

Reviewed by: TSB

[Signature]

**COMMISSIONER BOARD MINUTES
August 20, 2013**

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 | Abby Flockerzi, Admin. Asst. |
| Rich Winkler, Solicitor | Judy Barrett, Planning |
| OC Bell, Airport | Diona Brick, Fiscal |
| Pennie Maclean, HR | Rich Mihalic, Park |
| Jane Romero, MH/DS | Paula DiGregory (Kerr), ECDOH |
| Deb Lutz, ORA | Sheila Boughner, News Media |
| Pastor Bruce Davis, Calvary Methodist Church | |

Prior to the meeting, a public prayer was offered by Pastor Bruce Davis from the Calvary Methodist Church located in Oil City, Pennsylvania. Commissioner Brooks then led the group in the Pledge of Allegiance.

The 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 6:04p.m. The following changes were made to the agenda: addition of Approval of Mission Critical Partners Contract under Community Services; Approval of Bid for Boating Facilities at Two Mile Run County Park under Two Mile Run County Park; and Approval of Amendments to Tuition Reimbursement Policy under Human Resources; removal of Family Services of Northwestern PA for Triple P, supervised visitation and non-reimbursed therapeutic services under Human Services – Attachment C – David; Child 2 Family Connections for Family Group Decision Making under Human Services – Attachment C – David.

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

APPROVAL OF MINUTES:

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

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

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

PLANNING:

The following items were presented by Ms. Barrett:

Approval of Resolution 2013-13 – Approval of Community Development Block Grant Application FFY 2013 and 2010 CDBG Modification/Amendment – This resolution announces the availability of \$222,391 (less program administration) Community Block Grant funds. The activities will be \$182,391 for Rouseville Borough’s waterline on First Avenue between Second and Fourth Streets and \$40,000 administration. \$43,519.35 remaining in 2010 administration funds will be redirected to projects as follows: \$4,500 for Architectural Barrier removal at Pinegrove Township and Canal Township municipal buildings, \$10,000 toward the 2012 Emlenton Borough sewer project where bids come in high and the remainder for 2011 Rouseville Borough waterline that came in high.

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

Approval of County Service Provider Agreement – Polk Borough – Under this agreement, the Planning Commission and the Borough of Polk will work together, under the Act 167 Stormwater Management Plan, to protect the streams and waterways and conserve the natural resources of the Commonwealth of Pennsylvania within the Borough of Polk. This will be accomplished by minimizing soil erosion and sediment pollution and managing stormwater. The Planning Commission will aid in this by reviewing Small Project Stormwater Management Applications and Stormwater Management Plans and commenting on planned actions. The Planning Commission will also notify the Borough of Polk representative of any natural resource related problem/complaint brought to the Planning Commission’s attention by a resident of the Borough of Polk.

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

Review Fee Reimbursement Agreements for Jack and Kim Roser and the Venango County Humane Society – These agreements are to establish escrow accounts for two land developments. The first is for Jack and Kim Roser, Oil City Automotive, in Oil City and the second is for the Venango County Humane Society in Seneca.

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

COURT ADMINISTRATION:

The following item was presented by Solicitor Winkler:

Approval of Contract with Shannon Burrelli – This is a contract where former employee Shannon Burrelli agrees to train a new employee, Melanie Winters, at a rate of \$20.00 per hour.

The contract period is to commence July 29, 2013 and terminate August 31, 2013 and will not exceed forty (40) hours.

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

ROW OFFICES:

The following item was presented by Commissioner Brooks:

Ratification of Resolution 2013-15 – DUI Task Force Enforcement Project Grant Application – This resolution authorizes the Commissioner Board Chairman to sign the grant application for this project on behalf of the County and designates District Marie Veon as the Project Director for the DUI program.

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

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of Hangar Lease Agreement with James H. McClelland, III – This is a standard Hangar Lease Agreement between the Venango Regional Airport and James H. McClelland, III at a cost of \$85.86 per month.

