

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
SEPTEMBER 11, 2012**

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

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| Commissioner Tim Brooks | Commissioner Vince Witherup |
| Commissioner Bonnie Summers | Denise Jones, Chief Clerk |
| Abby Flockerzi, Admin. Asst. | Rich Winkler, Solicitor |
| Barb Benedict, CYS | Diona Brick, Fiscal |
| Bill Kresinski, MIS | Pennie Maclean, HR |
| Rich Mihalic, Park | Dan Prichard, Court Supervision |
| Jeff Ruditis, Prison | Deborah Sharpe, Treasurer |
| Tom Sherman, EMA | Major Smith, Prison |
| Scot Walkowski, Court Supervision | Sheila Boughner, News Media |
| Gary Campbell, Public | Judy Campbell, Public |
| Carolyn Dunlap, Public | Dianne Dunlap, Public |
| Gary Hutchison, Public | Carol Murley, Concerned Citizens |
| Deborah Pattee, Public | Mark Pattee, Public |
| Jerry Woods, Public | |
| Pastor Ed Saxman, Oakland United Methodist Church | |

Prior to the meeting, a public prayer was offered by Pastor Ed Saxman from the Oakland United Methodist Church. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Retirement Board, Salary Board and Election Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:14 p.m. The following changes were made to the agenda: additions include the approval of the maintenance agreement with Johnson Controls for the cooling units at the Prison under Prison, appointment letters for vacancies of Department Clerk III and Operations and Training Officer under Community Services Administration, and the approval of the electric rate renewal under Finance Administration. Deletions include the contract with Richard Gold on the Human Services agenda under Children, Youth and Family Services.

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

Commissioner Summers made a motion to approve the minutes from the August 14, 2012 meeting, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

Mr. Pritchard presented the SCRAM – X Agreement for approval. This agreement is with Advanced Alcohol Monitoring Programs, LLC (AAMP) and is an alcohol monitoring device which takes the sweat from an individual and tests it for alcohol compliance. SCRAM – X also has a house arrest component. The individual is responsible for paying for this.

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

Mr. Walkowski presented the Juvenile Probation Services Grant In Aid for ratification. This grant assists with various Juvenile Probation positions within the Court Supervision Services office. The amount of this funding was decreased by approximately five (5) percent to \$94,547.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following items were presented for approval by Warden Smith:

Approval of Service Agreement with Johnson Controls – This is a Service Agreement for the cooling system at the Prison and is a budgeted item. The annual cost is \$7,287.

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

Approval of Seneca Medical Center – Medical Services Agreement – This is an agreement with Seneca Medical Center for the term of January 1, 2012 through December 31, 2012 to provide medical services to the Venango County Prison. On-site physician/physician assistant/nurse practitioner services will be provided two times per week. As needed services will be provided throughout the week for urgent situations. Incoming inmates will receive an evaluation within 48 hours. The cost of this agreement is \$6,952.50 per month (\$83,430 annually).

Approval of Seneca Medical Center – Cost Containment Services – This is an agreement with Seneca Medical Center to provide audit and review of medical bills received by Venango County Prison from outside providers. The term of this agreement is January 1, 2012 through December 31, 2012 at a cost of \$1,000 per month (\$12,000 annually).

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

Approval of SAVIN Maintenance and Service Agreement – This is a state-wide, automated system that allows victims of crimes to track their offenders via telephone, cell phone, email, etc. The annual cost of this is \$2,525.26, of which Venango County is responsible for 50 percent (\$1,262.63). The remaining 50 percent will be paid for by the Pennsylvania Commission on Crime and Delinquency. This is not a budgeted item and is paid for by using money from the Inmate Commissary Fund to spare the tax payers of the County the burden of this expense.

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

COMMUNITY SERVICES ADMINISTRATION:

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

Ratification of 2012/2013 Hazardous Material Response Fund Grant Agreement – This grant is given out by the State and Venango County received \$7,800. The money will be used to purchase equipment for hazardous material response such as gas meters and personal protective equipment.

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

Approval of Emergency Management Performance Grant (EMPG) Program – Venango County has been awarded \$44,271 to use to support approved personnel salaries and benefits. The grant covers the timeframe of October 1, 2011 through September 30, 2012.

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

Submission of Letters for Signatures – Mr. Sherman submitted two letters to the Commissioner Board for signatures. Both letters are addressed to Mr. David Holl, Deputy Director of Administration of PEMA, advising Mr. Holl that Venango County has filled the positions of Department Clerk III and Operations and Training Officer.

