

Reviewed by: _____

COMMISSIONER BOARD MINUTES
February 14, 2012

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
Commissioner Bonnie Summers	Denise Jones, Chief Clerk
Abby Flockerzi, Admin. Asst.	Rich Winkler, Solicitor
Diona Brick, Fiscal	Judy Downs, Planning
Bill Kresinski, MIS	Pennie Maclean, HR
Rich Mihalic, Park	Paula Palmer, Prothonotary
David Schwille, Human Services	Deborah Sharpe, Treasurer
Diane Weckerly, Human Services	Sheila Boughner, News Media
B. J. Brooks – Public	Larry DeLong – Oil and Gas
Pastor Steve Henry, Victory Heights United Brethren Church	

The meeting began with a public prayer given by Pastor Steve Henry from the Victory Heights United Brethren 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 6:08 p.m. The following changes were made to the agenda: the addition of the Approval of the Culligan Contract listed under Fiscal Administration; Attachment F should be listed with Item B, “CDBG Public Hearing” under Planning Commission, not Item A; JMT Engineering Contract for the Addition to the Rear Entrance of the Courthouse under County Administration; and the addition of 2011 CDBG ARC Contract for Approval listed under County Administration. With the noted changes to the Commissioner Board Agenda, Commissioner Summers made a motion to accept the agenda as presented; Commissioner Witherup seconded the motion, aye all.

Commissioner Witherup made a motion to approve the minutes from the January 10, 2012 meeting, seconded by Commissioner Summers, aye all.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

The following items were presented for approval by Mr. Winkler:

Agreement for Forensic Pathologist – The county of Erie has an independent pathologist on retainer and Erie County makes his services available to other counties, including Venango County, as needed for autopsies and other post mortem exams. The fee for services is a \$5,000 retainer, which would be applied to the cost of autopsies. The cost of a normal autopsy is \$850 with an additional \$35 if photographs are required. Any autopsy that goes beyond normal procedures would result in additional charges. This is a shared expense between the District Attorney’s office and the Coroner’s office. In the past years, the retainer has been exhausted.

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

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

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

Children, Youth and Family Services

Addendum to the 2011-12 contract with PennCrest School District that eliminates the match amount and makes the contract maximum \$14,200.

Approval of two resource family agreements.

Mental Health and Developmental Services

Amendment to the contract with the Regional Counseling Center to limit the administrative and indirect costs to 15% of the budget and to set the maximum benefit amount at the rate established by the Department of Public Welfare.

Amendment to the contract with Community Services of Venango County to include the completion of 56 IM4Q surveys at the rate of \$503.42 per consumer survey and \$630.38 for parent/guardian survey.

Amendment to the contract with the Barber Center to include the early intervention services of special instruction/vision and special instruction/nutrition at the rate of \$27.99/15 minute unit and \$40.94 for a 15 minute unit of audiology services.

Enter into a sublease agreement for an apartment in Franklin from 01 January 2012 through 30 June 2012 where the rent charge is 30% of the gross monthly income up to the amount of the rent.

Item 1: The Regional Counseling Center, Inc.

Synopsis: Request Commissioner approval to amend the contract with The Regional Counseling Center, Inc to change the contract language of part I(d)(4) to “General administrative/indirect costs are limited to approximately 15% of the total agency budget/cost.” Contract part IV(c) will also be amended to “for all other employee benefits such as FICA, hospitalization, etc., the County will participate in benefit costs not to exceed the percentage established by the PA Department of Public Welfare.”

Item 2: Sugar Valley Lodge, Inc.

Synopsis: Request Commissioner approval to amend the contract with Sugar Valley Lodge to increase funding for supplemental staffing to house individuals with a mental illness to a maximum of \$274,594.06. The required match will come from the existing match allocation.

CONTINUATION CONTRACTS 2012-2013

Item 1: Community Services of Venango County, Inc.

Synopsis: Request Commissioner approval to continue to contract with Community Services of Venango County, Inc to provide Early Head Start services to 116 pregnant women, infants and toddlers contingent upon receiving a Notice of Continuation Funding from the US Dept. of Health and Human Services. It is anticipated the notice will reflect funding in the amount of \$833,004. The required match is the responsibility of the Provider.

CONTRACT ADDENDUMS 2011-2012

Item 1: Community Services of Venango County, Inc.

