

Reviewed by: TSJ
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COMMISSIONER BOARD MINUTES
January 14, 2014

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/County Administrator
Abby Flockerzi, Administrative Assistant	Rich Winkler, Solicitor
OC Bell, Airport	Diona Brick, Fiscal
Bob Daugherty, Court Supervision Services	Bill Kresinski, MIS
Pennie Maclean, HR	Rich Mihalic, Park
Jeff Ruditis, Jail	Karen Rupert, Human Services
Tom Sherman, EMA	Sheila Boughner, News Media
Pastor Paul Baker, Rocky Grove Pilgrim Holiness Church	

Prior to the meeting, a public prayer was offered by Pastor Paul Baker, Rocky Grove Pilgrim Holiness Church located in Rocky Grove, 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 6:08p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

There were no changes to the Commissioner Board Agenda.

APPROVAL OF MINUTES:

Commissioner Witherup made a motion to approve the minutes from the December 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 items were presented by Mr. Daugherty:

Approval of Hangar Lease
in the amount of \$85

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Commissioner Summers r
Commissioner Witherup, a

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MUNITY SERVICE
Following item was pr

Ratification of Annual County Report on Hazardous Material Emergency Response Preparedness – This report contains a summary of events and developments during the calendar year 2012, an analysis of the current threat, organization and activities to counter the hazardous material threat, and an annual audit.

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

HUMAN SERVICES:

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

NEW CONTRACTS 2013-14

Item 1: Janet J. Trychin, Au.D. (EI)

Synopsis: Request Commissioner approval to contract with the provider to provide audiology and evaluation for Early Intervention children upon referral from EI staff at the rate set by the PA Office of Child Development and Early Learning.

Item 2: Perseus House (CYS)

Synopsis: Request Commissioner Approval to enter into an agreement with Perseus House for FY 2013-14. Venango County Court Supervision is requesting to utilize Perseus House for the youth placed under their jurisdiction. Per Diems range from \$190.80 for shelter care to \$259.48 for Intensive Treatment Program. The required match will come out of our existing match allocation.

Item 2: Adelphoi Village Inc. (CYS)

Synopsis: Request Commissioner Approval to enter into an agreement with Adelphoi Village Inc. for FY 2013-14. Venango County Court Supervision is requesting to utilize Adelphoi Village for the youth placed under their jurisdiction. Per Diems Range from \$206.77 for Short Term Residential to \$353.91 for Secure Residential. The required match will come out of our existing match allocation.

CONTRACT ADDENDUMS 2013-2014

Item 1: Community Services of Venango County, Inc. (Housing)

Synopsis: Request Commissioner approval to amend the contract to include the provision of staff support for the Venango County Human Services Housing Unit. The Provider agrees to provide an employee to staff the maintenance requirements of the Cherry Hill Apartments and Section 8 unit inspections. Venango County Housing Program staff will provide direct supervision and direction of the employee including dates and times available for work and work duties to be performed. CSVC will handle all payroll and benefit administration. The County will reimburse CSVC for actual costs incurred. There will be no match and the entire amount will be reimbursed by the Venango County Housing Authority.

OTHER ITEMS

Item 1: Northwest Behavioral Health Partnership, Inc. Administrative Service Agreement (MH)

Synopsis: Request Commissioner Approval to continue to enter into an Administrative Service Agreement with Northwest Behavioral Health Partnership, Inc. from July 1, 2013 through June 30, 2017 to reimburse the County for administrative oversight, consultation and support services with regard to Health Choices managed care contracts and processes with Value Behavioral Health and Southwest Behavioral Health Management, Inc.

Item 2: PA Department of Public Welfare – Office of Developmental Programs (ID)

Synopsis: Request Commissioner approval to submit the Supports Coordination Organization Annual Qualification Application in order to continue to be a Supports Coordination Organization providing supports coordination services to the ID population.

Item 3: Two Resource Agreements for Foster/Kinship Care (CYS)

Synopsis: Request Commissioner approval to enter into Resource Family Agreements with two Resource parents.

- Steve and Julie Titus
- Jim and Donna King

Item 4: Equifax (CYS)

Synopsis: Request Commissioner Approval to enter into an agreement with Equifax to perform credit checks for children in foster care as required by the Child and Family Services Improvement and Innovation Act of 2013. There are no fees associated with this agreement therefore no county match is required.

Item 5: Info-Matrix Corporation (CYS)

Synopsis: Requesting Commissioner Approval to amend the agreement with Info-Matrix Corporation to include a training component in relation to the current ACYS 2.1 software at a cost of \$24,247.12. The required match will come out of our existing match allocation.

Item 6: MATP Report – 1st Quarter Revision (CSS)

Synopsis: Request Commissioner approval of the 1st Quarter MATP Report revised per MATP's request.

