

Reviewed by:  _____

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**COMMISSIONER BOARD MINUTES
MAY 14, 2013**

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
OC Bell, Airport	Diona Brick, Fiscal
Bob Daugherty, Court Supervision	Sandra Oden Kellner, Jury Commissioner
Bill Kresinski, MIS	Pennie Maclean, HR
Rich Mihalic, Park	Jayne Romero, Human Services
Karen Rupert, Human Services	Deborah Sharpe, Treasurer
Sheila Boughner, News Media	Jim Gross, GBS Television
Pastor Jim Leichliter, First Church of God	

Prior to the meeting, a public prayer was offered by Pastor Steve Henry from the Victory Heights United Brethren Church located in Franklin, Pennsylvania. Commissioner Brooks then led the group in the Pledge of Allegiance.

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

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:08 p.m. The following changes were made to the agenda: addition of Approval of Munis Contracts under Finance Administration and the Approval of 2013 – 14 PennDot Application for Fixed Route and Shared Ride Programs on the Human Services Agenda; deletion of Approval of Contract with Homan Roofing for Huff House Roof under Two Mile Run County Park, Approval of Whalen Contracting Quote Enhanced Personal Care Facility and Approval of Fire Fighter Sales and Service Bid for Enhanced Personal Care Facility under County Administration.

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

APPROVAL OF MINUTES:

Commissioner Witherup made a motion to approve the minutes from the April 9, 2013 meeting, seconded by Commissioner Summers, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

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

Approval of Memorandum of Understanding – Criminal Justice Unified Case Management Program Agreement – This is for the web portal program which allows offenders to check-in with their officers. This has been reviewed by both the Solicitor and the Director of MIS.

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

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

Ratify Title IV-D Cooperative Agreement – Ellisa M. Stuttler, Esq. – This was submitted for approval by Tim Johnson, Director of Domestic Relations to have Ellisa Stuttler serve as the Title IV-D attorney at a cost of \$70.00 per hour. This has been reviewed by Solicitor Winkler.

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

Approval of Maintenance Agreement with Bollinger Technical Services for Lektriever – This Maintenance Agreement is for the lektriever located in the Law Library. The annual maintenance charge is \$710.19 and is a budgeted item.

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

ROW OFFICES:

Ms. Oden – Kellner addressed the Board regarding the elected Jury Commissioner positions. Ms. Oden – Kellner urged the Commissioners to wait to make any decisions regarding the elected Jury Commissioner positions until the issue is solved in the Courts.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of Operating Agreement – Tom’s Aircraft Services – This is a one (1) year renewal agreement and the only change to this agreement is an additional clause has been added that states the operator must provide all tooling and equipment which he has already been doing.

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

HUMAN SERVICES:

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

NEW CONTRACTS 2013-2014

Item 1: Keystone SMILES Community Learning Center

Synopsis: The County agrees to reimburse the provider for actual expenses incurred related to problem gambling alternative activities and information dissemination up to the total of the Mini Grant that is funding these services in the amount of \$5,000.00. There is no match required.

Item 2: YWCA of Oil City

Synopsis: The County agrees to reimburse the provider for actual expenses incurred related to problem gambling alternative activities and information dissemination up to the total of the Mini Grant that is funding these services in the amount of \$1,277.00. There is no match required.

CONTRACT ADDENDUMS 2012-2013

Item 1: The Regional Counseling Center, Inc.

Synopsis: The County agrees to adjust the maximum dollar amounts of several programs. The net result is an increase in funding of \$37,299.

Item 2: Community Services of Venango County, Inc.

Synopsis: The County agrees to allow the Provider to be able to move the required number of C/FST Satisfaction Surveys across Provider types with the **written** consent of the MHDS Administrator or her designee.

