Brenda Snedden from the Oil City Church of God. 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 5:34 p.m. The following changes were made to the agenda: the addition of Budget Transfer Requests listed under Finance Administration, the removal of the Request for Budget Transfer listed under County Administration, and the addition of the Liquid Fuels Grant Applications listed under County Administration. 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 November 15, 2011 meeting, seconded by Commissioner Witherup, aye all.

**COURT ADMINISTRATION:**

The following item was presented for approval by Denise Jones on behalf of Bob Daugherty:

Request to Use Robert W. Rhoades Auditorium located at Clarion University, Venango Campus, for Victims' Impact Program. This version of the contract does not reflect changes the County negotiated for the last contract.

Commissioner Witherup made a motion to approve the above contract, pending Solicitor approval subject to changes, seconded by Commissioner Beichner, aye all.

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

The following item was presented for approval by Commissioner Brooks:

MOU with CCAP for Inmate Medical Bills – This allows inmate inpatient bills to be billed at the medical assistance rate. The Department of Public Welfare wanted to deal with only one entity and CCAP volunteered to be that entity. To do be this entity, CCAP will charge us 2.5% of this first \$100,000 of any bills. After that it decreases incrementally. The DPW will pay half of the inmate inpatient bill through a federal program and the County will be responsible for the other half at the medical assistance rate. This rate is usually 15 to 30 percent of the usual customary charge. The County will then electronically transfer the money verses having to keep an escrow account, keeping the money here in the County longer. This will cost the County an estimated \$400 - \$500 per year to do this, but will save the County tens of thousands of dollars. This is a one year agreement.

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

**COMMUNITY SERVICES ADMINISTRATION:**

The following item was presented for approval by Mr. Tom Sherman:

Emergency Management Performance Grant (EMPG) Annual Application – This ensures that Emergency Management is reimbursed up to 50% of the wages for the Emergency Management staff.

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

The following item was presented for approval by Mr. Mark Seigworth:

Emerson Network Power Contract Renewal – This is a renewal contract for the maintenance on the Emerson uninterrupted power supply equipment at a cost of \$4,645. Solicitor Winkler expressed concern with parts of the contract and Mr. Seigworth indicated he had sent an email asking for clarification.

Commissioner Witherup made a motion to approve the above contract, pending Solicitor approval subject to changes, seconded by Commissioner Beichner, aye all.

**HUMAN SERVICES:**

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

**Substance Abuse Services**

Addendum to the contract with BPC Management/Turning Point to increase the rate paid for outpatient services to \$80.00 per hour effective 01 January 2012.

Addendum to the contract with Family Services and Children's Aid Society to increase the rate paid for outpatient services to \$80.00 per hour effective 01 January 2012.

**Office of Economic Opportunity**

Award of bid to Fezell's Shop and Save in the amount of \$36,380 as the sole provider of the holiday food distribution program.

Amendment to the ARRA contract for weatherization to decrease the amount to the Forest Warren Economic Opportunity Council to \$733,387.

**Children, Youth and Family Services**

**Resource Family Agreement approval**

Amendment to the 2011-12 contract with Community Services of Venango County to decrease the contract maximum to \$83,473.

Amendment to the 2011-12 contract with Youth Alternatives, Inc. to decrease the contract maximum to \$113,895.

Amendment to the 2011-12 contract with Family Services of Northwestern PA to decrease the contract maximum to \$97,105.

Amendment to the 2011-12 contract with Child Development Centers to decrease the contract maximum to \$77,600.

Amendment to the contract with Heart2Heart Parent Support Network to decrease the contract maximum to \$93,984.

**Area Agency on Aging**

Appointment of Ann Lowrey to a three year term as a new member of the AAA Advisory Board.

Appointment of Ralph Montgomery to a three year term as a returning member of the AAA Advisory Board.

**CONTINUATION CONTRACTS 2011-2012**

**Item 1: Community Ambulance Services, Inc.**

**Synopsis:** Request Commissioner approval to continue to contract with Community Ambulance Services to provide ambulance transportation to individuals in need of such services as authorized by MHDS staff. The County will reimburse the Provider the MA rate for transportation services only when no third party reimbursement is available. The 10% required match will come from the existing match allocation.

