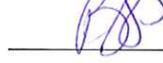


Reviewed by:   
  


**COMMISSIONER BOARD MINUTES**  
**February 10, 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                            |
| Bill Kresinski, MIS  | Gerry McGuinness, Voter Registration           |
| Rich Mihalic, Park   | Jayne Romero, Human Services                   |
| Deborah Sharpe, Treasurer                                  | Jillian Stephens, Human Resources              |
| Lynn Cochran, Franklin Area Chamber                        | Jane Klinger, United Way                       |
| Will Price, United Way                                     | Albert "Chip" Abramovic, Public                |
| Curt Anderson, Public                                      | Sheila Boughner, News Media                    |
| Pastor Steve Henry, Victory Heights United Brethren Church |  |

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 6:06 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following changes were made to the agenda: addition of Approval of Change Order #1 Contract Number 2014-1 and Install Emergency Generator and Approval of Supplemental Agreement with GAI Consultants, Inc. under Community Services; Approval of Contract between County of Venango and Terry L. Williams under County Administration; and the removal the of the subtitle WIB Fiscal Agent, as the items listed under WIB Fiscal Agent and Fiscal Agent for NW WIA should both be listed under the sub-title of Fiscal Agent for NW WIA under Finance Administration.

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

**APPROVAL OF MINUTES FROM THE JANUARY 13, 2015 MEETING:**

Commissioner Witherup made a motion to approve the minutes from the January 13, 2015 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:**

There was no business to be conducted.

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

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

Approval of Trane Scheduled Service Agreement – This contract is a service agreement with Trane for the chiller on the air conditioner at the Jail. This is a three (3) year agreement beginning May 1, 2015 and ending on April 30, 2018. The cost of this agreement is \$1,553.00 per year and it is a budgeted item.

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 Hangar Lease with Richard H. Maxwell – This is a standard month-to-month hangar lease agreement with Mr. Richard H. Maxwell. The amount of this lease is \$131.44 per month.

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

Approval of Equipment Lease Agreement with Channellock, Inc. – This is a two (2) year lease with Channellock, Inc. to lease the County's aircraft tug. Channellock, Inc. will pay the County \$1,500.00 per year. Also as part of this agreement, Channellock, Inc. completes all of the preventative maintenance per the manufacturer's specifications on this equipment. This contract begins on December 1, 2013 and ends on November 30, 2015.

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

Approval of Award Modification – Modification Number P00002 – This award is for partial reimbursement for law enforcement officers for the purpose of security check points at the Airport during commercial flight operations, which we anticipate restarting March 1, 2015. The modification is the authorization of \$6,505.00 for the year 2015.

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

Approval of Amendment to Lease Agreement – Honeywell Safety Products USA, Inc. – This lease is

for three (3) acres of land the County leases to Honeywell Safety Products USA, Inc. for \$364.66 per month. This is a ten (10) year lease and becomes effective May 1, 2015.

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

Approval of Change Order #1 Contract Number 2014-1 and Install Emergency Generator and Supplemental Agreement with GAI Consultants, Inc. – This supplemental agreement is for the engineering costs for specifications for a programmable radio controller for the pilot controlled lighting system at the Airport. This allows pilots to activate the Airport lights even when no one is at the Airport (11:00 p.m. – 6:00 a.m.). The cost of the supplemental agreement with GAI Consultants, Inc. is \$10,122.56. The cost of Change Order #1 is \$8,925.00 and is for Snyder Electric to install the radio controller and upgrade the landscaping around the new generator.

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

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

Approval of Verizon Agreement for DS1 – This agreement is for the purchase of two (2) DS1's for the 911 Center. These are purchased off of the State contract and are needed for the connectivity of the fiber project.

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

Approval to Notify the Northwest Task Force of Intent to Join Southwest Pennsylvania Emergency Response Group (SWPERG) – A letter has been drafted to notify the Northwest Task Force of Venango County's intent to join the Southwest Pennsylvania Emergency Response Group. In this letter it is explained to the Northwest Pennsylvania Emergency Response Group that the County of Venango will continue to participate in meetings and decision making with regard to the 2013 and 2014 grant years through the August 30, 2015 closing of those grants.