Synopsis: Request Commissioner approval to amend the contract with Community Services of Venango County Inc. to include the completion of 56 Independent Monitoring for Quality surveys for Intellectually Disabled Venango County individuals as authorized by the County and required by the PA Department of Welfare, Office of Developmental Programs. Venango County shall pay the provider \$503.42 per completed client survey and a total of \$630.38 for completed NCI Parent/Guardian surveys. There is no match associated with this contract addendum.

Item 2: Dr. Gertrude A Barber Center, Inc.

Synopsis: Request Commissioner approval to amend the contract with the Dr. Gertrude A. Barber Center Inc. to include the Early Intervention services of special instruction/vision and special instruction/nutrition at the rate of \$27.99 per 15 minute unit of service and audiology services at the rate of \$40.94 per 15 minute unit of service as set by the PA Office of Child Development and Early Learning. The required match for base funded children will come from the existing match allocation.

Item 3: Regional Counseling Center, Inc.

Synopsis: Approval is requested to reimburse The Regional Counseling Center for Partial Hospitalization services provided for mental health consumers with no third party reimbursement source at the MA rate as authorized by the BSU. There is no match associated with the purchase of Partial Hospitalization services.

OTHER ITEMS

Item 1: Sublease Rental Agreement between Venango County and individuals identified by Venango County MHDS.

Synopsis: Request Commissioner approval to enter into a sub-lease agreements with individuals identified by Venango County MHDS for properties located in Franklin that are zoned for apartment living. The agreements will be in effect January 1, 2012 through June 30, 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.

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

The following item were presented for approval by Ms. Jones:

Approval of Service Agreement with ITU for Rugs at Garage – This agreement is for three rugs at the County Garage at a cost of \$20.00 per delivery plus an additional \$8.95 utility charge per delivery. These costs will be split equally between Shared Ride and Fixed Route Transportation.

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

FINANCE ADMINISTRATION:

The following warrants are submitted for your approval:

Warrant	011312	52,843.33	Non- Human Services Expenditures
Warrant	HS011312	79,427.04	Human Services Expenditures
Warrant	HS011212	40,145.43	Human Services Expenditures
Warrant	0122012	557,985.08	Non-Human Services Expenditures
Warrant	HS012012	478,923.22	Human Services Expenditures
Warrant	012712	278,505.72	Non-Human Services Expenditures
Warrant	HS012712	265,555.89	Human Services Expenditures
Warrant	HS012612	3,519.81	Human Services Expenditures
Warrant	020312	381,251.08	Non-Human Services Expenditures
Warrant	HS020312	47,126.83	Human Services Expenditures
Warrant	021012	261,738.66	Non-Human Services Expenditures
Warrant	HS021012	334,418.11	Human Services Expenditures

Total **\$ 2,781,440.20**

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

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

Budget Transfers - A Budget Transfer in the amount of \$20,000 from the Contingency Fund to the Community Development Budget for an allocation to the Keystone Community Education Council Pipe Welding Training Program and a Budget Transfer in the amount of \$14,898 from the Contingency Fund to the Prothonotary's Budget for the cost of the part-time staff member.

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

Adoption of Requisition and Purchase Order Policy – Changes to this policy will reflect the required changes in bid and quote thresholds due to changes in legislation. The new thresholds require the County to get three quotes for goods or services costing \$10,000 to \$18,500 and to go through the formal bidding process for anything costing more than \$18,500. Bids were previously required for anything costing more than \$10,000 and quotes were required for anything costing more than \$3,999.

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

Culligan Contract Agreement – This is a contract agreement to supply four bottle-less water coolers to the Troy Wood Human Services Complex. The previous contract was with PHSI located near Pittsburgh. The savings of switching to Culligan, a local company, will be approximately \$40 per month.

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

HUMAN RESOURCES:

PLANNING:

The following items were presented for approval by Ms. Downs:

LERTA Approval for Sugarcreek Borough – This is for the Adult Probation and Parole Office located in Sugarcreek Borough and is only for the County's portion.

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

CDBG Public Hearing – The Venango County Regional Planning Commission is accepting applications for the County's 2012 Community Development Block Grant funds. This was the first hearing on the funds. These funds are awarded to municipalities for eligible projects benefitting low to moderate income residents. Up to 30 percent of the funds may be used for blight prevention and elimination. Acceptable uses of the funds include construction or

reconstruction of public water, sewer, stormwater and transportation facilities; code enforcement; clearance/rehabilitation; the removal or architectural barriers; and historic preservation.

