

Reviewed by: _____

COMMISSIONER BOARD MINUTES
April 14, 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
Judy Barrett, Planning	OC Bell, Airport
Diona Brick, Fiscal	Bob Daugherty, Court Supervision
Tim Dunkle, Public Safety	Bill Kresinski, MIS
Gerry McGuinness, Voter Registration	Rich Mihalic, Park
Rich Mulholland, Veterans Affairs	Jayne Romero, Human Services
Jeff Ruditis, Prison	Deborah Sharpe, Treasurer
Jillian Stephens, Human Resources	Sheila Boughner, News Media
Pastor Paul Baker, Rocky Grove Pilgrim Holiness Church, Franklin	

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 6:04 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval of Engagement Letter with Maher Duessel under Fiscal Administration; Approval of License for Use of Facilities under Fiscal Agent for NW WIA; Approval of Relay For Life – Paint the County Purple Proclamation under County Administration.

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

APPROVAL OF MINUTES FROM THE MARCH 10, 2015 MEETING:

Commissioner Summers made a motion to approve the minutes from the March 10, 2015 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 items were presented for approval by Mr. Daugherty:

Approval of Brief Intervention Tools (BITS) Agreement – The Pennsylvania Juvenile Court Judges’ Commission (JCJC) has secured rights to Carey Group Publishing’s (CGP) Brief Intervention Tools (BITS). JCJC is making licenses available to Pennsylvania Juvenile Probation Departments. The County License is being provided at no cost. The County License also allows for the BITS Tools to be posted on the internal websites, print the BITS tools, and otherwise use the product for internal operational purposes.

Approval of BI Incorporated Agreement – This is an amendment to the original agreement with BI Incorporated to reduce the price of the spare inventory of the house arrest equipment.

Approval of National Curriculum and Training Institute, Inc. Agreement – This will allow the Court Supervision staff to present curriculum to up to 90 CYS and JPO youth per year. This will be paid for via the Needs Based Budget at a cost of \$3,400.00 and will be paid for per youth.

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

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

Ratification of SBM Electronics, Inc. Maintenance Agreement – This maintenance agreement with SBM Electronics is for the maintenance of three court recording units. The cost of this agreement is \$3,598.50.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following items were presented for approval by Warden Ruditis:

Ratification of Memorandum of Mutual Aid Agreement between the County of Clarion, by its Commissioners; the Clarion County Prison, by its Warden, Jeffrey Hornberger; the County of Venango, by its Commissioners; and the Venango County Prison, by its Warden, Jeffrey J. Ruditis – This Memorandum of Mutual Aid Agreement is between Clarion County and Venango County, if there was a disaster in Venango County, Clarion County would help to provide labor if needed. Clarion 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 Witherup made a motion to approve the above ratification, seconded by Commissioner Summers, aye all.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of GAI Consultants, Inc. Agreement – This agreement is with GAI Consultants, Inc. for the design phase of the Airport Wide Obstruction Removal and Easement Acquisition project. The cost of this agreement is not to exceed \$68,100.37.

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

Approval of Kelly Generator & Equipment of PA & WV, Inc. Commercial Maintenance Agreement – This maintenance agreement is for the emergency generator equipment located at the Airport. The agreement includes two (2) inspections per contract term; one (1) major inspection with oil and filter change and one (1) minor. The cost of this maintenance contract is \$920.00 per year.

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

Approval of Lease Agreement with T & G Aviation LLC – This is a five (5) year lease with T & G Aviation LLC, a Channellock Corporation company, to lease the County’s aircraft tug. Channellock Corporation will pay the County \$1,500.00 per year. Also as part of this agreement, Channellock Corporation agrees to provide all operating costs and perform all scheduled maintenance per the manufacturer’s specifications on this equipment. This contract begins on April 14, 2015 and ends on April 14, 2020.

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

Ratification of Lease Agreement with Ricoh – Airport – This lease agreement is with Ricoh for the rental of a new copier at the Airport. This is a sixty (60) month lease at a total cost of \$12,526.20 or \$208.77 per month.

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

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

Approval of Letter of Agency – This Letter of Agency authorizes Venus Telephone Corporation to receive information from Verizon on behalf of the 9-1-1 Emergency Center.

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

Approval of Proclamation – National Public Safety Telecommunicator’s Week – This proclamation honors Public Safety Telecommunicators for their compassion, understanding and professionalism during the performance of their job in the past year.