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

Approval of Amendment to the SWPERG Intergovernmental Agreement – The Southwest Pennsylvania Emergency Response Group (SWPERG) had to amend their original agreement to include the County of Venango. All counties in the group have approved this amendment.

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

**HUMAN SERVICES:**

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

## ADDENDUMS TO EXISTING CONTRACTS 2013-2014

### Item 1: Community Services Block Grant (CSBG) Subcontractors (CSS)

**Synopsis:** Subject to the availability of State and Federal funds, the terms of the Agreement between Venango County and both CSBG and the PROVIDERS to which CSBG funds were awarded dated January 1, 2014 may be extended for a period of 1 year. Therefore, Commissioner Approval is requested to grant funds for the period January 1, 2015 through December 31, 2015 in the total amount of \$30,460.00 to Providers as outlined below:

#### A: Child Development Center. (CSS)

**Synopsis:** Request Commissioner Approval to amend the contract with Child Development Center entered into on January 1, 2014 for the purpose of extending the contract for the period January 1, 2015 through December 31, 2015 to provide transportation to and from school to the centers and to fund the summer program Camp Funshine to income eligible residents of Venango County to a maximum reimbursement amount of \$3,000.00 for Transportation and \$2,880.00 for Camp Funshine for 2015. There is no match required from the County.

#### B: Community Services of Venango County. (CSS)

**Synopsis:** Request Commissioner Approval to amend the contract with Community Services of Venango County entered into on January 1, 2014 for the purpose of extending the contract for the period January 1, 2015 through December 31, 2015 to conduct The Older Adult Program known as PARKER PLACE to income eligible residents of Venango County. The maximum reimbursement amount for 2015 is \$8,550.00, of which \$5,800.00 will come from CSBG funding and \$2,750.00 will come from the H.S. Block Grant. Match in the amount of \$170 will come from the existing match allocation.

#### C: Franklin Area School District. (CSS)

**Synopsis:** Request Commissioner Approval to amend the contract with the Franklin Area School District entered into on January 1, 2014 for the purpose of extending the contract for the period January 1, 2015 through December 31, 2015 to provide The Family Literacy Program to income eligible Venango County residents up to a maximum reimbursement amount of \$3,840.00 for 2015. There is no match required from the County.

#### D: Oil City Area YMCA. (CSS)

**Synopsis:** Request Commissioner Approval to amend the contract with the Oil City Area YMCA entered into on January 1, 2014 for the purpose of extending the contract for the period January 1, 2015 through December 31, 2015 to provide the Summer Day Camp and Youth Volunteer Program to income eligible residents of Venango County up to a maximum reimbursement for 2015 of \$6,400.00 for the Summer Day Camp and \$2,400.00 for the Youth Volunteer Program. There is no match required from the County.

**VARHA, Inc.** (CSS)

**Synopsis:** Request Commissioner Approval to amend the contract with VARHA, Inc. entered into on January 1, 2015 for the purpose of extending the contract for the period January 1, 2015 through December 31, 2015 to provide The Therapeutic Riding Program to income eligible individuals up to a maximum reimbursement for 2015 of \$840.00. There is no match required from the County.

**F: Youth Alternatives.** (CSS)

**Synopsis:** Request Commissioner Approval to amend the contract with Youth Alternatives entered into on January 1, 2014 for the purpose of extending the contract for the period January 1, 2015 through December 31, 2015 to provide field trips and summer camp to income eligible youth up to a maximum reimbursement of \$2,900.00 for field trip costs and \$2,400.00 for summer camp costs for 2015. There is no match required from the County.

