

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
December 27, 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
O. C. Bell, Airport	Diona Brick, Fiscal
Bob Daugherty, Court Supervision Services	Bill Kresinski, MIS
Pennie Maclean, HR	Rich Mihalic, Park
David Schwille, Human Services	Tom Sherman, EMA
Major Smith, Prison	Sheila Boughner, News Media
Pastor Eric Reamer, Pastor Oil City Free Christian Church	

The meeting began with a public prayer given by Pastor Eric Reamer, Pastor of the Oil City Free Christian Church. Commissioner Brooks then led the group in the Pledge of Allegiance.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 5:30 p.m. The following changes were made to the agenda: the addition of approving the Plan of Work for the Tourist Promotion Agency and the deletion of Item D, "Special Program Rates" under Number 11, Human Resources, until Salary Board meets on January 10, 2012. With the noted changes to the Commissioner Board Agenda, Commissioner Witherup made a motion to amend the agenda as presented; Commissioner Beichner seconded the motion, aye all.

Commissioner Beichner made a motion to approve the minutes from the December 13, 2011 meeting, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

The following item was presented for approval by Mr. Robert Daugherty:

PCCD JABG Application for Intensive Juvenile Probation Officer Position – This is an application for a \$10,000 grant with a \$1,000 County match. This is the fourteenth year of working with this project.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following item was presented for approval by Warden Major Smith:

Preventative Maintenance Agreement with Computer Power Solutions – This agreement is for one year beginning on February 1, 2012 and ending on January 31, 2013. This covers the battery back-up for the system that controls the lock on the doors at the Jail. Preventative maintenance provides one visit per year excluding holidays and includes 24-hour telephone technical assistance. The plan does not include replacement or repair of major component parts or batteries. The total cost is \$500.00, unchanged from last year’s 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 Commissioner Brooks:

Appointment of Tom Sherman as Hazardous Mitigation Officer – Under the Hazard Mitigation Plan, it is required to have a Hazardous Mitigation Officer. Mr. Sherman explained some of the duties of the Hazardous Mitigation Officer are to plan and direct disaster response, manage activities and provide disaster preparedness recovery.

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

HUMAN SERVICES:

There was no business to be conducted.

FINANCE ADMINISTRATION:

The following warrants are submitted for your approval:

Warrant	HS121611	490,116.87	Human Services Expenditures
Warrant	121611	200,288.32	Non-Human Services Expenditures
Warrant	SP121411	45,000.00	Non- Human Services Expenditures
Warrant	SP121911	798.51	Non-Human Services Expenditures
Warrant	122311	168,702.89	Non- Human Services Expenditures
Warrant	HS122311	87,489.57	Human Services Expenditures
Warrant	SP122111	<u>3,794.00</u>	Non-Human Services Expenditures
Total		\$ 996,190.16	

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

HUMAN RESOURCES:

Ms. Maclean presented the following for approval:

County Driving Policy

The County Driving Policy was last reviewed in 2004. The primary revisions include a new, online training tool which is mandatory for all County employees who drive County vehicles and employees who drive their personal vehicles on County business, and the addition of prohibiting the use of cellular phones and especially text messaging.

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

Collective Bargaining Agreement Between Venango County and AFSCME 85 Union

This is a three year agreement with the Jail Guards.

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

PLANNING:

Commissioner Brooks presented the following for Planning:

The appointment of Willis Thomas to the Planning Commission Board – This is a citizen position on the Planning Commission Board. Mr. Thomas worked with the Planning Commission as an intern and currently works with the ORA. He is recommended by Judy Downs and the rest of the Planning Commission Board.

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

TWO MILE COUNTY PARK:

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

Two new flyers have been created to separate the Winterfest from the Ice Fishing Tournament due to the fact that the lake will probably not be frozen over by January 21, but there may be enough snow for Winterfest. The alternate date for the activity is February 4 – not sure if the lake will be frozen by then or not.

Everything is winterized.

COUNTY ADMINISTRATION:

Commissioner Brooks presented the following for County Administration:

Ratification of SimplexGrinnell Proposal and Contract – This will cover the alarm system at the Troy Wood Human Services Complex. The price is not to exceed \$2,048.

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

2011 Application to Encumber Liquid Fuels Tax Funds – This is to encumber the funds for next year on three bridges, Miller Farm Bridge, Dotter Bridge, and Woolen Mills Bridge, because the work has not been completed yet.

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

Workers Compensation Insurance Renewal – Barr’s Insurance submitted a renewal to the policy. Solicitor Winkler has yet to review this policy.

Commissioner Witherup made a motion to approve the above renewal, pending review by Solicitor Winkler, seconded by Commissioner Beichner, aye all.

Appointment of Merlyn Burkhardt and Thomas Arbuckle as Conservation District Directors – Both individuals have previously served on the Board and come with the recommendation of the Conservation Board.

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

Plan of Work for the Tourist Promotion Agency – This is to remain in compliance with Ordinance 01- 01 – Imposing Excise Tax on Hotel Rooms. The County is obligated to review and improve annual plans and hotel tax which outlines the goals and objectives for the County and why tourism is funded by the tax. We have the ORA as our tourist promotion agency and it has been that way for several years now.

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

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

Commissioners Brooks and Witherup both thanked Commissioner Beichner for her years of service to the County.

ADJOURNMENT

The meeting adjourned at 5:44 p.m. upon a motion by Commissioner Beichner and a second by Commissioner Witherup; aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.