

Reviewed by: FSB  
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**COMMISSIONER BOARD MINUTES**  
**January 13, 2015**

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
Erik Johnson, Planning	Bill Kresinski, MIS
James McCall, Prison	Rich Mihalic, Park
Robert Murray, Special Election Board	Deborah Sharpe, Treasurer
Karen Rupert, Human Services	Jill Stephens, Human Resources
Albert "Chip" Abramovic, Public	Sheila Boughner, News Media
Pastor Lonny Wolford, Fox Street Church of God	

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 6:11 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

There were no changes to the agenda.

**APPROVAL OF MINUTES FROM THE DECEMBER 9, 2014 MEETING:**

Commissioner Summers made a motion to approve the minutes from the December 9, 2014 meeting, seconded by Commissioner Witherup, 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:

Ratification of Contract with MobilCom – This contract is for the replacement of a base radio / remote in Court Supervision. This will allow Court Supervision to communicate with the Sheriff's Office and the probation staff in the field on portable radios and in the vehicles on mobile radios. The cost of this contract is \$1,425.95 with an additional one (1) year maintenance agreement.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

The following items were presented for approval by Lieutenant McCall:

Approval of SAVIN Maintenance and Service Agreement – This is the Statewide Automated Victim Information and Notification (SAVIN) Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Venango County. This service provides notification to registered persons regarding the release from custody or transfer from one facility to another of persons held in custody. In doing so it enhances existing or previous victims' services efforts by creating and implementing an automated system of notification that will be available to victims and other interested parties 24 hours a day, 7 days a week. The cost of this service agreement is for \$1,912.46 which covers the full cost for 2015. The agreement is effective for the period of January 1, 2015 through December 31, 2015.

Ratification of Memorandum of Mutual Aid Agreement between the County of Mercer, by its Commissioners; the Mercer County Prison, by its Warden, Erna Craig; and the Venango County Prison, by its Warden, Jeffrey J. Ruditis – This Memorandum of Mutual Aid Agreement is between Mercer County and Venango County for Mercer County where, if there were a disaster in Venango County, Mercer County would help to provide labor if needed. Mercer County would also assist in holding Venango County's inmates if something were to happen to the Prison building. This is of no cost to the County.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Contract with Dennis Baker Construction for Snow Removal – This agreement begins on January 15, 2015 and concludes on March 31, 2014. The agreement calls for a \$1,750.00 monthly retainer for half of the month of January, and \$3,500.00 for the months of February, and March. Dennis Baker Construction will provide two experienced equipment operators to plow snow within thirty minutes of activation at the rate of \$40 per operator hour and will be on call 24 hours per day, seven days per week for the duration of the agreement. The duration of this contract is decreased due to no commercial air service currently at the airport.

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

Approval of Construction Grant to Improve Airport Drainage – This is an airport aviation development project grant. The total cost is \$211,112.00 of which the state funds will equal 75% or \$158,334.00

and the local funds will equal 25% or \$52,778.00. This will help the County with the Chubb Run / Morrison Run project.

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

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

Approval of Certification for Authorized Use of 911 Funds Under Chapter 53, Emergency Telephone Service, of Title 35 of the Pennsylvania Consolidated Statutes State Fiscal Year 2015 – 2016 – Under Chapter 53 of the Emergency Services Pennsylvania Consolidated Statute, this needs to be approved stating that for the fiscal year 2015 – 2016, the County will use the 911 funds solely for 911 activities and the County will not divert any portion of the 911 contribution rate to any other funds. This also authorizes Mark Seigworth, the 911 Coordinator, to submit the application for the funds to PEMA.

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

Approval of Contract Renewal for Professional Consulting Services with Mission Critical Partners – This is a contract with Mission Critical Partners, Inc. for consulting services for emergency communications programs and is not to exceed \$10,000. This contract covers the timeframe of January 1, 2015 through December 31, 2015.

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

Approval of Grant Agreement for the 2015 Hazardous Materials Emergency Preparedness (HMEP) – This grant will be used to purchase training DVD for the HazMat response and Incident Command. Venango County EMA will also be conducting a transportation exercise. The amount of this grant is \$8,276.00. This timeframe for this grant is October 1, 2014 through September 30, 2015.

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

Approval of Emergency Management Performance Grant – Venango County is applying for \$121,532.00 to use to support approved personnel salaries and benefits. The grant will cover the timeframe of October 1, 2014 through September 30, 2015.