**CONTINUATION CONTRACTS 2014-2015**

**Item 1: Hermitage House Youth Services** (CYS)

**Synopsis:** Request Commissioner Approval to continue to contract with Hermitage House Youth Services for the period of January 1, 2015 through June 30, 2015 to provide residential care to Venango County children in the child welfare system and Juvenile Justice at the daily rate ranging from \$97.45 to \$269.00, based on level of need, as authorized by the County. The required match will come from the existing match allocation.

**ADDENDUMS TO EXISTING CONTRACTS 2014-2015**

**Item 1: Regional Counseling Center** (HS)

**Synopsis:** Request Commissioner Approval to amend the contract with the Regional Counseling Center, Inc. for fiscal year 2014-15 for the following: 1) to provide PCIT data entry to be reimbursed at the MA billable rate of \$51.53 for 30 minutes and \$103.10 for 45 minutes; 2) The County will advance the Provider \$15,000 for Outpatient Services, to be reconciled at year end. The required local match will come from the existing match allocation.

**OTHER ITEMS:**

**Item 1: 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 2: Approval of Appointment to RSVP Advisory Boards** (HS)

Request Commissioner Approval to appoint Frank W. Fay to a four-year term on the RSVP Advisory Board effective February 1, 2015.

**Item 3: Approval of Appointment to Venango County Housing Authority Board of Directors (Housing)**

Request Commissioner Approval to appoint William Price and reappoint Barb Feroz to three-year terms on the Venango County Housing Authority Board of Directors. Ms. Feroz' appointment is effective January 1, 2015 and Mr. Price's appointment is effective February 1, 2015.

**Item 4: Warren-Forest Counties Economic Opportunity Council, Inc. (CSS)**

**Synopsis:** Request Commissioner Approval to continue to contract with Warren-Forest Counties Economic Opportunity Council for the period of October 1, 2014 through September 30, 2015 to provide weatherization/crisis assistance to low-income individuals. The contract maximum to be paid to Venango County under this agreement is \$163,370. There is no match required from the County.

**Item 4: Drug Free Communities Grant Application Submission (D&A)**

**Synopsis:** Request Commissioner Approval to submit a grant application to Drug- Free Communities (DC) Support Programing in the amount of \$125,000.00 per year for 5 years. The grant will fund drug and alcohol evidence based programming as identified by the Together We Can Coalition. Local match in the form of in-kind services or cash is 100% of funding. The in-kind supports will include: value of staff time, service and operations of the grant.

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

**FINANCE ADMINISTRATION:**

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

Warrant	HS011615	\$	294,243.19	Human Services Warrant
Warrant	11615	\$	655,141.11	Non-Human Services Warrant
Warrant	HS011515	\$	32,820.40	Human Services Warrant
Warrant	SP011615	\$	32,487.00	Non-Human Services Warrant
Warrant	HS012315	\$	214,654.44	Human Services Warrant
Warrant	12315	\$	492,133.02	Non-Human Services Warrant
Warrant	HS013015	\$	120,260.85	Human Services Warrant
Warrant	13015	\$	531,373.04	Non-Human Services Warrant
Warrant	SP012615	\$	4,001.00	Non-Human Services Warrant
Warrant	HS012815	\$	5,000.00	Human Services Warrant
Warrant	20615	\$	301,062.67	Non-Human Services Warrant
Warrant	HS020615	\$	250,908.28	Human Services Warrant
<b>TOTAL</b>		<b>\$</b>	<b>2,934,085.00</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:

Approval of Industrial Appraisal Contract – This contract is for Industrial Appraisal to revalue the Two Mile Run County Park assets and provide updates. This is being completed for insurance purposes. This process will be completed in early Spring so as not to disrupt the Park staff too much.

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

Approval of Requisition and Purchase Order Policy – The County Code has been updated annually for cost of living and this increases the thresholds for bids and quotes. The new threshold for the formal bid process is \$19,400.00. Any project between \$10,500.00 and \$19,399.00 requires three (3) quotes and formal documentation.