CONTINUATION/RENEWAL CONTRACTS 2012-2013

Item 1: Office of Child Development & Early Learning, PA Dept. of Public Welfare

Synopsis: This Operating Agreement is for the Implementation of the Infants, Toddlers and Families Medicaid Waiver between the state Department and the County program. This contract must be signed and submitted to the Office of Child Development and Early Learning Programs for the County to continue to administer waiver services to the Early Intervention population. The language of this Operating Agreement is not negotiable.

Item 2: Greenfield Counseling Center

Synopsis: The County agrees to contract with Greenfield Counseling Center to provide Methadone Treatment Intakes at a cost of \$50.00 each and for Methadone Outpatient services at a cost of \$95.00 per week. There is no match required.

OTHER ITEMS

Item 1: Sublease Rental Agreement between Venango County and an individual 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 properties located in Franklin that are zoned for apartment living. The agreement will be in effect April 15, 2013 through March 31, 2014. 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 2: Whalen Contracting, Inc.

Synopsis: The County agrees to contract with Whalen Contracting, Inc. for the purpose of completing plumbing work at the former Polk Elementary School Building. The scope of the work includes the remodeling of two bathrooms including the construction of a shower in each and also the work necessary for the installation of a washer and dryer. The total maximum cost is not to exceed \$9,560.00.

Item 3: Fire Fighters

Synopsis: The County agrees to contract with Fire Fighters for the installation of a sprinkler system to include tie into the existing fire alarm system, the installation of the sprinkler system, a 10,000 gallon water holding tank, and the pump as submitted in the proposal. The total maximum cost is not to exceed \$218,800.00.

Item 4: STRUXURES, LLC

Synopsis: The County agrees to contract with STRUXURES, LLC to provide architectural services for the review of plans as required for renovations to the building and to secure an occupancy permit for the change of occupancy from a Group E education occupancy to a Group R-4 residential occupancy. Services must be authorized by the MHDS Administrator or her

designee. Services will be completed and billed based on the hourly fees included on Exhibit A – SCHEDULE OF HOURLY RATES.

Children and Families:

- Resource Family Agreements
 - Smith
 - Fiely
 - Biletnikoff
 - Rankin
 - Hartle

Office of Economic Opportunity:

Approval of Amendment #2 to the Community Services Block Grant contract with the Department of Community and Economic Development. The amendment is in the amount of \$83,365 and increases the 18 month agreement to \$509,183. Funding supports employment, education, housing, income management, nutrition, board development and linkages with agencies serving low income residents in Crawford and Venango Counties

Approval of Re-appointment of Venango County MH/Ds Advisory Board/Substance Abuse Executive Commission Member Johanna Lamberson

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

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

Ratify Resolution #2013-8 Certifying Local Match for State Operating Financial Assistance – This is completed on an annual basis and certifies that the operating financial assistance is needed during the fiscal year. The amount for the 2013 -14 Fiscal Year is \$22,996.

Ratify Resolution #2013 – 9 Certifying Schedule of Local Match Payment for 2013 – 14 Operating Financial Assistance – This resolution details the schedule of the local match payments and is completed on an annual basis.

Commissioner Summers made a motion to ratify the above resolutions, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

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

Warrant	041213	236,893.93	Non-Human Services Expenditures
Warrant	HS041213	116,724.27	Human Service Expenditures
Warrant	HS041113	16,235.58	Human Services Expenditures

Warrant	SP040913	5,000.00	Non-Human Services Expenditures
Warrant	SP041013	394.00	Non-Human Services Expenditures
Warrant	SP041213	800.00	Non-Human Services Expenditures
Warrant	041913	164,471.08	Non-Human Services Expenditures
Warrant	HS041913	335,962.45	Human Services Expenditures
Warrant	SP041813	1,929.13	Non-Human Services Expenditures
Warrant	042613	1,162,093.15	Non-Human Services Expenditures
Warrant	HS042613	93,268.61	Human Services Expenditures
Warrant	SP042413	9,389.32	Non-Human Services Expenditures
Warrant	SP042613	3,800.00	Non-Human Services Expenditures
Warrant	050313	285,038.11	Non-Human Services Expenditures
Warrant	HS050313	85,540.54	Human Services Expenditures
Warrant	HS050113	127.38	Human Services Expenditures
Warrant	051013	120,418.38	Non-Human Services Expenditures
Warrant	HS051013	128,771.18	Human Services Expenditures
Warrant	HS050813	2,058.80	Human Services Expenditures

