

Reviewed by: TJB  
[Signature]  
[Signature]

**COMMISSIONER BOARD MINUTES**  
**October 8, 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
Eric Foy, Sheriff	Bill Kresinski, MIS
Pennie Maclean, HR	James McCall, Prison
Rich Mihalic, Park	Jane Romero, MH/DS
David Schwille, CYS	Tom Sherman, EMA
Miranda Heller, ORAS	Tim Spuck, ORAS
Sheila Boughner, News Media	
Pastor Barry Markle, Community Church of God	

Prior to the meeting, a public prayer was offered by Pastor Barry Markel from the Community Church of God located in Cooperstown, 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 6:06 p.m. The following changes were made to the agenda: addition of Agreement between Butler County Community College and Crawford Venango Emergency Services to conduct a drill and Update on Presidential Declaration issued for Venango County under Community Services Administration; Agreement between Mercer County Behavioral Health and Venango County to purchase transportation support and Approval of Contract Extension between Venango County and Forest Warren Office of Economic Opportunity under Human Services – Attachment C – Jayne; Approval of Renewal of Campbell Durrant Beatty Palombo & Miller 2014 Contract under Human Resources; Approval of Lease Termination Agreement with the Oil Region Astronomical Society, Inc. (ORAS) under County Administration; removal of Franklin Retail and Business Association for Advertising under Human Services – Attachment C – David – as this was previously approved at the August Commissioners’ Board meeting.

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 September 10, 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 by Ms. Jones:

Approval of Juvenile Court Judges' Commission Grant – This grant covers compensation including salaries, salary increases, employee benefits, bonuses and any other compensation provided to Venango County's juvenile probation personnel. The amounts are \$16,835 and \$89,818 for the time period of July 1, 2012 to June 30, 2013.

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

The following item was presented by Ms. Jones:

Approval of BI Incorporated Agreement – This allows the County to keep one inactive tracking device in its possession at no charge. The total SL2 unit charge will be \$6.50 per unit per day. The total TAD Alcohol Only Charge will be \$6.76 per unit per day; the total TAD with RF charge will be \$7.85 per unit per day; the total TAD Plus Cellular – Alcohol Only Charge will be \$8.25 per unit per day; the total TAD Ply Cellular – with RF Monitoring Charge will be \$9.35 per unit per day. The total HG206 HomeGuard Digital Cell Unit Charge will be \$3.75 per unit per day. The total HomeGuard 200 unit charge will be \$2.15 per unit per day.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

The following items were presented by Lieutenant McCall:

Approval of Contract with Relias Learning – This is a three (3) year contract beginning January 1, 2014 and ending December 31, 2016. The cost of this contract is \$5,988 per year. This contract provides web based training for the correctional staff at the Jail.

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

Approval of Contract with One Call Now – This is a one (1) year agreement beginning October 8, 2013 and ending October 7, 2014. The cost of this contract is \$510. This service will aid in calling in staff for emergencies and overtime.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Bid Award for Airport South T Hangar Project – This is for improvements at the South T Hangar and the apparent low bidder was Whalen Contracting of Franklin, Pennsylvania. The bid was \$61,606. Work should be completed by November 22, 2013.

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

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

Agreement Between Butler County Community College and Crawford Venango Emergency Services to Conduct a Drill – This drill will include the use of an airport helicopter simulator and propane to reimburse Butler County Community College. The cost will be \$6,000. This money will be reimbursed through the Emergency Response Group so there is no cost to the County. The drill will take place on October 28, 2013 at the Titusville Airport. There will be six (6) agencies participating in the drill and a training class will be conducted prior to the drill. Currently there are thirty (30) participants from Crawford and Venango counties scheduled to take part in the class.

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

Update on Presidential Declaration Issued for Venango County – Venango County was approved for a Presidential Declaration for the storms that moved through from June 26, 2013 through July 11, 2013. However because they have not signed a budget yet, everything is on hold. People are on stand-by waiting to be deployed once the budget is signed.

The Board of Commissioners and the County extended Congratulations to Mr. Sherman for being presented the Harry Robideux Memorial Award for excellence in Emergency Management. This award is in recognition of constant display of all that is right and good in Emergency Management by the members and officers of the Keystone Emergency Management Association.