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

Approval of Certification of Cost Allocation Plan – This plan allows us to assess costs for the County's service departments such as the Commissioners' Office, Fiscal, the Treasurers' Office, etc. This plan is in compliance with OMB887, A133 and A122 (Office of Management and Budgets Circulars) which will all become one (1) next year.

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

Approval of Health Insurance Renewal – This agreement renewal has been reviewed by all of the CLEO's and now needs to be approved by the County of Venango as their fiscal agent. This agreement renewal calls for a 15.7% increase and the plan is not changing.

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

Approval of Career Fair Agreement – This agreement is with the Cranberry Mall for a career fair that the Oil Region Career Link will be conducting at the Cranberry Mall.

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

#### **HUMAN RESOURCES:**

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

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

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

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Jennifer Long**, Corrections Officer, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/09/15**; **Special Conditions:** Filling existing vacancy. To be ratified at the March Prison Board meeting. In Department #520 (Children & Youth) of **Amanda Gordon**, Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 01/26/15**; **Special Conditions:** Filling existing vacancy.

**OUT OF CLASS COMPENSATION** – In Department #520 (Children & Youth) of **P. Brian Gotses**, Program Specialist, Full-Time Exempt, Exempt Pay Grade 2 (\$40,139.68/yr.) to Exempt Pay Grade 2 (\$41,745.26/yr.), **effective 02/23/15**; **Special Conditions:** Additional compensation while covering higher level duties of Senior Program Specialist through 03/06/15. In Department #540 (MH/DS), **Amy Aikins**, Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$44,382.32/yr.) to Exempt Pay Grade 3 (\$46,157.61/yr.), **effective 02/02/15**; **Special Conditions:** Additional compensation while covering higher level duties of Program Manager through 03/06/15.

**VOLUNTARY DEMOTION** – In Department #590 (Housing) of **Andrew Weckerly**, Senior Housing Specialist, Full-Time Exempt, Exempt Pay Grade 3, to Chore / Weatherization Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 02/02/15**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #520 (Children & Youth) of **Matthew Haines**, Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3, **effective 01/21/15**; of **Shannon Sumoske**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 01/14/15**. In Department #531 (Human Service Clerical) of **Jaime Renwick**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 01/15/15**. In Department #580 (Transportation) of **Cynthia Cook**, Dispatcher, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 7, **effective 12/23/14**.

**RATE ADJUSTMENT** – In Department #305 (Prison) of **James McCall**, Correctional Lieutenant, Full-Time Exempt, Exempt Pay Grade 1 (\$32,075.65/yr.), to Exempt Pay Grade 1 (\$32,717.16/yr.), **effective 11/23/14**; **Special Conditions:** Rate adjustment due to reorganization.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #540 (MH/DS) of **Sharren Ausel**, Caseworker II, **effective 02/13/15**; of **Verna Martin**, Program Manager, **effective 03/06/15**. In Department #570 (Human Services CSS) of **Sharron Norris**, Department Clerk III, **effective 03/12/15**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Kim Rossey**, Corrections Monitor, **effective 01/12/15**; **Special Conditions:** To be ratified at the March Prison Board meeting. In Department #520 (Children & Youth) of **Billie Jo Coleman**, Caseworker II, **effective 01/29/15**; of **Melanie Jeffers**, Caseworker II, **effective 01/30/15**. In Department #530 (PICs Unit) of **Jeffrey Polley**, Caseworker III, **effective 12/29/14**.

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

**TEMPORARY NEW HIRE** – In Department #531 (Human Services Clerical) of **Michelle Jones-Simon**, Department Clerk III, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3, **effective 01/12/15; Special Conditions:** Temporary position approved through 05/26/15 to cover for employee absence; Filling newly created position ratified at the February Salary Board meeting

**TRANSFER / TITLE CHANGE** – In Department #570 (Human Service CSS) of **Jeff Seigworth**, **from** Program Specialist, Full-Time Exempt, Exempt Pay Grade 2 **to** Department #580 (Transportation), Operations Program Specialist, Full-Time Exempt, Exempt Pay Grade 2, **effective 01/05/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