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

#### **HUMAN SERVICES:**

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

#### **NEW CONTRACTS 2014-2015**

**Item 1: Titusville Area Senior Citizens Corporation** (AAA)

**Synopsis:** Request commissioner approval to enter into a contract with Titusville Area Senior Citizens Corporation in fiscal year 2014-15 for the purpose of providing senior center services at a rate of \$11.00 per day to older individuals, as authorized by the County. There is no match required from the County.

**ADDENDUMS TO EXISTING CONTRACTS 2014-2015**

**Item 1: Venango Training and Development Center**

**Synopsis:** Request commissioner approval to amend the contract with Venango Training and Development Center for fiscal year 2014-15 to include Supported Employment services for Venango County individuals with a serious mental illness as authorized by the County at the rate of \$15.71 per 15 minute unit of service. The required match will come from the existing match allocation.

**Item 2: White Deer Run, Inc.** (SA)

**Synopsis:** Request Commissioner approval to amend the contract with White Deer Run, Inc. for fiscal year 2014-15 for the purpose of adding an additional facility and type of service to the Appendix B to include Facility # 367058 for Non-Hospital Detoxification at the rate of \$189 per day and Non Hospital Rehabilitation at the rate of \$171 per day. The Provider will be reimbursed the daily rate for individuals authorized by the County with no third party means of reimbursement. There is no match required.

**OTHER ITEMS:**

**Item 1: Interim Addendum to the Program Management Agreement for the Emergency Food Assistance Program (TEFAP)** (CSS)

Request Commissioner approval of the Interim Addendum to the Program Management Agreement for the Food Assistance Program that took effect January 1, 2012 and remains in effect through September 30, 2016. The addendum is necessary to incorporate certain new provisions that are required by federal regulation. The federal regulatory requirements of the contract have not changed.

**Item 2: Approval of CYFS Resource Family Agreements** (CYS)

Request Commissioner approval to enter into three Resource Family Agreements for the Foster/Kinship Care Program as authorized by the County.

**Item 3: Approval of Appointment to Human Service's Advisory Boards** (HS)

Request Commissioner approval to appoint Robyn Guth to a new three-year term on the MHDS Advisory Board, the CYS Advisory Board, and the Substance Abuse Executive Commission effective January 1, 2015.

**Item 4: Shared Ride Fair Increase Proposal** (Trans)

Request Commissioner approval to submit the application to PennDot to increase rates associated with the shared ride program.

**Item 5: Approval of 2013-2014 Substance Abuse Expenditure Report** (SA)

Request Commissioner approval of the 2013-2014 Substance Abuse Expenditure Report for submission to DDAP.

**Item 6: Approval of Appointment of Carol Couvrette, M.D. to the MH/DS Advisory Board**

Request Commissioner approval of the appointment of Carol Couvrette, M.D. to the MH/DS Advisory Board for a term of three (3) years.

**Item 6: Approval of Resignation of Andrew A. Restauri from the Affordable Housing Review Board**

Request Commissioner approval of the resignation of Andrew A. Restauri from the Affordable Housing Review Board.

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

**FINANCE ADMINISTRATION:**

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

Warrant	HS121214	\$	301,634.85	Human Services Warrant
Warrant	121214	\$	204,335.42	Non-Human Services Warrant
Warrant	SP121014	\$	27,425.00	Non-Human Services Warrant
Warrant	SP121514	\$	1,680.00	Non-Human Services Warrant
Warrant	HS121914	\$	177,791.04	Human Services Warrant
Warrant	121914	\$	393,869.38	Non-Human Services Warrant
Warrant	HS122414	\$	224,048.80	Human Services Warrant
Warrant	122414	\$	572,589.44	Non-Human Services Warrant
Warrant	HS010215	\$	45,490.05	Human Services Warrant
Warrant	10215	\$	185,315.83	Non-Human Services Warrant
Warrant	HS010915	\$	103,388.95	Human Services Warrant
Warrant	10915	\$	375,843.13	Non-Human Services Warrant
<b>TOTAL</b>		<b>\$</b>	<b>2,613,411.89</b>	

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

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

Approval of Resolution 2015 – 01 – Tax Rate for 2015 – This resolution affixes the 2015 tax rate at 6.000 mills.