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

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

Approval of Mission Critical Partners Contract – This is a contract for a Regional Shared Services Assessment for the County’s 9-1-1 Center at a cost of \$29,087.

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

HUMAN SERVICES:

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

Transportation:

Request approval of a letter of agreement with the Franklin Retail and Business Association for advertising on the Comcast Spotlight. The contract will run from September 2013 through August 2014 and cost \$94.00 per month.

Approval of the application for appointment of an official PA inspection station at the County garage and to give Karen Clark a letter of authority for the daily operations of the inspection station.

Community Supports and Nutrition Program

Ratification of the State Food Purchase Program contract in the amount of \$83,765.68.

Ratification of the third amendment to the Community Services Block Grant contract in the amount of \$83,449.00. The new total contract amount will be \$592,632.00.

Children, Youth and Families:

Request the approval of the following out of home placement contracts. Only one provider, White Deer Run, requested a rate increase, although one was offered to all facilities.

1. Keystone Adolescent Center for Group Home, Independent Living and Foster Care. Rates are Male-\$149, Female 159, independent living \$130 and Foster care \$75.
2. White Deer Run for residential services at \$265.
3. Bair Foundation for foster care services at \$55.00 to \$80.97.
4. Pathways Adolescent Center for Group Home, Independent Living. Rates are Males \$130, Females \$135 and Independent Living \$125.
5. Hermitage House for Group Home and Independent Living at \$216.
6. George Junior Republic for Residential Services, Group Home and Independent Living At \$284.37 and special needs at \$106.74.
7. Family Care for Children and Youth for foster care at \$64.48.
8. Northwest Human Services for Foster Care including CRR at \$86.50 foster care plus and \$28.72 for CRR Room and Board.
9. MHY Family Services for Residential Services including Non-JCAHO RTF and non-reimbursable MST. The MST budget for this year is \$132,533. Placement at \$166.55

Request approval for the following in-home and community services contracts.

1. Erie Homes for Children and Adults for Supervised Visitation, Enhanced Doula, Family Stabilization and ASQ/ASQ-SE administration. Contract amount is \$152,020.
2. Richard Gold for consulting services for the Systems of Care grant and child welfare at \$20,000.

3. Joseph Markiewicz Consulting for training and planning related to the Children's Roundtable at \$5,000. This contract had been in effect last year and the liability insurance is less than the County requires due to the limited liability exposure of the training services, as was the case last year.
4. Dr. Arthur Becker-Weidman for assessment of a youth and family. Total contract amount is \$5,000.
5. Parkside Psychological Services for non-reimbursed treatment services for victims and offenders of sexual abuse as well as staff and resource family training and program development related to a trauma informed care practice model.
6. Addendum to the 2012-13 Parkside contract of \$473.
7. Heart 2 Heart Parent Support Network for Supervised Visitation, Youth and Family Advisory Board activities as well as youth support programming at \$238,090 which includes transportation related to the block grant.
8. Youth Alternatives for afterschool and other youth related prevention programming at \$113,187.

New contract with the University of Pittsburgh in the amount of \$23,541.19 for Venango's share of the state-wide Systems of Care Partnership Grant.

Contract with Julie LeGoullon, MSSW to provide counseling services per the attached fee schedule.

Approval of educational leave until May of 2015 for Sherry McCauley to attend the University Of Pittsburgh Graduate School Of Social Work under the Child Welfare Excellence in Leadership program.

Approval of Resource Family Agreements

- Joe and Ellen Almon
- Richard and Cathaleen Jones
- Chris and Cindy Porter.

NEW CONTRACTS 2013-14

Item 1: Pyramid Healthcare, Inc.

Synopsis: Request Commissioner approval to contract with the provider for the following services: Inpatient Non-hospital Short-term Rehabilitation for Adults \$216.60/Day, Inpatient Non-hospital Long-term Rehabilitation for Adults \$189.00/Day, Inpatient Non-hospital Detox for Adults \$242.13/Day, Inpatient Non-hospital Rehabilitation for Adults Co-occurring \$253.64/Day.