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

HUMAN SERVICES:

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

NEW CONTRACTS 2014-2015

Item 1: TouchStone Solutions, Inc. (ID)

Synopsis: Request Commissioner Approval to contract with TouchStone Solutions, Inc. for the period of March 1, 2015 through June 30, 2015 to provide Home and Community Habilitation Services to base funded ID consumers, as authorized by Venango County Mental Health and Development Services at the state set ID rate of \$6.38 per 15 minute unit. The match requirement will come from the existing match allocation.

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 to the Provider as outlined below:

A: United Way of Venango County (CSS)

Synopsis: Request Commissioner Approval to amend the contract with United Way 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 provide the Dolly Parton Imagination Library to income eligible youth to a maximum reimbursement amount of \$2,500 for 2015. There is no match required from the County.

ADDENDUMS TO EXISTING CONTRACTS 2014-2015

Item1: Community Ambulance Services, Inc. (Transportation)

Synopsis: Request Commissioner approval to amend the contract with the Community Ambulance Service, Inc. effective October 1, 2014 for MATP services. The reimbursement rate will be \$2.50 per "live mile". According to new MATP regulations that became effective October 1, 2014, the provider can only bill for services when a consumer is present in the vehicle. Payments will no longer be made for travel or wait time. There is no match associated with this contract.

Item 2: Lifeline Systems Company (AAA)

Synopsis: Synopsis: Request Commissioner Approval to amend the contract with Lifeline Systems Company, for fiscal year 2014-15 for the purpose of adding additional services to include Mobile GPS Buttons (\$43 per client/month) and Medication Dispensers (\$50 per client/month), as authorized by the County. There will be additional charges associated with the GPS Buttons that will include a \$40 installation fee and \$400 lost button fee per GPS. There is no match required from the County.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements (CYS)

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

Item 2: Approval to Submit Capital Application Request (Trans)

Request Commissioner Approval to submit the Annual Capital Application to PennDot for the Transportation Department. The Application is requesting funding for the following items: a) \$100,000 for 1 fixed route vehicle, b) \$170,000 for 2 shared ride vehicles, c) \$8.2 Million for maintenance facility planning, d) \$50,000 for technology updates.

Item 3: Approval of Fixed Route Funding

Request Commissioner Approval of the local match required for the Fixed Route Funding. \$421,831 has been awarded for the fiscal year 2015-2016, this is approximately a 9% increase over last year. The required local match will be \$25,353.

Item 3: 3M Cogent (HS)

Request Commissioner Approval to sign an agreement with 3M Cogent, Inc. for the purpose of purchasing Livescan fingerprint scanner and 3M Cogent Livescan software seat license to the County in order to be able to perform fingerprinting of Venango County Human Services Employees and transmit them for processing and results. The cost associated with this lease is \$4,995 for the initial set up and support, and an additional \$600 a year in annual maintenance. The required match will come from the existing match allocation.

Item 4: Approval of Appointment to Venango County Area Agency on Aging Advisory Council (AAA)

Request Commissioner approval to re-appoint Donald Shelatree and George Merrit each to a third three-year term on the Area Agency on Aging Advisory Council effective April 1, 2015.

Item 5: HOMEs Program Completion Extension Request

Request Commissioner Approval to submit a Program Completion Extension Request to the Department of Community & Economic Development for the HOMEs Program. Due to a late start in

activity for the projects, the three-year activity completion requirement cannot be met. The County is requesting the drawdown of funds for these projects be extending from May 7, 2015 to November 7, 2016. The actual grant closeout date will remain at May 7, 2015.

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	31315	\$	149,210.12	Non-Human Services Warrant
Warrant	HS031315	\$	211,995.13	Human Services Warrant
Warrant	HS031115	\$	195.28	Human Services Warrant
Warrant	32015	\$	486,310.47	Non-Human Services Warrant
Warrant	HS031615	\$	3,345.60	Human Services Warrant
Warrant	HS032015	\$	302,144.38	Human Services Warrant
Warrant	32715	\$	412,156.97	Non-Human Services Warrant
Warrant	HS032715	\$	184,614.36	Human Services Warrant
Warrant	SP033015	\$	3,251.00	Non-Human Services Warrant
Warrant	40215	\$	186,280.64	Non-Human Services Warrant
Warrant	HS040215	\$	156,378.86	Human Services Warrant
Warrant	41015	\$	203,790.68	Non-Human Services Warrant
Warrant	HS041015	\$	150,709.51	Human Services Warrant

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 Budget Transfers – A Budget Transfer was requested in the amount of \$15,000.00 to increase the Impact Fees Fund budget for the Entrepreneurial Business Plan Contest. A Budget Transfer was requested in the amount of \$15,000.00 from Contingency to the Community Development budget for the payment to the City of Oil City and a Budget Transfer was requested in the amount of \$31,000.00 from Contingency to the Sheriff’s budget for the purchase of a vehicle.