HUMAN SERVICES:

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

Children, Youth and Family Services

Approval of 5 resource parent agreements:

Goodman
Greenburg
Show
Palmer
Schmidt

Approval of the fiscal portion of the Needs Based Plan and Budget – The amount is \$1,201,191.

Mental Health and Developmental Services

Amendment to the 2011-12 contract with Sugar Valley Lodge in the amount of \$230 for supplies for the V-Tech program and to increase the daily rate for supplemental staffing to \$18.12.

Amendment to the 2012-13 contract with Community Services of Venango County in the amount of \$25,954 to include IM4Q surveys for 51 ID consumers and to amend the C/FST schedule to include substance abuse surveys.

Renewal agreement for 2012-13 with the Gertrude Barber Center to provide early intervention services at rates set by the office of child development and early learning.

Renewal agreement for 2012-13 with Dr. Carrie Forden to perform program evaluation for the supportive housing program at a rate of \$50 per hour with a contract maximum of \$2,000, with a waiver of the insurance requirements.

Renewal agreement for 2012-13 with Susquehanna software for technical support and maintenance of the MH software. The maintenance agreement is \$14,900 with an hourly rate of \$85 per hour plus travel for any custom service request.

Area Agency on Aging

Renewal agreement with Forever Broadcasting to provide marketing of the LINK program at the rate of \$1,200 per month.

Renewal Agreement with Community Resources for Independence for the following services:

Personal Care at \$16.25/hr Home Support at \$16.25/hr
Personal Assistance-agency at \$15.24/hr Personal Assistance-consumer at \$12.64/hr
Fiscal Agent Service at \$75/month

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

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

Ratification of Contract for Weatherization Assistance – This is the second amendment for the 2010 – 2013 Contract. The amount of this budget amendment is \$51,142. The total amount of

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this contract as amended will be \$162,034. The contract activity period is July 1, 2012 to September 30, 2013.

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

FINANCE ADMINISTRATION:

The following warrants were submitted for your approval by Ms. Brick:

Warrant	081712	\$ 197,083.73	Non-Human Services Expenditures
Warrant	HS081712	113,365.48	Human Services Expenditures
Warrant	SP081612	257.00	Non- Human Services Expenditures
Warrant	HS082412	109,437.87	Human Services Expenditures
Warrant	082412	138,398.89	Non- Human Services Expenditures
Warrant	083112	396,219.36	Non-Human Services Expenditures
Warrant	HS083112	303,956.09	Human Services Expenditures
Warrant	SP082812	4,200.00	Non-Human Services Expenditures
Warrant	HS082712	520.47	Human Services Expenditures
Warrant	090712	195,145.35	Non-Human Services Expenditures
Warrant	HS090712	137,780.69	Human Services Expenditures

Total **\$ 1,596,364.93**

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 \$22,000 from the Capital Budget to the Courthouse Budget for additional costs associated with the repair of the Courthouse roof. A second Budget Transfer was requested in the amount of \$3,681.15 to the HAZMAT Budget for additional costs associated with the new truck purchase. This money will come out of the Hazardous Material Fund that is collected from chemical companies and is of no cost to the County.

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

Electric Rate Renewal – This is a two (2) year contract renewal with Premier Power Solutions at a rate of .0648 per kilowatt hour. This rate is up slightly compared to the previous rate of .0641. The total difference is \$1,600 across all County buildings.

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

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Ms. Maclean:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #520 (Children and Youth Services) of **Heather Callahan**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 08/20/12**; **Special Conditions:** Filling existing vacancy; of **Melanie Jeffers**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 09/10/12**; **Special Conditions:** Filling existing vacancy; of **Jeffrey Polley**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 08/27/12**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #520 (Children and Youth) of **Jennifer Hollabaugh**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 08/09/12**.

LATERAL TRANSFER – In Department #510 (AAA) of **Stephanie Puleo**, Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$42,139/yr.), **to** Department #540 (MHDS), Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$42,139/yr.), **effective 09/17/12**; **Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #305 (Prison) of **Kathryn Williams**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.57/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.57/hr.), **effective 08/19/12**; **Special Conditions:** Filling existing vacancy; part-time service credited to benefits probationary period; benefits effective immediately; action ratified at the September Prison Board meeting.

PROMOTION / DECREASE IN HOURS – In Department #580 (Transportation) of **Stephen Osgood**, **from** Transportation Aide, SEIU position, Probationary Part-Time, 60 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **to** Vehicle Driver, SEIU position, Probationary Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 08/21/12**; **Special Conditions:** Filling existing vacancy.