Item 2: Diversified Family Services

Synopsis: Request Commissioner approval to contract with the provider for the following service: Respite-Base Out-of-Home 24 Hours (Level 2)-Day services for base funded ID individuals as authorized by the County at the rates set by the Office of Public Welfare, Office of Developmental Programs.

Item 3: Community Resources for Independence

Synopsis: Request Commissioner approval to contract with the provider for the following services as authorized by the Venango County Area Agency on Aging: Personal Care - \$16.25 per hour, Home Support (General) - \$16.25 per hour, Personal Assistance (Agency Model) - \$15.24 per hour, Personal Assistance (Consumer Model) - \$12.64 per hour and Fiscal Agent Service (Consumer Model) - \$75.00 per month.

CONTRACT ADDENDUMS 2012-2013

Item 1: Warren –Forest Counties Counties Economic Opportunity Council

Synopsis: Request Commissioner approval to amend the contract for FY 2012-2013 to extend the ending date to 9/30/13 and to increase funding by \$60,000 for a total of \$230,066..

CONTRACT ADDENDUMS 2013-2014

Item 1: Community Services of Venango County, Inc.

Synopsis: Request Commissioner approval to amend the contract for FY 2013-2014 with Community Services of Venango County, Inc. for Early Head Start Services to include the balance of funds in the amount of \$124,664 and reduce the enrollment level from 116 to 103 per the award letter dated 7/1/2013.

CONTINUATION/RENEWAL CONTRACTS 2012-2013

Item 1: Pyramid Healthcare, Inc.

Synopsis: Request Commissioner approval to contract with the provider for the following service: Inpatient Non-hospital Short-term Rehabilitation for Adolescent male/female \$233.07/Day.

Item 2: Stepping Stones/ Meadville Medical Center

Synopsis: Request Commissioner approval to contract with the provider for the following services: \$515.00/Day Short term Hospital Rehab.; \$542/ Day Medically managed Detox.

Item 3: Sojourner House, Inc.

Synopsis: Request Commissioner approval to contract with the provider for the following services: Long Term Inpatient Non-Hospital Pregnant Women & Women with Children \$236.76/Day.

Item 4: Family Service and Children’s Aid Society

Synopsis: Request Commissioner approval to reimburse the “Provider” \$19.50 per 15 minute unit of service for Recovery Specialist services for individuals authorized by Venango County Human Services who do not currently have Value Behavioral Healthcare. The “Provider” further agrees to begin billing Value Behavioral Healthcare should the individual’s benefits begin. The “Provider” agrees to invoice the County indicating actual dates of service by individual in order to be compensated.

Item 5: Turning Point Chemical Dependency Treatment Center

Synopsis: Request Commissioner approval to reimburse the “Provider” \$19.50 per 15 minute unit of service for Recovery Specialist services for individuals authorized by Venango County Human Services who do not currently have Value Behavioral Healthcare. The “Provider” further agrees to begin billing Value Behavioral Healthcare should the individual’s benefits begin. The “Provider” agrees to invoice the County indicating actual dates of service by individual in order to be compensated.

OTHER ITEMS

Item 1: Corporation for National and Community Service

Synopsis: Request Commissioner Approval to submit an application for a grant in the amount of \$47,871 for the RSVP Program. There is a 30% County match required.

Item 2: 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 a property located in Franklin that is zoned for apartment living. The agreement will be in effect July 15, 2013 through December 31, 2013. 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 this lease agreement.