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

Approval of Ratification of Lease Agreement with Hicks Office Equipment – Assessment Office – This lease agreement with Hicks Office Equipment is for a copier/printer/scanner/fax for the Assessment Office. This is a five (5) year lease which begins on April 1, 2015 and ends on March 30,

2020. The total cost of this lease agreement is \$25,209.00 or \$420.15 per month.

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

Approval of Engagement Letter with Maher Duessel – This is an engagement letter for the year-end audit for June 30, 2015 for Sugar Valley Lodge, Inc. The fee for this service will be billed at hourly rates not to exceed \$12,000.00.

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

Approval of Warren Careerlink® Lease – This is a lease for the new facility for the Warren Careerlink®. They are set to move in on July 1, 2015.

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

Approval of Erie Bayfront for Strategic Plan – This contract is for the Northwest Workforce Investment Board to use the Erie Bayfront for Strategic Planning on May 1 and 2.

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

Approval of Stone Consulting – This contract is with Stone Consulting who will provide the architectural work required for the building at the Warren Careerlink®.

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

Approval of License For Use of Facilities – This contract is with Edinboro for the use of the conference room at their facility for the Manufacturing Industrial Partnership.

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:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **William Bailey**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 03/15/15; Special Conditions:** Filling existing vacancy; Action ratified at the April Prison Board meeting; of **Michael Norris**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 03/16/15; Special Conditions:** Filling existing vacancy;

Action ratified at the April Prison Board meeting. In Department #520 (Children & Youth) of **Jennifer Lytle**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 04/06/15; Special Conditions:** Filling existing vacancy; of **Bethany Slautterback**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 03/30/15; Special Conditions:** Filling existing vacancy; of **Jessica Ziegler**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 04/06/15; Special Conditions:** Filling existing vacancy. In Department #530 (PIC Unit) of **Lewis Nordin Jr.**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 04/01/15; Special Conditions:** Filling existing vacancy; of **Ryan O'Neill**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 04/13/15; Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **Abigaile Rosen**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 04/13/15; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #520 (Children & Youth) of **Amanda Sheffer**, from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Program Specialist, Full-Time Exempt, Exempt Pay Grade 3, **effective 04/06/15; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER / CHANGE IN STATUS – In Department #531 (Human Service Clerical) of **Michelle Jones-Simon**, from Department Clerk III, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 to Department #540 (MH/DS), Administrative Officer I, Probationary Exempt Full-Time, Exempt Pay Grade 1, **effective 03/23/15; Special Conditions:** Filling existing vacancy.

LATERAL TRANSFER / RATE ADJUSTMENT – In Department #260 (District Attorney) of **Shelly Walters**, from Paralegal, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.4260/hr.) to Department #125 (Public Defender), Administrative Assistant II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.5260/hr.), **effective 03/30/15; Special Conditions:** Filling existing vacancy. Rate adjustment due to increased position responsibilities.

VOLUNTARY DEMOTION – In Department #531 (Human Service Clerical) of **Wendy Hoover**, from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, **effective 03/18/15; Special Conditions:** Returning to former position.

RETURN FROM LEAVE OF ABSENCE / RATE ADJUSTMENT – In Department #520 (Children & Youth Services) of **Sherry McCauley**, Caseworker II, Full-Time, 80 hours/pay from Non-Union Hourly Pay Grade 6 (\$14.1050/hr.), to Non-Union Hourly Pay Grade 6 (\$15.7515/hr.), **effective 04/27/15; Special Conditions:** Rate adjustment due to 2014 and 2015 COLA increases provided upon return from educational leave.