**HUMAN SERVICES:**

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

**Children Youth and Families**

Contract with Hand in Hand Christian Counseling for anger management classes for juveniles in the amount of \$20.00 per session – Contingent on receiving certification of instructor.

Approval of the work order for 2013-14 with Info-Matrix for upgrades to the database system including compatibility with the state-wide CWIS reporting system. The Venango share of this agreement is \$117,316.46.

Approval of resource family agreements.

- Jerald and Jessica Fenner
- Emily Show and Jeff Spencer

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. Romero:

### **NEW CONTRACTS 2013-14**

#### **Item 1: Touch-Stone Solutions, Inc.**

**Synopsis:** Request Commissioner approval to contract with the provider for Residential services as authorized by the MH/DS Administrator or her designee at a rate of \$442.96 per day.

#### **Item 2: Keystone SMILES Community Learning Center**

**Synopsis:** Request Commissioner approval to contract with the provider for problem gambling alternative activities and information dissemination. The provider will be reimbursed for costs incurred up to \$1,000.00.

#### **Item 3: Mercer County Behavioral Health**

**Synopsis:** Request Commissioner approval to contract with the provider to purchase transportation support.

### **CONTRACT ADDENDUMS 2012-2013**

#### **Item 1: Sugar Valley Lodge**

**Synopsis:** Request Commissioner approval to amend the daily rate for supplemental staffing needed beyond Personal Care boarding licensing requirements to house individuals with mental illness to \$17,469.17 effective July 1, 2012 through June 30, 2013.

**Item 2: Family Services and Children’s Aid Society**

**Synopsis:** Request Commissioner approval to amend the contract to cover year end operational expenses for Home and Community Habilitation Services for Mental Health individuals in the amount of \$9,414.

**Item 3: Regional Counseling Center, Inc**

**Synopsis:** Request Commissioner approval to amend the contract to increase the contract maximum for the Outpatient Services Program from \$242,000 to \$247,494.

**CONTRACT ADDENDUMS 2013-2014**

**Item 1: Regional Counseling Center, Inc.**

**Synopsis:** Request Commissioner approval to amend the hours per week of Psychiatric Support at the Venango county Jail from 4 hours per week to an average of 6 hours per week at the current rate, with additional hours available via County authorization.

**CONTINUATION/RENEWAL CONTRACTS 2013-2014**

**Item 1: 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 Substance Abuse Program 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. The maximum per person reimbursement is \$390 (20 units) per year.

**Item 2: 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 Substance Abuse Program 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. The maximum per person reimbursement is \$390 (20 units) per year.

**Item 3: Federick T. Frado**

**Synopsis:** Request Commissioner approval to contract with the Provider for snow removal services at the Scrubgrass senior Center, Scrubgrass Grange. Mr. Frado will be reimbursed \$45.00 per removal.

**Item 4: Nutrition, Inc.**

**Synopsis:** Request Commissioner approval to Continue to contract with the Provider for the preparation of both congregate and home delivered meals in concurrence with the Pennsylvania Department of Aging's APD #06-03-01. Meal rates vary per type of meal, but the overall contract has increased approximately \$20,000 over the prior year period.

**Item 5: Tracy Jo's Personal Care Home**

**Synopsis:** Request Commissioner approval to contract with the Provider for the following services to Aging consumers: Adult Day Care-full day (over 4 hours) - \$53.00, Adult Day Care-half day (under 4 hours) - \$42.00 and the following services for ID consumers at the rate set by the PA dept of Public Welfare, Office of Developmental Programs: Community Habilitation (2380-Level 1)-15 min, Home and Community Habilitation (Unlicensed)(Level 1)-15 min. It is requested that the \$3,000,000 insurance coverage requirement be waived for this provider since the requirement for the Department of Aging is \$2,000,000.

**Item 6: Forest Warren Office of Economic Opportunity**

**Synopsis:** Request Commissioner approval to use remaining Weatherization dollars to extend the contract with the Forest Warren Office of Economic Opportunity.