**HUMAN RESOURCES:**

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

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

**PROBATIONARY NEW HIRE** – In Department #510 (Area Agency on Aging) of **William Nalepa**, Vehicle Driver (Meal Transporter), SEIU Position, Part-Time, 55 hours/pay, SEIU Pay Grade 4, **effective 01/02/15; Special Conditions:** Filling existing vacancy. In Department #530 (PICs Unit) of **Richard Rodgers**, Caseworker II, Full-Time, Non-Union Hourly Pay Grade 7, **effective 12/22/14; Special Conditions:** Filling existing vacancy; of **Jeremy Tidd**, Caseworker III, Full-Time, Non-Union Hourly Pay Grade 7, **effective 12/22/14; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Jack Slater**, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 01/07/15; Special Conditions:** Filling existing vacancy.

**PROMOTION** – In Department #325 (911 Center) of **Luke Terrill**, from Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 to Telecommunicator II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 12/21/14; Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER** – In Department #520 (Children & Youth) of **Tiffany Morrow**, Caseworker II, Full-Time, Non-Union Hourly Pay Grade 6 to Department #530 (PICs Unit), Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3, **effective 01/19/15; Special Conditions:** Filling existing vacancy.

**LATERAL TRANSFER** – In Department #530 (PICs Unit) of **Valerie Zitterbart**, Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 to Department #520 (Children & Youth), Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3, **effective 01/19/15; Special Conditions:** Filling existing vacancy.

**REINSTATEMENT** – In Department #325 (911 Center) of **Corey Schwab**, Telecommunicator I, Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3, **effective 01/11/15; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #305 (Prison) of **Frederick Mosley**, Corrections Officer, AFSCME Position, from Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, to Regular Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/02/15; Special Conditions:** To be ratified at the February Prison Board meeting; of **Judy Sonne**, Corrections Officer, AFSCME Position, from Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, to Regular Full-Time, 80

hours/pay, AFSCME Pay Grade 11, **effective 01/10/15**; **Special Conditions:** To be ratified at the February Prison Board meeting. In Department #590 (Housing) of Melissa Reed, Housing Specialist, Exempt Full-Time, Exempt Pay Grade 2, **effective 07/22/14**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of Kristina Brown, Corrections Officer, **effective 12/24/14**; **Special Conditions:** Ratified at the January Prison Board meeting. Holly McCauley, Corrections Officer, **effective 12/31/14**; **Special Conditions:** To be ratified at the February Prison Board meeting. In Department #405 (Airport) of Justin Grant, Maintenance Worker III, **effective 12/29/14**. In Department #520 (Children & Youth) of Jennifer Carothers, Caseworker II, **effective 11/28/14**. In Department #580 (Transportation) of James McVay, Bus/Van Driver, **effective 12/05/14**.

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

**PROBATIONARY NEW HIRE** – In Department #520 (Children & Youth) of Lindsay Curran, Casework Intern, Temporary Full-Time, Non-Union Hourly Pay Grade 1, **effective 01/20/15**; **Special Conditions:** Filling newly created position ratified at the 11/13/15 Salary Board Meeting; of Glenda Fulmer, Casework Intern, Temporary Part-Time, Non-Union Hourly Pay Grade 1, **effective 01/26/15**; **Special Conditions:** Filling newly created position ratified at the 11/18/14 Salary Board Meeting.

**PROMOTION** – In Department #590 (Housing) of Jim Sunderlin, from Chore / Weatherization Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, to HUD Inspector / Maintenance Technician, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 11, **effective 01/05/15**; **Special Conditions:** Filling newly created position ratified at the 12/09/14 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:**

**PROBATIONARY NEW HIRE** – In Department #265 (Prothonotary) of Shelly Weaver, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2, **effective 12/29/14**; **Special Conditions:** Filling existing vacancy. In Department #310 (Court Supervision Services) of Phillip Schneider, Community Based Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 12/22/14**; **Special Conditions:** Filling existing vacancy; of James Weaver, ARD Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 12/22/14**; **Special Conditions:** Filling existing vacancy;

**INCREASE IN HOURS** – In Department #260 (District Attorney) of **Christian Marshall**, Victim Witness Service Provider, Non-Union Hourly Pay Grade 6, **from** 70 hours / pay **to** 80 hours / pay, **effective 12/15/14.**

**END OF PROBATION** – In Department #270 (Sheriff’s Department) of **Stephen Brundage**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 01/07/15.**

**CORRECTION TO 12/09/14 HR COMMISSIONER BOARD AGENDA**

**RATE ADJUSTMENT** – In Department #180 (Treasurer’s Office) of **Bonnie Smith**, Second Deputy Treasurer, Full-Time, 70 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$11.3002/hr.) **to** Non-Union Hourly Pay Grade 5 (\$11.8652/hr.), **effective 12/15/14; Special Conditions: Increase in salary for additional duties.**

**Note: Pay grade should read “from Non-Union Hourly Grade 3” “to Non-Union Hourly Grade 3.” The pay rates were correct.**

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

None.