END OF PROBATION – In Department #130 (Human Resources) of **Michelle Craig**, Benefits Coordinator, Full-Time, 70 hours/pay, **effective 02/04/15**. In Department #305 (Prison) of **Daniel Hovis**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, **effective 03/08/15; Special Conditions:** Action to be ratified at the May Prison Board meeting; of **Shelly Thomas**, 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 02/18/15; Special**

Conditions: Action to be ratified at the May Prison Board meeting. In Department #325 (911 Center) of Tyler Cochran, Telecommunicator I, Part-Time, 40 hours/pay, **effective 02/25/15**; of Samuel McSparren, Telecommunicator I, Part-Time, 40 hours/pay, **effective 02/11/15**; of Terry Wygant, Telecommunicator I, Part-Time, 40 hours/pay, **effective 02/11/15**. In Department #507 (Veterans' Affairs) of Richard Mulholland, Director of Veterans' Affairs, Exempt Full-Time, **effective 10/14/14**. In Department #520 (Children & Youth) of Christian Druckemiller, Casework Supervisor, Exempt Full-Time, **effective 02/27/15**. In Department #580 (Transportation) of Kathy Garin, Transportation Aide, SEIU Position, Part-Time, 50 hours/pay, **effective 02/20/15**.

SEPARATION OF EMPLOYMENT – In Department #580 (Transportation) of Cynthia Cook, Dispatcher/Garage Clerk, **effective 03/20/15**; of Randall Devlin, Bus/Van Driver, **effective 03/12/15**.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION / TRANSFER – In Department #320 (Emergency Mgt.) of Todd Johnson, from Operations, Training & Safety Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 to Department #540 (MH/DS), Quality Management Coordinator/Safety, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 03/16/15**; **Special Conditions:** Reallocation due to restructuring of Emergency Management.

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:

PROBATIONARY NEW HIRE – In Department #180 (Treasurer) of Nichole Kellar, Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6, **effective 03/30/15**; **Special Conditions:** Filling existing vacancy. In Department #310 (Court Supervision Services) of Melanie Smith, Community Based Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 03/23/15**; **Special Conditions:** Filling existing vacancy.

LATERAL TRANSFER / RATE ADJUSTMENT – In Department #260 (District Attorney) of Shelly Walters, from Paralegal, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.4260/hr.) to Department #125 (Public Defender), Administrative Assistant II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.5260/hr.), **effective 03/30/15**; **Special Conditions:** Filling existing vacancy. Rate adjustment due to increased position responsibilities.

DECREASE IN HOURS – In Department #265 (Prothonotary) of Clarice Koby, Department Clerk Intern, Part-Time, Non-Union Hourly Pay Grade 1 from 42 hours/pay to 21 hours/pay, **effective 03/16/15**.

END OF PROBATION – In Department #265 (Prothonotary) of **Holly Watson**, Department Clerk II, Full-Time, 80 hours/pay, **effective 02/05/15**.

SEPARATION OF EMPLOYMENT – In Department #180 (Treasurer) of **Mary Whitmire**, Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, **effective 03/19/15**. In Department #310 (Court Supervision Services) of **Stacy McFall**, Underage Drinking School Instructor, Part-Time On-Call, Per Diem, **effective 03/31/15**.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

REHIRE – In Department #265 (Prothonotary) of **Penny Knupp**, Department Clerk Intern, Part-Time, 21 hours/pay, Non-Union Hourly Pay Grade 1, **effective 03/16/15**; **Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

PROMOTION – In Department #260 (District Attorney) of **Victoria Quen** from Legal Secretary II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 to Legal Assistant, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 03/30/15**; **Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

Approval of Merit System Standards – This is for the Human Services employees to ensure recruitment is fair and just and to promote the employees of Venango County.

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

Approval of Policy #HR-15-03 – I-9 Verification & E-Verify Policy and Procedure – This policy and procedure was developed to comply with federal regulations to determine eligibility of United States citizens.

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

Approval of Policy #HR-15-04 – Loudermill Meeting Policy – This policy was written to establish a uniform process across the County departments on proper handling of disciplinary meetings.

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

PLANNING COMMISSION:

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

Approval of Venango County Regional Planning Commissioner Annual Report – This annual report is required by the Municipal Planning Code. This was approved by the Planning Commission at their March meeting.

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

Approval of Resolution 2015-07 – Fair Housing Resolution – This resolution is a requirement of the CDBG application.

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

Approval of Fee Reimbursement Agreements

- Seneca United Methodist Church
- Oil Region Alliance of Business Industry & Tourism

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

TWO MILE RUN COUNTY PARK:

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

Approval of Permit from Pennsylvania Fish and Boat Commission – Boat Races on Justus Lake – The application for the annual Memorial Day Weekend Boat Races at Two Mile Run County Park has been received from Three Rivers Outboard Racing Association. The races will be held May 23 and 24, Memorial Day weekend.