**OTHER ITEMS**

**Item 1: Franklin YMCA**

**Synopsis:** Request Commissioner approval of a License Agreement with the Franklin YMCA. The agreement permits the YMCA to have access to the former Polk Elementary School and to have the use of a storage room and the grounds in order to conduct various sporting activities. The YMCA will be required to provide proof of liability insurance.

**Item 2: Appointment to the RSVP Advisory Board**

**Synopsis:** Request Commissioner approval to appoint Lisa Winger to the RSVP Advisory Board.

**Item 3: Forever Broadcasting**

**Synopsis:** Request Commissioner approval to contract with Forever Broadcasting for commercials for the Area Agency on Aging. Sixty, 60 second commercials will be provided for a monthly fee of \$780.00.

**Item 4: Daryl Hicks and Dianne J. Hicks**

**Synopsis:** Request Commissioner approval to notify the land lord of intent to renew the lease for the property located at 228 Seneca Street, Oil City, Pennsylvania, This property is used by the AAA to house a Senior Center program.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of Partnership Agreement Between Lawrence County Social Services, Inc. and County of Venango – This agreement is for Lawrence County to provide someone who is certified in asbestos removal to complete inspections for Venango County until the County has someone trained in this area.

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

**FINANCE ADMINISTRATION:**

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

Warrant	091313	\$ 78,632.00	Non-Human Services Expenditures
Warrant	HS091313	275,860.70	Human Services Expenditures
Warrant	HS091213	14,892.12	Human Services Expenditures
Warrant	092013	210,018.93	Non-Human Services Expenditures
Warrant	SP091613	6,815.73	Non-Human Services Expenditures
Warrant	HS091613	8,900.29	Human Services Expenditures
Warrant	HS092013	310,696.54	Human Services Expenditures
Warrant	092713	301,678.62	Non-Human Services Expenditures
Warrant	HS092713	217,246.04	Human Services Expenditures
Warrant	SP092413	2,329.00	Non-Human Services Expenditures
Warrant	SP092513	123.50	Non-Human Services Expenditures
Warrant	100413	128,431.25	Non-Human Services Expenditures
Warrant	HS100413	158,682.69	Human Services Expenditures
<b>Total</b>		<b>\$ 1,714,307.41</b>	

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:

Acceptance of Audit – This is the Audit Report for December 31, 2012. This audit report was filed on time, as it was required to be filed by September 30, 2013. There were no findings in the audit report and it has been filed with all requesting agencies. This is the first time the County has had no findings. Commissioner Witherup commented, “Good job!”

Commissioner Summers made a motion to accept the audit, seconded by Commissioner Witherup, aye all.

Approval of Budget Transfer – A Budget Transfer was requested in the amount of \$33,336.32 from Capital to the Sheriff’s Budget to pay for a 2014 RAM 1500 fully equipped special services vehicle.

Commissioner Witherup made a motion to approve the above budget transfer, 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 #580 (Transportation) of **Darrin Sheridan**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 10/02/13; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #125 (Public Defender) of **Benjamin Levine**, Assistant Public Defender, Full-Time Exempt, **effective 05/05/13**; of **Charles Phillips**, Assistant Public Defender, Full-Time Exempt, **effective 08/04/13**. In Department #530 (PICs) of **Sara Bell**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 09/11/13**; of **Suzann Guth**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 07/22/13**; of **Jay Poindexter**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 09/04/13**; of **Rebecca Suttle**, Community Health Nurse I, Full-Time, 80 hours/pay, **effective 09/18/13**; of **Nerissa Weaver**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 07/22/13**. In Department #580 (Transportation) of **Michael McKean**, Mechanic, Full-Time, 80 hours/pay, **effective 07/23/13**.

**LATERAL TRANSFER / INCREASE IN HOURS** – In Department #531 (Human Services Clerical) of **Theresa York**, from Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$9.1624/hr.), to Department #510 (AAA), Aging Case Aide, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.1624/hr.), **effective 09/29/13; Special Conditions:** Filling existing vacancy.