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

Approval of Policy – Merit Program Clearance Policy – #HR – 15-01 – This policy is to ensure all employees at the Human Services Complex will receive their Act 34 clearance, Act 151 and FBI clearances.

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

Approval of Renewal of Contract with Benefit Coordinators Corporation – This contract is with Benefit Coordinators Corporation to be the administrator of the County employee’s flexible spending accounts. The administrative fee remains unchanged from last year.

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

Ratification of Renewal of Contract with UPMC Health Plan – This is a renewal of the employee health insurance agreement with UPMC and calls for a 10.02% increase over the 2014 rate.

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

**PLANNING COMMISSION:**

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

Approval of Ordinance 2015-01 – County Municipal Solid Waste and Recycling Transporters

Ordinance – This ordinance establishes a hauler registration program to be administered by the Venango County Regional Planning Commission for all persons that collect and transport municipal waste and / or recyclables generated from sources located in Venango County; providing requirements for residential waste collection services to be inclusive of curbside recycling; and providing penalties for violation of this ordinance.

Approval of Resolution 2015-03 – Adopting the 2014 Venango County Municipal Solid Waste Management Plan – This resolution calls for the Commissioners to approve and adopt the 2014 Municipal solid Waste Management Plan for Venango County pursuant to the requirements of Section 501 of the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101).

Approval of RFP Landfill Capacity Agreement – The RFP Landfill Capacity Agreements are with nine (9) landfill companies that responded to a County request for proposals. The agreements are good for ten (10) years and ensure that landfill space is available for the County’s solid waste at the price set in the RFP.

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

Approval of Fee Reimbursement Agreements

- Fahringer, McCarty, Grey, Inc.
- Sweet Water Developers, LLC.

These agreements state that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner’s Stormwater Management Plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. These agreements call for the landowner to deposit \$2,500 in an escrow account as security for the payment of all costs, expenses, charges and fees.

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

Ratification of County Service Provider Agreement for Stormwater Management between the Venango County Regional Planning Commission and Scrubgrass Township – This agreement sets forth that the County will administer but not enforce a flood plain ordinance for Scrubgrass Township effective November 18, 2014.

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

Approval of Appointments to the Venango County Planning Commission Board:

- Greg Miller – Appointment
- Rodney Gladd – Reappointment
- Dave Owens – Reappointment

These are five (5) year terms.

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

**TWO MILE RUN COUNTY PARK:**

Mr. Mihalic presented the following item for approval:

Approval of Reappointments to Two Mile Run County Park Advisory Committee

- Dave Strickland
- Maurice Huth

These are four (4) year terms.

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

Mr. Mihalic presented the Park Activities Report:

The annual WinterFest sponsored by the Venango Fatherhood Initiative will be held on January 24<sup>th</sup> from 9:00am to 3pm at Pioneer Flats. February 7<sup>th</sup> is scheduled as an alternate day.

There will be a Learn to Ski day held on January 24<sup>th</sup> from 10:00am to 2:00pm. A second Learn to Ski day will be held on February 7<sup>th</sup>.

The lake is frozen and folks have been ice fishing.

Some folks have already been cross country skiing.

On Sunday, January 11<sup>th</sup> there were over 100 people sled riding and tubing at Pioneer Flats.

**COUNTY ADMINISTRATION:**

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

Approval of Frank B. Taylor Engineering 2015 Hourly Fee Schedule – Frank B. Taylor Engineering is the engineering firm responsible for the County’s bridge inspections. Effective January 1, 2015, Taylor Engineering decreased their fees by five percent (5%).

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

The following item was presented for approval by Commissioner Brooks:

Approval of Resolution #2015-02 – Resolution in Support of Cleaning Pennsylvania’s Streams & Rivers – This resolution states that Venango County wishes to encourage and support a greater investment of resources to clean Pennsylvania’s rivers and streams before irreversible damage occurs.

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

**OTHER BUSINESS**

There was no public comment offered.

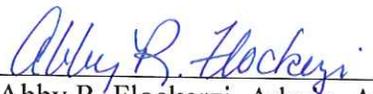
**PUBLIC COMMENT**

There was no other business conducted.

**ADJOURNMENT**

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

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.