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

Approval of Contract with Miller Construction – This contract is with Miller Construction to replace the siding on the Nature Lodge. The cost of this is \$7,430.00.

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

Approval of Park Trail Committee Directive – This document outlines who comprises the Trail Committee, what the members should and shouldn't do and where donations should be directed.

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

Approval of Adopt-A-Pavilion Project Agreements

- Jeffrey Family
- Franklin Elks Lodge #110
- Franklin Moose #83
- Pin Oak Village

The Jeffrey Family, Franklin Elks Lodge #110, Franklin Moose #83 and Pin Oak Village have sponsored pavilions for this year.

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

Approval of Appointment of Debbra Kapp to the Two Mile Run County Park Advisory Board – This is a four (4) year term appointment and it is Ms. Kapp’s first term.

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

Mr. Mihalic presented the Park Activities Report:

Danny Norris has moved back to the Park for the season.

The docks are in the lake for trout season.

The campground will officially open on May 15th.

COUNTY ADMINISTRATION:

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

Approval of Award of Act 13 Impact Fees Funds – This is a request from the Oil Region Alliance for \$15,000.00 for the Entrepreneurial Business Plan Contest for the Erie to Pittsburgh Trails. The money will come out of the Act 13 Impact Fees funds.

The Oil Region Alliance submitted a second request for \$25,000.00 for the Down’s Building located in downtown Oil City. This will be a downtown historic preservation reuse project. On the first floor there will be a retail space for entrepreneurs for trail related businesses and the upper two (2) stories will be renovated into residential apartments. This is a multi-stage project and this \$25,000.00 will be used for the installation of new electrical service and roof replacement.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Agreement with Pennsylvania Electric Company – This is for pole attachment agreements so when we need to place any type of attachments to any poles we will have the ability to do so. This will help to advance the fiber optic project. A lump sum payment of \$1,000.00 is due upon execution

of the agreement for the license preparation and administration fee in addition to a payment of \$29.00 per attachment per pole per year.

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

The following item was presented for approval by Solicitor Winkler:

Approval of Municipal Police Cooperation Agreement DUI Task Force – This is an agreement with the County, the boroughs of Emlenton, Polk and Sugar creek and the cities of Franklin and Oil City (Municipalities). The laws against driving under the influence (“DUI”) may be more effectively enforced through the County (Sheriff’s Office and Adult / Juvenile Court Supervision) and the Municipalities if County personnel and the policy officers of one Municipality are authorized to act in the other Municipalities or in conjunction with County personnel.

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

The following items were presented for approval by Commissioner Brooks:

Approval of Proclamation – Bridge Builders Community Foundations Celebration – Bridge Builders Community Foundations and its former Venango Area Community Foundation will mark forty (40) years of service to the area on April 30, 2015. With this proclamation, the Venango County Commissioners proclaim April 30, 2015 as “Bridge Builders Community Foundation Day” in honor of their diligence to provide community outreach and active participation for local philanthropy that touches the lives of people in an effort to make a meaningful difference in our region.

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

Approval of Appointment of Debra Kapp to the NW Planning Commission – This is a two (2) year appointment to the NW Planning Commission. This is Ms. Kapp’s first term.

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

Approval of Proclamation – Relay For Life – Paint the County Purple – This is a proclamation to support the Relay For Life in an effort to raise awareness of the event taking place May 30 – May 31. This proclamation asks all public officials, all employees and all citizens of Venango County to show support by painting the County purple during the month of May by wearing purple clothing and/or accessories and by adorning purple bows and ribbons on buildings and cars in an effort to promote the mindset of thinking Survivor. This year a kick-off event will be held at the Cranberry Mall on April 25 & 26. There will be many activities including bands, Photo Ops and fundraisers.

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

OTHER BUSINESS

Venango County Veterans Office Recently Assisted V.E.T.S. Honor Guard with Receiving \$10,000 Grant Award – Mr. Mulholland presented to the group that the Venango County Veterans Office assisted the V.E.T.S. Honor Guard with receiving a grant award from the Pennsylvania Veterans’ Trust Fun. The amount of the grant is \$10,000.00. The grant will be used over the next twenty-four (24) month period to assist in facilitating the Honor Guard with providing full military honors at Veterans funerals.

Ms. Jones made an announcement that Venango County needs poll workers for the upcoming Primary Election. Various positions are open and the pay ranges from \$120.00 to \$70.00 for the day of Election Day.

PUBLIC COMMENT

There was no other business conducted.

ADJOURNMENT

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

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.