Item 7: Revised Tentative MATP Allocation for 2012-2013 (CSS)

Synopsis: Request Commissioner approval of the revised tentative MATP Allocation for 2012-2013 in the amount of \$875,849.

Item 8: Department of Public Welfare (CSS)

Synopsis: Request Commissioner approval and endorsement of the Contractor's Responsibility to Employ Recipients of Public Assistance form. By signing, the County agrees to work through sub-contractors to develop employment opportunities for individuals who have been or are recipients of public assistance.

Item 9: Xtreme Snow removal and Ice Contol (Transportation)

Synopsis: Request Commissioner approval to contract with the Provider for snow removal and ice control services for the Cranberry Wal-Mart shelter at the rate of \$55.00 per occurrence and for the UPMC Seneca Area shelter at the rate of \$28.00 per occurrence. Services are to start on December 6, 2013.

Item 10: Venango County Housing Authority Board of Directors Appointment

Synopsis: Request appointment of Jim Sandok to the Venango County Housing Authority Board of Directors.

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

FINANCE ADMINISTRATION:

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

Warrant	121313	\$	170,942.00	Non-Human Services Expenditures
Warrant	HS121313		224,041.62	Human Services Expenditures
Warrant	122013		129,084.96	Non- Human Services Expenditures
Warrant	HS122013		174,948.28	Human Services Expenditures
Warrant	122713		158,257.15	Non-Human Services Expenditures
Warrant	HS122713		182,581.03	Human Services Expenditure
Warrant	010314		222,122.13	Non-Human Services Expenditures
Warrant	HS010314		22,569.05	Human Services Expenditures
Warrant	HS010214		37,681.76	Human Services Expenditures
Warrant	011014		329,760.27	Non-Human Services Expenditures
Warrant	SP011014		140,305.09	Non-Human Services Expenditures
Warrant	SP010714		1,080.25	Non-Human Services Expenditures
Warrant	SP010814		12,091.99	Non-Human Services Expenditures
Warrant	SP010914		11,850.15	Non-Human Services Expenditures

Total \$ 1,817,315.73

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

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

Approval of Resolution 2014-01 – Tax Rate Resolution – This resolution affixes the 2014 tax rate at 6.000 mills.

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

HUMAN RESOURCES:

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

INCREASE IN HOURS:

Requesting Commissioner Board approval for the following employees' increase in hours **effective 01/01/14:**

<u>Employee Name</u>	<u>Department</u>	<u>From</u>	<u>To</u>
Denise Curtis (SEIU)	Human Services Fiscal	75	80
Amber Kistler (SEIU)	Human Services Fiscal	75	80
Donna Staudt (SEIU)	Human Services Fiscal	75	80
Pamela Moon	Area Agency on Aging	75	80
Betsy Sakalousky	Area Agency on Aging	70	80
Stephanie Alex	(SEIU) Human Services Clerical	75	80
Sharon Bradford	(SEIU) Human Services Clerical	75	80
Melissa Confer	(SEIU) Human Services Clerical	75	80
Tricia Cunningham	(SEIU) Human Services Clerical	75	80
Carol Gavin	(SEIU) Human Services Clerical	75	80
Laurie Greenlee	(SEIU) Human Services Clerical	75	80
Wendy Hoover	(SEIU) Human Services Clerical	75	80
Roberta Mullen	(SEIU) Human Services Clerical	75	80
Lucy Porter	(SEIU) Human Services Clerical	75	80
Nancy Rodgers	(SEIU) Human Services Clerical	75	80
Robin Brundage	(SEIU) Community Support Services	70	80
Tina Grove	(SEIU) Community Support Services	70	80
Patricia Henderson	(SEIU) Community Support Services	70	80
Sharon Norris	(SEIU) Community Support Services	70	80
Denise Fowkes	Housing	75	80
Andrew Weckerly	(SEIU) Housing	70	80

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #160 (Maintenance) of **Daniel Hartle**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 (\$10.81/hr.), **effective 12/09/13; Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of **Dennis Quick**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 01/12/14; Special Conditions:** Filling existing vacancy; action to be ratified

at the February Prison Board meeting. In Department #531 (Human Services Clerical) of **Wendy Hoover**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 12/16/13; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #305 (Prison) of **Dennis Brink**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, **from** AFSCME Pay Grade 11 (\$9.38/hr.) **to** AFSCME Pay Grade 11 (\$11.25/hr.), **effective 12/12/13; Special Conditions:** Action ratified at the January Prison Board meeting; of **Mitchell Womeldorf**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, **effective 12/12/13; Special Conditions:** Action ratified at the January Prison Board meeting. In Department #520 (Children & Youth Services) of **Ashley Baughman**, Caseworker, Full-Time, 80 hours/pay, **effective 12/20/13; of Elizabeth Lofink**, Casework Trainee, Full-Time, 80 hours/pay, **effective 11/20/13.** In Department #580 (Transportation) of **John Barber**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, **effective 12/25/13.**

DECREASE IN HOURS – In Department #520 (Children & Youth Services) of **Kimberly Bega**, Casework Intern, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **from** Temporary Full-Time, 80 hours/pay, **to** Temporary Part-Time, 38 hours/pay, **effective 01/13/14; Special Conditions:** Reduction in hours for the remainder of the 900 hours which was ratified for extension at the October 2013 Salary Board meeting.