Item 3: Forever Broadcasting

Synopsis: Request Commissioner Approval to enter into an agreement for the purchase of radio commercials for the Link to Aging and Disability Resources program at a rate of \$1,200 per month for the period of September 2013 to June 2014. We will receive eighty – 60 second commercials per month on Froggy 98.5, eighty – 60 second commercials per month on the

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 #305 (Prison) of **Donna Maier**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/12/13; Special Conditions:** Filling existing vacancy; action ratified at the August Prison Board meeting. In Department #530 (PICs Unit) of **James Lewellen**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 08/19/13; Special Conditions:** Filling existing vacancy; of **Gregory Nageotte**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 08/19/13; Special Conditions:** Filling existing vacancy; of **Angello Perillo**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 08/12/13; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #510 (AAA) of **Kathleen Stephens**, Aging Care Supervisor, Full-Time Exempt, **effective 07/14/13**. In Department #520 (Children and Youth Services) of **Brooke Hoffman**, Caseworker, Full-Time, 80 hours/pay, **effective 07/17/13**; of **Scott Reffner**, Caseworker, Full-Time, 80 hours/pay, **effective 08/11/13**. In Department #570 (OEO) of **Tina Grove**, Department Clerk III, SEIU position, Full-Time, 70 hours/pay, **effective 07/07/13**. In Department #580 (Transportation) of **Anthony Avolio**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, **effective 05/31/13**.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #305 (Prison) of **Mitchell Womeldorf**, Corrections Officer, AFSCME position, **from** Temporary 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 08/01/13; Special Conditions:** Filling existing vacancy; temporary service credited toward probationary service; action ratified at the August Prison Board meeting.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / JOB TITLE CHANGE – In Department #305 (Prison) of **Dennis Brink**, **from** Corrections Monitor, AFSCME position, Probationary Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to** Corrections Officer, AFSCME position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/01/13; Special Conditions:** Filling existing vacancy; on call hours credited toward probationary service; action ratified at the August Prison Board meeting; of **Ronald Shiley**, **from** Corrections Monitor, AFSCME position, Probationary Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to** Corrections Officer, AFSCME position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/11/13; Special Conditions:** Filling existing vacancy; on call hours credited toward probationary service; action to be ratified at the September Prison Board meeting.

CHANGE IN EMPLOYMENT STATUS / PROMOTION – In Department #520 (Children and Youth Services) of **Ashley Baughman**, **from** Casework Intern, Temporary Full-Time, 80

hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), to Caseworker, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 08/23/13; Special Conditions:** Filling existing vacancy; temporary service credited toward probationary period.

VOLUNTARY DEMOTION/TRANSFER – In Department #530 (PICs) of Tessa Summerville, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.9005/hr.), to Department #540 (MH/DS), Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.2645/hr.), **effective 09/01/13; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #570 (OEO) of Sarah Mays, OEO Director, **effective 07/19/13.**

SEPARATION OF EMPLOYMENT – In Department #325 (911) of Denise McElroy, Telecommunicator I, **effective 07/09/13.** In Department #510 (AAA) of Jessica Turner, Aging Case Aide, SEIU position, **effective 08/06/13.** In Department #580 (Transportation) of James Baker, SEIU position, Transportation Aide, **effective 07/11/13;** of Dale Faust, SEIU position, Vehicle Driver, **effective 08/09/13.**

CORRECTION TO 06/11/13 HR COMMISSIONER BOARD AGENDA

NEW HIRE—ON CALL – In Department #305 (Prison) of Dennis Brink, Corrections Monitor, AFSCME position, Part-Time, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 06/12/13; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting, action to be ratified at the July Prison Board meeting; of Kathleen Seefried, Corrections Monitor, AFSCME position, Part-Time, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 06/12/13; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting, action to be ratified at the July Prison Board meeting.

Note: Above positions are 'probationary' part-time positions.

CORRECTION TO 07/09/13 HR COMMISSIONER BOARD AGENDA

VOLUNTARY DEMOTION/TRANSFER – In Department #530 (PICs) of Victoria Ciko, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.1896/hr.), to Department #540 (MH/DS), Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.5420/hr.), **effective 07/15/13; Special Conditions:** Filling existing vacancy.

Note: Transfer date changed to 08/04/13.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of Joseph Cloonan, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/06/13; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; action ratified at the August Prison Board meeting; of Ronald Shiley, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay

Grade 11 (\$9.38/hr.), **effective 08/06/13**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; action ratified at the August Prison Board meeting.