**CONTRACT ADDENDUMS 2011-2012**

**Item 1: Next Step Therapy**

**Synopsis:** Request Commissioner approval to amend the FY 11/12 contract with Next Step Therapy to include reimbursing the Provider for Child Find Activities in the community as part of a PA Early Intervention mandate. The maximum to be reimbursed to the provider for the notice is \$517 and the required match will come from the existing EI match allocation.

**OTHER ITEMS**

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

**Synopsis:** Request Commissioner approval to enter into a lease agreement with Dale Wilson/Franklin Rental Association for a property located in Franklin that is zoned for apartment living. The terms of the agreement cover the period December 7, 2011 to December 6, 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.

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

**FINANCE ADMINISTRATION:**

The following warrants are submitted for your approval:

Warrant	HS111411	282,617.23	Human Services Expenditures
Warrant	111811	77,702.67	Non-Human Services Expenditures
Warrant	HS1111811	198,438.60	Human Services Expenditures
Warrant	EL111811	23,779.92	Non-Human Services Expenditures
Warrant	112311	695,849.56	Non- Human Services Expenditures
Warrant	HS112311	162,573.31	Human Services Expenditures
Warrant	SP112311	3,003.00	Non-Human Service Expenditures
Warrant	120211	272,154.00	Non-Human Services Expenditures
Warrant	HS120211	74,094.79	Human Services Expenditures
Warrant	HS120111	3,115.29	Human Services Expenditures
Warrant	SP113011	5,677.11	Non-Human Services Expenditures
Warrant	120911	101,099.02	Non-Human Services Expenditures
Warrant	HS120911	202,027.17	Human Services Expenditures
Warrant	SP120811	<u>2,750.00</u>	Non-Human Services Expenditures

**Total** **\$ 2,104,881.97**

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

The following items were presented for approval by Ms. Diona Brick:

Assessment Appeals Board Rates for 2012 – Ms. Brick asked the Board to approve an increase for the Assessment Appeals Board for their service to \$60 per day for both half day and full day rate. The current rate is \$30. The new rate is commensurate with other counties and is budgeted. If approved, this will be the first raise in this raise since 2000.

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

Passing of 2012 Budget – The 2012 budget remains substantially unchanged from the budget presented for public display on November 15, 2012. The changes are approximately \$2,000 in total.

Commissioner Beichner made a motion to approve the 2012 Venango County Budget, seconded by Commissioner Witherup, aye all.

Budget Transfers – Budget transfer from the Contingency Fund to the Voter Registration budget in the amount of \$20,000 to cover election expenses exceeding the budgeted amount.

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

HAZMAT budget increase by \$14,000 to fund the WeatherBug purchase. The purchase of two WeatherBug stations was approved at the November 15, 2011 meeting. The WeatherBug stations will be delivered on December 20<sup>th</sup> at 11:00am to the 911 building. This will be of no cost to the County, as is it coming out of the Act 165 or HAZMAT account. This money is collected from the industries in the county that have hazardous materials.

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

Transfer of \$45,000 from the Contingency Fund to the Community Development budget for an additional allocation to the Oil Region alliance of Business, Industry and Tourism.

Commissioner Witherup made a motion to approve the above budget transfer, seconded by Commissioner Brooks. Commissioner Beichner opposed the transfer.

**HUMAN RESOURCES:**

Ms. Maclean presented the following contracts for renewal:

**UPMC Health Plan**

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

**Delta Dental Agreement**

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

Update to the No Smoking Ordinance - The only revision is to the appendix listing where individuals can smoke outside of County properties. This is because several of the properties have come and gone. The essence of the ordinance is unchanged.

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

Renewal of Contract with William C. Raber/TJ&S - The contract is a one year contract effective January 1, 2012. Effective January 1, 2013 the contract will continue on a month to month basis cancelable by either party upon a 60 day notice with the cancel effective the first day of the next month following the stipulated notice. The fee for the consulting services is \$1,575 per month.

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

**PLANNING:**

Chief Clerk Denise Jones and Commissioner Brooks presented the following for Planning:

The County Service Provider Agreements between the County and Canal Township and the County and Rockland Township to protect the streams and waterways, and conserve the natural resources of the Commonwealth of Pennsylvania under the Act 167 Stormwater Management Plan.

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

**TWO MILE COUNTY PARK:**

Park Director Rich Mihalic presented the Park Activities Report as follows:

All buildings such as those around the campground and the beach house have been winterized.