LEAVE OF ABSENCE / RATE ADJUSTMENT – In Department #520 (Children and Youth Services) of **Amanda Sheffer**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.38/hr.), **effective 08/27/12**; **Special Conditions:** Educational leave of absence through the CWEL program through May 2014. During this period, salary will be paid at 95% of her current salary (\$13.66/hr) and no salary increases may be granted during this period. Fringe benefits are not to exceed the amount permitted by the PA Department of Public Welfare. Children & Youth will invoice the University of Pittsburgh on a monthly basis for the appropriate amount of salary and benefits.

SEPARATION OF EMPLOYMENT – In Department #125 (Public Defender) of **Jeffrey Skakalski**, Assistant Public Defender, **effective 08/31/12**. In Department #305 (Prison) of

Terry Ross, Jr., Corrections Officer, **effective 08/22/12**; **Special Conditions:** Action ratified at the September Prison Board meeting. In Department #507 (Veterans Affairs) of **Thomas Bullard**, Intake Clerk II, **effective 08/24/12**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW HIRE – In Department #520 (Children and Youth Services) of **Halvce Eakin**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 09/04/12**; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; temporary assignment up to 600 hours; of **Elizabeth Williams**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 08/20/12**; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; temporary assignment through 12/31/12.

EXTENSION OF ASSIGNMENT / DECREASE IN HOURS – In Department #160 (Maintenance) of **Tyler Cochran**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **to** Bridge Crew, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 09/04/12**; **Special Conditions:** Assignment extended through 10/31/12; extension ratified at the September Salary Board meeting.

TRANSFER / INCREASE IN HOURS – In Department #255 (Coroner) of **Mark Hicks**, Deputy Coroner, Part-Time On Call, Per Diem (\$75.00), **to** Department #320 (EMA), Operations and Training Officer, Probationary Part-Time, 64 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.40/hr.), **effective 09/10/12**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

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

ROW OFFICES - Human Resources:

The following Human Resource Agenda was presented by Ms. Maclean for informational purposes only:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Brett Hill**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 09/17/12**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #270 (Sheriff) of **Danny Bimber**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 08/31/12**.

SEPARATION OF EMPLOYMENT – In Department #260 (District Attorney) of **James Carbone**, First Assistant District Attorney, **effective 08/22/12**. In Department #270 (Sheriff) of **Danny Bimber**, Deputy Sheriff, **effective 09/13/12**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NONE

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

Approval of Premium Renewal with Dearborn National for Group Insurance Programs – This is a renewal of this contract with Dearborn National to provide Group Insurance products.

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

Ratification of SEIU Union Contract – This is a three (3) year contract expiring December 31, 2014. The contract includes wage increases of 2 percent in the first year and 3.25 percent in the second and third years. There is also an increase in the allowance for the purchase of work boots from \$75 to \$150 to allow for the purchase of safety boot and the County will provide overalls for vehicle mechanics. Weatherization employees will be provided with overalls and a boot allowance.

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

PLANNING:

There was no business to be conducted.

TWO MILE RUN COUNTY PARK:

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

Park Activities Report:

Swim For The Cure was held on August 15. Special thanks go to Eric Smith and Mike Hart. This year's event included 27 swimmers and raised \$7,300.

Astroblast was held August 14 - 17. There were approximately 100 participants this year.

The monthly trail ride and night hike was held on September 1.

Crosby Beach officially closed on September 2.

The annual required dam inspection is scheduled for September 18.

Terra Works will begin work on Pioneer Flats Road on September 28.

The Rocky Grove Invitational will be held on October 13, 2012. This event usually brings over 1,000 people to the Park.

Usage days were up 11% over 2011 due to the weather.

The approval by DCNR for the boat launch is still pending.

Recently four (4) men did some damage to Pioneer Flats; however the Venango County Sheriff's Deputies apprehended them.

Upcoming events at the Park can be viewed on the Park's website at www.twomilerun.net.

Approval of Proposal for Roof Replacement at Justus Pavilion – This project was put out for bid and Kris Miller Construction was the low bidder at \$6,490. This project will replace the roof on the Justus Pavilion at Two Mile Run Park. Upon review of the Insurance Certificate by Solicitor Winkler it was noted that the aggregate insurance amount is \$2,000,000. The normal County policies call for \$3,000,000.

Commissioner Witherup made a motion to approve the above proposal with the insurance limits as they stand, seconded by Commissioner Summers, aye all.