**PROMOTION / TRANSFER** – In Department #510 (Area Agency on Aging) of **Sara Bell**, **from** Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.6843/hr.) **to** Department #530 (PICs Unit), Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.3116/hr.), **effective 01/26/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

**RATE ADJUSTMENT** – In Department #570 (Human Services CSS) of **Lucy Porter**, Case Aide, SEIU Position, Full-Time, 80 hours/pay, **from** SEIU Pay Grade 6 (\$8.80/hr.) **to** SEIU Pay Grade 6 (\$9.4602/hr.), **effective 11/12/14.**

**VOLUNTARY DEMOTION / TRANSFER** – In Department #531 (Human Services Clerical) of **Laurie Greenlee**, **from** Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 **to** Department #510 (Area Agency on Aging), Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, **effective 02/23/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

**TRANSFER** – In Department #530 (PICs Unit) of **Donna Kalamajka**, Community Health Nurse I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **to** Department #510 (Area Agency on Aging), **effective 01/05/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting; of **Rebecca Suttle**, Community Health Nurse I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **to** Department #510 (Area Agency on Aging), **effective 01/05/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

**CHANGE IN EMPLOYMENT STATUS** – In Department #580 (Transportation) of **Jack Slater**, Bus/Van Driver, SEIU Position, SEIU Pay Grade 9, **from** Part-Time, 50 hours/pay **to** Full-Time, 80 hours/pay, **effective 01/26/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting.

**POSITION REALLOCATION** – In Department #509 (Human Services Fiscal) of **Amber Kistler**, **from** Fiscal Technician, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **to** Fiscal Operations Officer I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8, **effective 01/26/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting. In Department #535 (Substance Abuse) of **Marie Plumer**, **from** Substance Abuse Director, Full-Time

Exempt, Exempt Pay Grade 4, to Substance Abuse/Adult & Youth Services Director, Full-Time Exempt, Exempt Pay Grade 5, **effective 01/19/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

**CORRECTIONS TO 01/13/15 HR COMMISSIONER BOARD AGENDA**

**PROBATIONARY NEW HIRE** – 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;

**Note: Position title should reflect Caseworker III.**

**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.

**Note: Classification of personnel action is Temporary New Hire. Position creation date of the first listed action (L. Curran) should read 01/13/15 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:**

**END OF PROBATION** – In Department #250 (Register & Recorder) of **Ann Frankenberger**, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2, **effective 01/14/15.**

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #180 (Treasurer) of **Anita Adams**, Department Clerk II, **effective 01/30/15.**



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

**REHIRE** – In Department #205 (Courts) of **Carol Brown**, Court Crier/Tipstaff, Probationary Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1, **effective 01/30/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

**TRANSFER** – In Department #230 (DJ 3-2) of **Shannon Baker**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 to Department #240 (DJ 3-4), **effective 01/15/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting. Transfer due to redistricting; of **Tonya Johnson**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 to Department #240 (DJ 3-4), **effective 01/01/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting. Transfer

due to redistricting; of **Sue Melat**, Administrative Assistant I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 to Department #240 (DJ 3-4), **effective 01/01/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting. Transfer due to redistricting; of **Chelsey O'Neil**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 to Department #240 (DJ 3-4), **effective 01/01/15; Special Conditions:** Filling newly created position ratified at the February Salary Board meeting. Transfer due to redistricting.

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

Approval of Amendment to County of Venango Alternative Dispute Resolution Process – This amendment includes a change to the list of the ADR panel, adding email for training for employees and a publication that was added to the end.

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

#### **PLANNING COMMISSION:**

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

Approval of Amendment to Venango County Regional Planning Commission By-Laws – If an individual is appointed to the Commission to fill an unexpired term of a former member, the new member is now eligible to serve the two full terms in addition to the remainder of the unexpired term. A full term is five (5) years.