REHIRE – In Department #305 (Prison) of **James Harrah**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/06/13**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; action ratified at the August Prison Board meeting; of **Lorrene Wagner**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/06/13**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; action ratified at the August Prison Board meeting.

TRANSFER – In Department #540 (MH/DS) of **James Chandler**, Program Manager, Probationary Full-Time Exempt, Exempt Pay Grade 4 (\$47,313.20/yr.), **to** Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; of **Karen Wenner**, Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$45,138.68/yr.), **to** Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; of **Denise Fowkes**, Caseworker, Full-Time 75 hours/pay, Non-Union Hourly Pay Grade 6 (\$16.4064/hr.), **to** Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; of **William Shipwash**, OEO Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$41,919.52/yr.), **to** Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; of **Andrew Weckerly**, Chore/Weatherization Worker III, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 10 (\$12.1930/hr.), **to** Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

POSITION REALLOCATION/TRANSFER – In Department #520 (Children and Youth Services) of **Kirk Morrison**, **from** Program Specialist, Full-Time Exempt, Exempt Pay Grade 2 (\$39,505.52/yr.), **to** Department #530 (PICs), Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$41,085.74/yr.), **effective 08/05/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

PROMOTION – In Department #305 (Prison) of **James McCall**, **from** Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.1334/hr.), **to** Correctional Lieutenant, Full-Time Exempt, Exempt Pay Grade 1 (\$31,066/yr.), **effective 07/21/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; action ratified at the August Prison Board meeting.

PROMOTION / TRANSFER / INCREASE IN HOURS – In Department #580 (Transportation) of **Robert Burneisen**, **from** Dispatcher, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.1624/hr.), **to** Department #570 (OEO), Department Clerk III, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

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

ROW OFFICES
Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

EXTENSION OF OUT OF CLASS COMPENSATION – In Department #205 (Courts) of **Marcia Crawford**, Legal Secretary II, Part-Time, 24 hours/pay, **from** Non-Union Hourly Pay Grade 3 (\$12.0906/hr.) **to** Non-Union Hourly Pay Grade 3 (\$13.0578/hr.), **effective 08/20/13**; **Special Conditions:** Temporary assignment through 08/30/13 while covering for leave of absence. In Department #225 (District Judge 3-1) of **Barbara VanEpps**, District Judge Secretary, Part-Time, 42 hours/pay, **from** Non-Union Hourly Pay Grade 2 (\$10.0566/hr.) **to** Non-Union Hourly Pay Grade 2 (\$12.0906/hr.), **effective 08/14/13**; **Special Conditions:** Temporary assignment through 08/30/13 while performing Legal Secretary II duties.

RATE ADJUSTMENT – In Department #310 (Court Supervision Services) of **Sharon Thomas**, Community Service Coordinator, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 (\$15.1571/hr.) **to** Non-Union Hourly Pay Grade 6 (\$15.4602/hr.), **effective 06/06/13**; **Special Conditions:** Temporary assignment for up to 3 months while covering for leave of absence.

SEPARATION OF EMPLOYMENT – In Department #310 (Court Supervisor Services) of **Clara Lackey**, Alcohol Safety Instructor/CRN, **effective 08/13/13**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None

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

Approval of Amendments to Tuition Reimbursement Policy – This policy has recently been reviewed by the Tuition Committee and several changes have been recommended to bring this policy up to date. Recommendations include: adding online courses, administrative items such as getting supervisor/department head signature on the request form, as well as looking at reimbursement for schools in nearby counties and accreditation information so reimbursement will only be for accredited institutions. Commissioner Summers would also like a copy of the curriculum to be added from the institution as well as cost of the course.

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

TWO MILE RUN COUNTY PARK:

The following items were presented by Mr. Mihalic:

Park Activities Report:

Pavilion rentals at the Park have been up; however activity at the beach has been down due to the weather. Camping rentals have also been down but in the last couple of weeks have begun to pick up.

The mountain bike races were held on Saturday, August 17 with 73 riders participating. This event netted \$1,000 which will go to maintaining the trails.

A big thank you goes out to Mike Johnson and the Bridge Crew. The Bridge Crew members were out at the Park and they worked very hard!