New signs are being made for those that need replacing around the campground.

The new boat launch grant has been received from the Fish and Boat Commission and has been submitted to JMT Engineering. This project will begin in the Spring.

There are a few problems at the sewage plant.

The roof at the Huff house is being repaired.

The annual dam inspection has been completed by Schnabel Engineering. A copy is available for public review. Schnabel Engineering says the dam is in good condition.

Mike McCain completed the timber harvesting project.

Mr. Mihalic submitted the following for approval:

Award of Timber Harvesting Bid – Allegheny Wood Products submitted a bid of \$41,814 and will harvest the timber during the winter time.

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

### **COUNTY ADMINISTRATION:**

Chief Clerk Denise Jones presented the following for County Administration:

Tru Green Renewal of Lawn Care Agreement – This is a one year agreement for lawn care for the Courthouse and Annex at a cost of \$1,412.25.

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

Commissioner Brooks presented the following for approval:

Sugar Creek Station Lease Amendment – The current lease with Sugar Creek Station expires in 2015 and would give the County 30 days notice if they decided to return ownership to the County. This amendment now gives the County 180 days notice.

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

Ms. Jones presented the following for approval:

Resolution 2011-11 Designation of Signature Authority for Woolen Mills Bridge Replacement

Project – This is needed in order to execute the amendment to the Reimbursement Agreement which has increased by \$100,000 due to the many changes that have occurred during the preliminary design phase of this project. The County’s portion for the entire \$1.4 million project has increased to \$60,000.

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

Solicitor Rich Winkler presented the following for approval:

Resolution 2011-12 Row Officers Insurance Bonding – this is as a result of the a new law which allows Counties the option to either choose to continue to provide separate insurance for row officers that handle cash for the Commonwealth or to add said officers to the County’s crime insurance coverage. Deleting the separate bonds will prove to be a cost savings for the county.

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

Commissioner Brooks presented the following for approval:

2012 Commissioner Board Public Meeting and Workshops Schedule – The decision has been made to have one Commissioners’ Board Meeting per month verses two. In 2012, the Commissioners’ Board Meeting will be held the second Tuesday of the month. There will be a Reorganizational Meeting in Room 100 on January 3, 2012 at 10:30am. This is a correction to the schedule. At that time there will also be an Election Board meeting.

Commissioner Witherup made a motion to approve the schedule with the noted change, seconded by Commissioner Beichner aye all.

Ms. Jones presented the following for approval:

Liquid Fuels Grant Applications – The County received 21 applications totaling \$920,592.05 and, working with the Planning Commission, a representative from the Conservative District, and PennDot recommended an award \$255,980. This amount is comprised of the following awards: Canal Township - \$25,000; Cherrytree Township - \$25,000; Cornplanter Township - \$41,670; Emlenton Borough - \$25,000; Irwin Township - \$40,000; Mineral Township - \$19,770; Oakland Township - \$20,000; Pinegrove Township - \$20,000; President Township - \$21,040; Sandycreek Township - \$18,500.

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

Two townships still have monies to be encumbered, Allegheny and Oakland. Allegheny Township has \$27,150 and Oakland has \$39,582.61. Those funds will be encumbered along with the award of \$255,980.

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

Commissioner Witherup presented the following for approval:

Proclamation Eagle Scout Recognition – Colin James Bittner – This proclamation recognized Colin James Bittner from Boy Scout Troop #34 from Franklin, PA for his attainment of Eagle Scout. The actual Eagle Scout ceremony was held on Sunday, December 11<sup>th</sup>.

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

### **OTHER BUSINESS**

There was no other business.

### **PUBLIC COMMENT**

Mr. Frank Toothman asked if there was any proof the Oil Region Alliance has brought employment to the County.

Commissioners Brooks and Witherup explained to Mr. Toothman that the ORA has brought several businesses into the County including Glenn O. Hawbaker, Inc. and Team Hardinger Trucking, plus Barkeyville has been able to cut their taxes because of increased employment due to these new businesses. Also, W. S. Packaging is here because of ORA efforts and what the County has to offer.

### **ADJOURNMENT**

The meeting adjourned at 6:28 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Beichner; aye all.

Respectfully submitted,

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Abby R. Flockerzi, Admin. Assist.