VOLUNTARY DEMOTION / TRANSFER – In Department #530 (PICs) of **Sara Bell**, **from** Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **to** Department #510 (AAA), Aging Care Manager, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.7840/hr.), **effective 12/30/13; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / JOB TITLE CHANGE – In Department #305 (Prison) of **Vivian Delia**, **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 01/05/14; Special Conditions:** Filling existing vacancy; action to be ratified at the February Prison Board meeting.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #520 (Children & Youth Services) of **James Sandok**, Administrative Officer II, **effective 01/03/14.** In Department #531 (Human Services Clerical) of **Sharon Bradford**, Department Clerk II, SEIU position, **effective 01/10/14.** In Department #590 (Housing) of **W. Craig Shipwash**, OEO Specialist, **effective 01/31/14.**

SEPARATION OF EMPLOYMENT – In Department #125 (Public Defender) of **Amy Johnston**, Chief Public Defender, **effective 01/06/14.** In Department #305 (Prison) of **Benjamin Kostek**, Corrections Officer, **effective 12/21/13;** of **Ronald Shiley**, Corrections Officer, **effective 12/06/13.** In Department #325 (911) of **Christopher Faller**, Telecommunicator I, **effective 12/31/13.** In Department #520 (Children & Youth Services) of **Sarah Lewis**, Caseworker, **effective 01/03/14.** In Department #580 (Transportation) of **James Bemis**, Bus Driver, **effective 01/03/14.**

CORRECTION TO 12/10/13 HR COMMISSIONER BOARD AGENDA

REHIRE – In Department #190 (Planning) of **Emily Donaldson**, Planning Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), effective 01/02/14; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting; temporary assignment through 01/31/14.

Note: Effective date changed to 01/06/14.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #320 (EMA) of **Todd Johnson**, Operations, Training & Safety Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.40/hr.), effective 12/11/13; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting. In Department #520 (Children & Youth Services) of **Michele Kearns**, CYFS Program Director, Full-Time Exempt, Exempt Pay Grade 5 (\$47,461.00/yr.), effective 01/20/14; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting. In Department #590 (Housing) of **Melissa Reed**, Housing Specialist, Full-Time Exempt, Exempt Pay Grade 2 (\$35,300.00/yr.), effective 12/23/13; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting.

PROMOTION – In Department #520 (Children & Youth Services) of **Luann Hartman**, from Casework Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$44,744.42/yr.), to Children & Family Services Director, Full-Time Exempt, Exempt Pay Grade 6 (\$51,986.00/yr.), effective 12/23/13; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

PROMOTION / TRANSFER – In Department #520 (Children & Youth Services) of **Jillian Stephens**, from Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.1806/hr.), to Department #570 (Community Support Services), Program Specialist, Full-Time Exempt, Exempt Pay Grade 2 (\$35,300.00/yr.), effective 02/01/14; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting.

TRANSFER / RATE ADJ. – In Department #110 (Commissioners) of **Kristen Miller**, from Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$9.4602/hr.), to Department #130 (Human Resources), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8386/hr.), effective 01/06/14; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting.

POSITION REALLOCATION / INCREASE IN HOURS – In Department #570 (Community Support Services) of **Lauren Lindholm**, from Intake Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$10.7368/hr.), to Department Clerk III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$11.1663/hr.), effective 01/01/14; **Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

POSITION REALLOCATION / TRANSFER – In Department #570 (Community Support Services) of **Robert Burneisen**, from Department Clerk III, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 8 (\$9.9120/hr.), to Department #509 (Human Services Fiscal), Fiscal Technician, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 (\$10.81/hr.), effective 01/01/14; **Special Conditions:** Filling newly created position ratified at the January 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:

SEPARATION OF EMPLOYMENT – In Department #310 (Court Supervision Services) of **Manuel Nazario**, ARD Probation Officer, **effective 01/03/14**; of **Sarah Peterson**, Collections Coordinator, **effective 01/03/14**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NEW HIRE – In Department #205 (Courts) of **Richard Way**, Court Crier/Tipstaff, Part-Time On Call, 7 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 01/06/14**; **Special Conditions**: Filling newly created position ratified at the January Salary Board meeting.