Sunday, August 25, the beach closes and will not be open Labor Day weekend due to a shortage of lifeguards.

Approval of Bid for Boating Facilities at Two Mile Run County Park – Terra Works, Inc. was the apparent low bidder for this project with a bid of \$194,940 for the base bid; Alternate Number One of \$4,000 and Alternate Number Two of \$12,400.

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

COUNTY ADMINISTRATION:

The following items were presented for approval by Commissioner Brooks and Solicitor Winkler:

Approval of Facilities License Agreement with Northeastern ITS, LLC and Approval of Dark Fiber IRU Agreement with Northeastern ITS, LLC – These are the agreements for the County to tap into the new 10 gig line. There is an IRU fee of \$9,500 and a monthly fee of \$150. These are twenty (20) year agreements.

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

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

Approval of Open Flow Natural Gas Rate for 2014 Budget – This contract is with Open Flow Energy of DuBois, Pennsylvania. This agreement is for the supply and distribution of natural gas and locks in the rate for the 2014 budget. The contract price for the period of September 1, 2012 through September 30, 2013 is \$3.85 per dekatherm and the price of \$4.12 per dekatherm will be charged for the period of October 1, 2013 through September 30, 2014.

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

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Commissioner Summers, aye all.

The following item was presented for approval by Commissioner Brooks:

Approval of Power Generation Equipment Maintenance Agreement with Cummins Bridgeway – This is a three (3) year agreement for generators located at the Jail, the Enhanced Personal Care Home in Polk, and the Troy A. Wood Human Services Complex. The agreement includes load bank testing for the Jail each year of the contract. The cost of the agreement is as follows: Jail - \$5,926.00; Enhanced Personal Care Home and Troy A. Wood Human Services Complex - \$7,733.64.

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

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

Approval of Terra Works, Inc. Bid for Debence Drive extension and Utility Improvements – Contract #2 – Waterline Improvements – Terra Works, Inc. was the apparent low bidder for this project with a bid of \$188,450.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Interagency Agreement with HUD – This agreement allows the County to provide Executive Director type of services to the Venango County Housing Authority until a decision is made as to what direction to proceed in regarding the Housing Authority's reorganization.

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

The following item was presented for approval by Solicitor Winkler:

Approval of Engagement Agreement with Sammartino & Stout, Inc. for Appraisal of Wal-Mart, Cranberry Twp. – Sammartino & Stout, Inc. will complete an appraisal for the County on the Wal-Mart property due to a pending assessment appeal case by Wal-Mart. The total cost of this agreement is \$7,000.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of Roll-Off Agreement with Tri County Industries, Inc. for Enhanced Personal Care Facility at Polk – This agreement is for a temporary refuse container for the collection of debris

from the renovation at the Enhanced Personal Care Facility at Polk. The flat rate per load charge is \$220.00 with a weight limit of three (3) tons.

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

OTHER BUSINESS

Review Student Poll Worker Program – Commissioner Brooks explained how Jil McAleer has developed a formal program to assist the County in recruiting Student Poll Workers. Students aged seventeen (17) or older can work as clerks on Election Day and receive \$80 pay or Community Service Hours if they complete several steps at the school level such as receiving a teacher recommendation and parental permission, attend a Poll Worker training session and work Election Day. The Commissioners appreciate Jil’s time and effort on this project.

Mr. Bell shared a post from a social media site expressing a very positive experience from a person who attended the recent Wings and Wheels Fly-In held at the Venango Regional Airport. The writer expressed what a great time they had and how friendly everyone was! The writer sees flying in their future. Mr. Bell also shared some very nice pictures from the Fly-In.

PUBLIC COMMENT

Ms. Paula DiGregory-Kerr presented a short program about the Young Lungs At Play (YLAP) open space program. This program focuses on preventing children’s exposure to secondhand smoke in public parks and playgrounds. The program explained how easy it is to implement the YLAP program.

ADJOURNMENT

The meeting adjourned at 6:40p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.