**PROMOTION** – In Department #190 (Planning) of **Jason Ruggiero**, from Planner I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), to Planner II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 09/02/13**. In Department #520 (Children & Youth Services) of **Elizabeth Williams**, from Casework Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.8030/hr.), to Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 09/16/13**. In Department #540 (MH/DS) of **Stephen Campbell**, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.5407/hr.), to Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$38,957/yr.), **effective 10/14/13; Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER** – In Department #530 (PICs) of **J. Ron Lewellen**, from Senior Caseworker, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), to Department #590 (Housing), Housing Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$47,313.20/yr.), **effective 09/30/13; Special Conditions:** Filling existing vacancy.

**PROMOTION / CHANGE IN EMPLOYMENT STATUS** – In Department #325 (911) of **Billie Hoover**, from Telecommunicator I, Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 (\$11.9770/hr.), to Telecommunicator II, Full-Time, 80 hours/pay, Pay Grade 5 (\$12.9352/hr.), **effective 10/06/13; Special Conditions:** Filling existing vacancy; benefits effective immediately.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Thomas Perry**, Corrections Officer, AFSCME position, **effective 10/02/13; Special Conditions:** Action ratified at the October Prison Board meeting. In Department #520 (Children and Youth Services) of **Dennis McCune**, Caseworker, **effective 09/27/13.**

**CORRECTION TO 09/10/13 HR COMMISSIONER BOARD AGENDA**

**SEPARATION OF EMPLOYMENT** – In Department #520 (Children and Youth Services) of **Brooke Hoffman**, Caseworker, **effective 09/10/13.**

**Note: Separation of employment did not occur.**

**SEPARATION OF EMPLOYMENT** – In Department #580 (Transportation) of **Jodi Mooney**, SEIU position, Vehicle Driver, **effective 09/02/13.**

**Note: Separation date changed to 09/13/13.**

\*\*\*\*\*

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**JOB TITLE CHANGE** – In Department #540 (MH/DS) of **Amy Aikins**, from Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$41,834.84/yr.), to Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$41,834.84.), **effective 10/14/13; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

**EXTENSION OF TEMPORARY ASSIGNMENT** – In Department #520 (Children and Youth Services) of **Kimberly Bega**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 10/14/13; Special Conditions:** Assignment extended for up to 900 hours; filling the extended position ratified at the October Salary Board meeting.

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

**ROW OFFICES**

**Human Resource Items for Informational Purposes**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**END OF PROBATION** – In Department #260 (District Attorney) of **Justin Fleegeer**, Assistant District Attorney, Full-Time, Legal Exempt Pay Grade 2, **effective 07/03/13.**

**INCREASE IN HOURS** – In Department #260 (District Attorney) of **Jennifer Moon**, Victim Witness Coordinator, **from** Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.9919/hr.), **to** Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.9919/hr.), **effective 07/01//13; Special Conditions:** Additional hours funded under the Stop Violence Grant for 2013.

**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 (\$16.74/hr.), **effective 09/30/13; Special Conditions:** Partial JCJC funding offsets salary expenses.

\*\*\*\*\*

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**TRANSFER** – In Department #125 (Public Defender) of **Benjamin Levine**, **from** Assistant Public Defender, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$44,409.89/yr.), **to** Department #260 (District Attorney), Assistant District Attorney, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$44,409.89/yr.), **effective 10/05/13; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting.

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

Approval of Renewal of Campbell Durrant Beatty Palombo and Miller 2014 Contract – This is a renewal of the contract with Campbell Durant Beatty Palombo & Miller and calls for no increase on the retainer of \$25,000 billable in monthly installments of \$2,083.33. There is a \$10 increase to the hourly rate of the attorneys that the County works with.

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

**PLANNING COMMISSION:**

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

Approval of Agreement to Provide Services to be Flood Plain Administrator for Canal Township – This agreement sets forth that the County will administer but not enforce flood plain ordinances for Canal Township effective January 16, 2014.

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

Approval of Fee Reimbursement Agreement Between Cellco Partnership d/b/a Verizon Wireless and County of Venango – This agreement states that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner’s plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. This agreement calls for the landowner to deposit \$2,500 in an escrow

Commissioners’ Board  
October 8, 2013

account as security for the payment of all costs, expenses, charges and fees.