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

#### **TWO MILE RUN COUNTY PARK:**

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

Approval of Right-Of-Way Agreement – Gary and Darlene Barber – This right-of-way agreement allows the Park to have access to the western side of the Park without putting in a new road. This is for private access primarily used for timbering, Park personnel, etc.

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

Approval of Appointment of Mike Henderson to Park Advisory Board – This is for a four (4) year term.

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

Mr. Mihalic presented the Park Activities Report:

The annual WinterFest sponsored by the Venango Fatherhood Initiative was held on January 24<sup>th</sup> from

9:00 a.m. to 3:00 p.m. at Pioneer Flats. There were over one hundred (100) people in attendance for the WinterFest and twenty-seven (27) for a learn-to-ski day.

Salt and anti-skid material have been put down on the Nature Lodge road.

The Park Advisory Board and Trails Committee will be scheduling a special work session to assemble a 5-year plan for the Park. This plan will look at each individual section of the Park and determine things that can be done to further the attraction of people into the Park and increase the revenue.

**COUNTY ADMINISTRATION:**

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

Approval of Policy and Procedure for Consultant Selection for NBIS Program – The National Bridge Inspection Service Program requires the County to inspect bridges that are twenty (20) feet or more in length and the County does that for County owned bridges as well as being an agent for the municipalities. This was a five year agreement that expired at the end of 2014. Therefore, we must adopt a policy and procedure for the consultant selection to begin in 2015. This policy and procedure is very similar to the one adopted five (5) years ago in which we designate who will serve on the selection committee. Previously the selection committee was comprised of the Property Manager, the Chief Clerk / County Administrator, the Planning Commission Director and the Conservation District Manager. Ms. Jones would like the selection committee to be comprised of the same individuals. This process will all be completed online.

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

Approval of Lease Agreement with Ricoh for Human Services / CYS – The CYS area had a copier that was experiencing a lot of maintenance issues. They have submitted a proposal for a new copier and will be leasing a copier from Ricoh for \$324.00 per month. This is a five (5) year lease.

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

Approval of Encumbrances for Dotter Bridge and Miller Farm Bridge – These two (2) bridges, Miller Farm Bridge and Dotter Bridge, are County bridges and both have been approved to be replaced. One was approved in 2004 and the other in 1994. The County has been encumbering money all along for these replacements. However, now that we have other sources of funding, the County would like to unencumber money from these bridges. For Miller Farm Bridge the County was encumbering \$3,375.39 and \$28,983.44 for Dotter Bridge. The County now has Act 44 and Act 89 money that can only be used exclusively for County bridges and the County would be able to unencumber Liquid Fuels money.

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

Approval of Contract between County of Venango and Terry L. Williams – This contract is with Terry L. Williams who does the coding for the County's elections. This contract covers both elections occurring in 2015 at a cost of \$3,750 per election for a total of \$7,500. Terry also acts as a Rover for the County on Election Day and the County pays him mileage for this service. This contract reflects no price change.

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

#### **OTHER BUSINESS**

Jane Klinger, Will Price and Lynn Cochran attended the meeting representing the United Way. Jane Klinger explained to the group how the United Way is going to take a different approach to their kick-off in the Fall by holding a 5K. The 5K will be called Color Us United. The United Way is seeking the Commissioner Board's approval to use Two Mile Run County Park as a site to hold the 5K. They would like to conduct the event on September 27, 2015 from 1:00 p.m. to 3:30 p.m. from Pioneer Flats to the Nature Lodge. The United Way has already contacted the Oakland Township Supervisors and they have given their approval. The United Way has also contacted the Oakland Volunteer Fire Department concerning assistance with traffic control on the day of the event.

Commissioner Witherup made a motion to approve the above event being held at Two Mile Run County Park, seconded by Commissioner Summers, aye all.

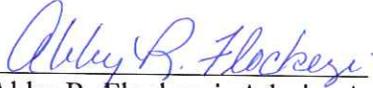
#### **PUBLIC COMMENT**

There was no other business conducted.

#### **ADJOURNMENT**

The meeting adjourned at 6:39 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.