Approval of Resignation of Daniel Hovis from Two Miler Run County Park Advisory Board

Approval of Resignation of Daniel Hovis as Two Mile Run County Park Trail Committee Chairperson

Approval of Resignation of Sandy Hovis from Two Mile Run County Park Endowment Board

The Commissioners thanked the Hovis' for their time on the Boards and their commitment to Two Mile Run Park.

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

Approve Appointment of Marc Mazurkewiz to Two Mile Run County Park Advisory Board – This will be to fill the opening left by the resignation of Daniel Hovis.

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

COUNTY ADMINISTRATION:

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

Approval of Contract with Peterson's Property Maintenance for Custodial Services at Troy A. Wood Human Services Complex – This contract was placed out for bid and Peterson's Property Maintenance located in Erie, Pennsylvania was the low bidder. The amount of the contract is \$48,900 annually.

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

Approval of Contract with Whalen Contracting for Courthouse Rear Expansion Project – This contract was put out for bid and Whalen Contracting of Franklin, Pennsylvania was the low bidder at \$259,773. The contract is for demolition of the rear entrance to the Courthouse and construction of a 1,200-square foot addition. The work will begin April 1, 2013.

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

Approval of Change Order with CJ Diirner & Sons Roofing for Additional Work on Courthouse Roof – This Change Order is for CJ Diirner & Sons Roofing from Ephrata, Pennsylvania to complete additional work on the Courthouse roof. The amount of this Change Order is \$21,954.

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

Ratification of Contract with Veolia Environmental Services – Troy A. Wood Human Services Complex – This contract is to upgrade the dumpster at the Troy A. Wood Human Services Complex to a larger sized dumpster. This is a one (1) year contract.

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

Ratification of Contract with Open Flow Energy – This contract is with Open Flow Energy of DuBois, Pennsylvania and is for the supply and distribution of natural gas. The contract price for the period of September 1, 2012 through September 30, 2012 is \$5.060 per dekatherm and the price of \$3.85 per dekatherm will be charged for the period of October 1, 2012 through September 30, 2013.

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

The following items were presented for approval by Commissioner Brooks:

Approval of Resolution 2012-15 - Funding for Sandycreek Industrial Park Project – This

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resolution provides \$500,000 in bridge gap financing for the Sandycreek Industrial Park Project.

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

Approval of Resolution 2012-16 – Justice Reinvestment – Resolution in Support of House Bill 135 – This resolution urges members of the Pennsylvania House and Senate to quickly amend and adopt House Bill 135 and urges the governor to enact the same law upon passage. This additional legislation is needed to authorize the transfer of funds from state prison purposes to county jails, county probation departments, and local law enforcement.

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

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

Approve Auction Agreement with Baker & Bellis Auctioneers for Auction – The surplus equipment auction will be held on October 18, 2012 at the Maple Dale Church. Baker & Bellis Auctioneers receive a 10 percent commission for their professional fees.

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

The following items were presented for approval by Commissioner Brooks:

Appointment of Trevor Hile to County Housing Authority Board – This appointment is effective September 1, 2012 and will expire December 31, 2016.

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

Proclamation – Venango County Township Association – 100 Years – The Board of Commissioners is proclaiming September 26, 2012 as “Venango County Association of Township Officials Day” to recognize and commend the Venango County Association of Township Officials for the continued service and cooperative spirit they have displayed for the last 100 years and will continue to display.

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

OTHER BUSINESS

Ms. Maclean made special mention that Paula Counselman recently retired with 33 years of service and thanked her for her service to the County. Commissioner Summers also offered her special thanks, as she worked with Paula most of those 33 years.

Mr. Mihalic read a letter from Franklin Moving Forward and FICDA thanking the Commissioners for the donation of the Dell computer system so they could then donate that computer to the Liberty Galleria. A special thank you was also given to Bill Kresinski, Jeff Rettinger and Denise Jones who helped facilitate the donation.

Commissioner Summers recognized the anniversary of the September 11, 2001. Commissioner Summers asked that we remember and honor the heroes of that day. The group observed a moment of silence.

Commissioner Summers also recognized the employees of the County who recently finished the twelve (12) week EarthWalk fitness program. Employees completing the EarthWalk are: Anita Adams, Lisa Allison, Bob Burneisen, Gerry Coleman, Missi Confer, Robin Cottrell, Catherine Edwards, Barb Eyer, Carolyn Hoskowitz, Penny Knupp, Dennis McCune, Gerry McGuinness, Kristen Miller, Marie Plumer, Carolyn Proper, Vicki Quen, Sally Roddy, Sally Szabat, Dewey VanHorn, Shelly Walters and Judy Wheeler. Congratulations!

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:53 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.