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

Ratification of County Service Provider Agreement with Borough of Sugarcreek – Stormwater Management Plan – Under this agreement, the Planning Commission and the Borough of Sugarcreek 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 Sugarcreek. 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 Sugarcreek representative of any natural resource related problem/complaint brought to the Planning Commission’s attention by a resident of the Borough of Sugarcreek.

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

**TWO MILE RUN COUNTY PARK:**

Park Activities Report:

The campground will remain open through the end of October.

The annual dam inspection is scheduled to for Wednesday, October 9, 2013.

The Rocky Grove Invitational is scheduled for Saturday, October 12. There is estimated to be 1,000 – 2,000 people in the Park on this day.

There will be a Halloween Full Moon Night Hike on Saturday, October 19. This will take place at Pioneer Flats at 7:00pm.

The boat launch project is under way and will hopefully be completed in November.

Mr. Mihalic thanked Commissioner Summers for attending the meeting with the Trail Committee and Forrester Mike McKain. The Trails Committee wanted to thank the Commissioners for allowing them to have input on the timber cut. Forrester McKain will be proceeding with the next timber cut.

**COUNTY ADMINISTRATION:**

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

Approval of Extra Work Order for Debence Drive Extension – This work order is with JMT Engineering and the scope of work has changed to add an additional 100 feet. This is for the water line portion. The additional cost is \$21,300 for a total cost of \$169,470.

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

Approval of Certification of Hours of Operation Requirements – This is with the Pennsylvania Public Transportation Association to certify compliance with PennDOT’s Hours of Service Regulations. This will certify that the County maintains records of hours worked by public bus drivers; that the County maintains records of vehicle accidents involving public buses; and that the County is scheduled to perform fatigue awareness training for public bus drivers and operations managers.

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

Approval of Contract with Baker and Bellis Auctioneers for Annual County Auction – The annual County Auction will be held on November 12, 2013 at 4:00pm at the Maple Dale Church located at 110 Route 62, Franklin, Pennsylvania. Baker and Bellis will serve as auctioneers at a cost of 10% of the personal property sold. There is a fee of \$11 per person per hour for labor pre-auction set-up and auction day and a \$100 fee for a port-a-john (if needed).

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

Approval of Appointment of Lennon, Smith, Souleret Engineering as County Engineer – This is a three (3) year, project-by-project contract. Commissioner Brooks thanked Denise Jones, Judy Barrett and Mike Johnson for their hard work at reviewing the candidates for the Commissioners to interview.

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

Approval of Amendment to Whalen Contracting Courthouse Contract to Add Sidewalk Work – This amendment is to add handicapped accessibility to the sidewalks on the back of the Courthouse. This will utilize CDBG funds. The cost of this is \$18,700.

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

Ratification of Contract with ComDoc for Copier – This is a five (5) year contract for a new copier in Court Supervision Services. The base monthly cost is \$131.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Proclamation – November – National Adoption Month – This proclamation declares November as National Adoption Month – highlighting that every child deserves a loving, nurturing and permanent home.

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

Approval of Lease Termination Agreement with the Oil Region Astronomical Society, Inc. (ORAS) – In this agreement, the County will provide up to \$135,000 of Act 13 funds for the construction of a new observatory to be located in Pinegrove Township. ORAS has until the end of their current lease, December 31, 2014 to complete construction on the new facility. If construction is not complete by this date, ORAS can extend their lease with the County on a month-to-month basis for up to 90 days. ORAS must vacate their current location in Two Mile Run Park by April 1, 2015. If ORAS defaults on the agreement, they would be required to return all funds spent by the County on the new facility. Mr. Spuck stated that ORAS appreciated the cooperation with the Commissioner in making this venture happen and ORAS looks forward to its upcoming journey to build a new and better facility to benefit the people of Venango County and the region. Commissioner Brooks thanked ORAS for keeping the observatory in the County as this works well for everyone and it frees up space in the park to be utilized by the citizens of the County.

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

#### **OTHER BUSINESS**

There was no other business conducted.

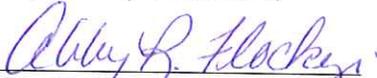
#### **PUBLIC COMMENT**

There was no public comment offered.

#### **ADJOURNMENT**

The meeting adjourned at 6:38p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.