Total **\$ 2,768,915.91**

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

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

Approval of Budget Transfer – A Budget Transfer was requested to increase the Affordable Housing budget in the amount of \$3,800 for first time home buyers.

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

Approval of Munis Contracts – The first is an annual agreement for the Operating System and Database Administration Support. The cost of this agreement is \$11,867.70 and the agreement is effective as of 7/1/2013 and remains in effect until 6/30/2014. The second is the Annual support Agreement and License Agreement for Munis Software. The cost of this agreement is \$57,273.57 and is effective as of 7/1/2013 and remains in effect until 6/30/14. These are both renewal agreements.

Commissioner Witherup made a motion to approve the above agreements, seconded by Commissioner Summers, 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 **Jodi Lepley**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 04/29/13**; **Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **James Chandler**, Program Manager, Full-Time, Exempt, Exempt Pay Grade 4 (\$47,313.20/yr.), **effective 05/20/13**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Michael McKean**, Mechanic, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 (\$10.81/hr.), **effective 04/19/13**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #530 (PICs) of **P. Brian Gotses**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 04/01/13**; of **Jeffrey Polley**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 02/27/13**. In Department #531 (Human Services Clerical) of **Stephanie Alex**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 04/20/13**; of **Roberta Mullen**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 04/11/13**.

LATERAL TRANSFER – In Department #520 (Children and Youth Services) of **Heather Patterson**, **from** Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, (\$14.4137/hr.) **to** Department #540 (MH/DS), Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.4137/hr.), **effective 05/20/13**; **Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #305 (Prison) of **Danny Hovis**, Corrections Officer, AFSCME position, **from** Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to** Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 04/15/13**; **Special Conditions:** Filling existing vacancy; action ratified at the May Prison Board meeting. In Department #580 (Transportation) of **Regis Tologo**, Vehicle Driver, SEIU position, **from** Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.2925/hr.), **to** Full-Time, 80 hours/pay, SEIU Pay Grade 7 (\$9.2925/hr.), **effective 05/13/13**; **Special Conditions:** Filling existing vacancy.

PROMOTION / DECREASE IN HOURS – In Department #580 (Transportation) of **Dale Faust**, **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 05/13/13**; **Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #580 (Transportation) of **LeRoy Shuffstall**, Vehicle Driver, **effective 05/06/13**.

SEPARATION OF EMPLOYMENT – In Department #190 (Planning) of **Alexander Smith**, Planner I, **effective 04/11/13**. In Department #305 (Prison) of **Adam Craig**, Corrections Officer, AFSCME position, **effective 04/29/13**. In Department #530 (PICs) of **Courtney Neely**, Casework Supervisor, **effective 05/24/13**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #520 (Children and Youth Services) of **Jennifer Buck**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 05/06/13**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; of **Allison Myers**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 05/13/13**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting.

TEMPORARY NEW HIRE – In Department #190 (Planning) of **Emily Donaldson**, GIS Planning Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 05/20/13**; **Special Conditions:** Temporary assignment through 09/13/13; filling newly created position ratified at the May Salary Board meeting. In Department #520 (Children and Youth Services) of **Ashley Baughman**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 06/24/13**; **Special Conditions:** Temporary assignment for no more than 1,200 hours; filling newly created position ratified at the May Salary Board meeting; of **Betsy Lofink**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 05/20/13**; **Special Conditions:** Temporary assignment for no more than 600 hours; filling newly created position ratified at the May Salary Board meeting.