PROBATIONARY NEW HIRE – In Department #180 (Treasurer) of **Jeannie Ritchey**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 01/06/14**; **Special Conditions**: Filling newly created position ratified at the January Salary Board meeting.

POSITION RECLASSIFICATION / RATE ADJ. / JOB TITLE CHANGE – In Department #310 (Court Supervision Services) of **Justin Heffernan**, from Intensive Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$16.7368/hr.), to House Arrest Officer (Adult/Juvenile), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$18.4105/hr.), **effective 12/16/13**; **Special Conditions**: Merging Adult and Juvenile House Arrest Officer positions on a six-month trial period; filling newly created position ratified at the January Salary Board meeting.

TRANSFER / RATE ADJ. – In Department #110 (Commissioners) of **Kristen Miller**, from Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$9.4602/hr.), to Department #130 (Human Resources), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8386/hr.), **effective 01/06/14**; **Special Conditions**: Filling newly created position ratified at the January Salary Board meeting.

PLANNING COMMISSION:

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

Approval of Flood Plain Administrator – Clintonville Borough – This agreement sets forth that the County will administer but not enforce a flood plain ordinance for Clintonville Borough effective January 16, 2014.

Ratification of Stormwater Management Application – Sugarcreek Borough – 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 Witherup made a motion to approve the above items, seconded by Commissioner Summers, aye all.

TWO MILE RUN COUNTY PARK:

Park Activities Report:

The dam inspection is complete and went very good again.

WinterFest is scheduled for January 25, 2014 with an alternate date of February 8, 2014 scheduled. This is in cooperation with the Venango County Fatherhood Initiative.

A free Learn-to-Ski day is scheduled for the January 25 and February 8 for anyone who would like to learn to cross county ski.

The lake is frozen over.

Hunting season was a safe one at the Park.

COUNTY ADMINISTRATION:

The following items were presented for approval by Commissioner Brooks:

Approval of Cooperative Agreement with Sandy Creek Township and City of Franklin – Under the terms of this agreement the County will administer a \$1,000,000 federal grant awarded to the City of Franklin for flood control in the Chubb Run and Morrison Run watersheds.

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

Approval of Municipal Police Cooperation Agreement DUI Task Force – Approval of Municipal Police Cooperation Agreement DUI Task Force – This is an agreement between the County (Sheriff's Department and Adult/Juvenile Court Supervision), the Boroughs of Emlenton, Polk and Sugarcreek and the Cities of Franklin and Oil City where the laws against driving under the influence ("DUI") may be more effectively enforced through the County and Municipalities of County law enforcement and the police officers of one Municipality are authorized to act in the other Municipalities or in conjunction with County law enforcement.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner

Witherup, aye all.

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

Approval of Lennon, Smith, Souleret Engineering, Inc. 2014 Hourly Fee Schedule – Lennon, Smith, Souleret Engineering, Inc. has provided the County a fee guide for 2014. The hourly rates have not changed for the fiscal year 2014 and an hourly fee guide was provided that is in effect until December 31, 2014 and includes some additional personnel classifications that will be in effect in 2014.

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

Approval of CJ Diirner & Sons Roofing Inc. to Install Railing at Jail – This agreement is for CJ Diirner & Sons Roofing Inc. to install a railing around the porch roof of the Jail at a cost of \$8,166.00.

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

Approval of Housing and Redevelopment Insurance Exchange (HARIE) Insurance Quote for Workers Compensation and Employers Liability Insurance – This is for the County's Workers Compensation and Employers Liability Insurance and the cost is \$207,349.00.

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

Amendment to the Gypsy Moth Suppression Agreement – This amendment adds 110 acres to the previous agreement allowing the County of Venango to have 488 acres at Two Mile Run County Park for a total of 598 acres to be sprayed for the gypsy moth. The cost remains the same at \$25 per acre for a new total of \$14,950.00.

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

The following item was presented for approval by Commissioner Summers:

Approval of Appointment of Dr. Ray Feroz to Workforce Investment Board – This appoints Dr. Feroz to the Workforce Investment Board for a period of three (3) years commencing January 1, 2014 and ending January 1, 2017.

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

OTHER BUSINESS

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

Liquid Fuels Encumbrance Adjustment – During a recent Liquid Fuels audit it was found that an adjustment was needed for Oakland Township for 2012. The encumbrance was previously recorded as \$37,698.75 and should have been recorded as \$35,814.89 - a difference of \$1,883.86.

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

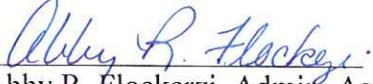
PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:28pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.