TWO MILE COUNTY PARK:

The following item was presented for approval by Mr. Mihalic:

Permission to Submit Grant Application for New Park Recycling Containers – The Conservation District alerted Mr. Mihalic of a grant available through the Coca-Cola Company to provide recycling containers to the Park. No money is involved in the grant, only new containers.

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

Park Director Mr. Mihalic presented the Park Activities Report as follows:

JMT Engineering is working on the final draft of drawings and bid packages of the boat launch and construction should begin around the first of July.

Mr. Mihalic has been informed that Allegheny Wood Products is not going to do the trees around the sewage plant.

Due to the nice weather, most of the winter activities have been cancelled.

Since the winter weather cooperated, the Fatherhood Initiative Winterfest went very well. Approximately 170 people participated in various winter activities in the Park during Winterfest.

COUNTY ADMINISTRATION:

Ms. Jones presented the following for County Administration:

Approval of Amendments to Liquid Fuels Reports for 2010 and 2011 – As a result of the audit we received in January 2012 for the 2008 and 2009 Liquid Fuels reports, some changes occurred. One of the changes was the encumbrances and they were not calculated correctly. With approval from the State, the 2010 LF Annual Report was amended to reflect the recalculation of the encumbrances, and the 2011 Liquid Fuels Annual Report has also been completed based on the amendment. Both reports will now be submitted to the State.

Commissioner Summers made a motion to approve the above amendments, seconded by Commissioner Witherup, aye all.

Commissioner Brooks presented the following for County Administration:

Ratification of Resolution 2012-02 – Keystone Community Education Council Pipe Welding Training Program – The County is providing up to \$20,000 to the Keystone Community Education Council to fund the pipe welding program. The contribution will cover books, tools, supplies, and fees in addition to rent for a nine week program for up to 12 participants.

Commissioner Witherup made a motion to approve the above resolution, seconded by

Commissioner Summers, aye all.

Approval of Extension of Timber Sale Agreement – This is a contract agreement with Guth Land Resources Consulting, LLC. The contract will be extended to September 28, 2012 due to the company not being able to get to the timber at the Troy Wood Human Services Complex as a result of inclement weather.

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

Ms. Jones presented the following for County Administration:

Approval of Schindler Elevator Agreement – This agreement combines the elevators at the Prison and the Annex into one agreement. Previously this was a 10 year agreement. It is now a 5 year agreement with a monthly cost of \$638 and an annual savings of \$3,273.84

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

Approval of Venango County GIS Data License Agreement – This agreement was revised by Matt Gilara, GIS Analyst to reflect a change in the fee schedule. It has been reviewed by the Commissioners and the Solicitor.

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

Commissioner Brooks presented the following for approval:

Approval of Fiber Optic Project Cooperation Agreement with City of Franklin – This is a Cooperation Agreement between the City of Franklin, FICSA and the County of Venango to provide the necessary funding to establish a fiber optic point of presence at 150 Prospect Avenue in Franklin. Solicitor Winkler has reviewed the agreement.

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

Commissioner Brooks presented the following appointments:

Appointment of Commissioner Brooks as 1st Alternate to the Northwest Regional Planning and Development Commission – Transportation Committee

Appointment of Commissioner Summers to Partners For Performance

Approval to remove Commissioner Summers from the Children and Youth Advisory Board (as it no longer exists)

Appointment of Mayor Barbara Crudo to Venango County Regional Planning Commission

Reappointment of Sandy Hovis to Two Mile Run County Park Advisory Committee

Reappointment of Dan Hovis to Two Mile Run County Park Advisory Committee.

Commissioner Witherup made a motion to approve the above appointments, removal and

reappointments, seconded by Commissioner Summers, aye all.

JMT Engineering Contract for the Addition to the Rear of the Courthouse – The engineering cost of the project to remodel the rear entrance of the Courthouse is not to exceed \$46,400.

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

Approval of 2011 CDBG ARC Contract – This is a \$200,000 grant for the Sandycreek project.

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

OTHER BUSINESS

There was no business conducted.

PUBLIC COMMENT

Mr. Larry DeLong, land man, asked if there was any interest from the County in leasing County property for natural gas exploration. Commissioner Brooks said that the County will be issuing a request for proposals (RFP) to companies seeking gas well leases.

ADJOURNMENT

The meeting adjourned at 6:39 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.