REHIRE – In Department #605 (Park) of **Danny Norris, Sr.**, Grounds & Facilities Worker, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.06/hr.), **effective 04/22/13**; **Special Conditions:** Temporary assignment through 10/12/13; filling newly created position ratified at the May Salary Board meeting; of **Ethel Rodebaugh**, Department Clerk Intern, Temporary Part-Time On Call, 7 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.54/hr.), **effective 05/15/13**; **Special Conditions:** Temporary seasonal assignment through 09/14/13; filling newly created position ratified at the May Salary Board meeting; of **Jena Rowland**, Department Clerk Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.54/hr.), **effective 05/16/13**; **Special Conditions:** Temporary seasonal assignment through 09/14/13; filling newly created position ratified at the May Salary Board meeting.

RETURN FROM LEAVE OF ABSENCE / POSITION RELOCATION / RATE ADJUSTMENT – In Department #520 (Children & Youth Services) of **Diane Weckerly**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$38,957/yr.), to Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$44,379.49/yr.), **effective 05/18/13**; **Special Conditions:** Rate adjustment includes 2012 and 2013 COLA increases provided upon return from CWEL; filling newly created position ratified at the February Salary Board meeting.

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

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

ROW OFFICES
Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

END OF PROBATION – In Department #270 (Sheriff) of **Brett Hill**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 03/17/13**; of **M. Paul Lehman**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 04/01/13**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NONE

PLANNING:

The following items were presented by Ms. Jones:

Ratify Act 101, Section 901 Municipal Waste Planning Grant – This amendment states that the contract period is too short to allow for the completion of all project tasks and an extension is necessary to allow for the completion of all project tasks. The agreement will now show “and three months” in front of “after the date funds were encumbered by the Department for this Agreement.”

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

TWO MILE RUN COUNTY PARK:

The following item was presented by Mr. Mihalic:

Park Activities Report:

The opening of the camp ground is scheduled for Memorial Day weekend although campers can begin camping as soon as this weekend.

The annual boat races are scheduled for Memorial Day weekend.

The beach is scheduled to open the weekend of June 8.

A trail ride is scheduled for June 22.

It is shaping up to be a busy season with over 140 pavilion rentals.

A mountain bike race is scheduled for August 17.

The annual Rocky Grove Invitational is scheduled for October 12.

Recently a video crew came and made a 30 minute of the Park with Representative Lee James.

COUNTY ADMINISTRATION:

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

Approval of Paris Uniform Services Amendment to Agreement – This is an amendment to the existing agreement to add mats at the 911 Center which previously had no service.

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

Approval of Gypsy Moth Suppression Agreement NO. FPM 1-2013 – This agreement is for the suppressing of the gypsy moth through aerial application of an insecticide on 65 acres of private land. The County will act as a pass through and this will be at no cost to the County. The cost is \$25.00 per acre, totaling \$1,625.00.

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

Approval of Resolution #2013-07 – Appointing Person(s) to Make Personal Service Required by the Tax Sale Law for the 2013 Upset Tax Sale – Resolution #2013-07 appointments two individuals from the Assessment Office to post properties with the Upset Tax Sale notices. The gentleman that previously conducted this service for the County is retiring.

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

The following item was presented by Commissioner Brooks and Ms. Jones:

Presentation of Vietnam Veterans Honor Roll Flag and Memorial Flag Case Plaque – On November 11, 2011 the Vietnam Veterans Honor Roll was rededicated and the flag and flag case to honor those who served were presented to the Commissioners. The plaque is to accompany the flag and flag case and will be displayed prominently.

OTHER BUSINESS

The following item was presented by Ms. Romero:

There will be a 5K Walk/Run on Saturday, May 18th at the Justus Bike Trail. Proceeds from the walk/run will be shared equally between the Wellness Committee and The Pointe. Registration will be at the Salt House beginning at 9:00am.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:34 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.