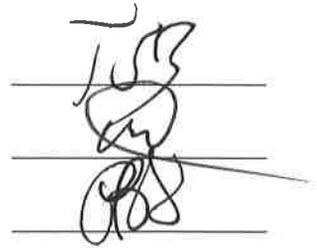


Reviewed by:



**COMMISSIONER BOARD MINUTES  
December 8, 2015**

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Timothy Brooks  
Commissioner Bonnie Summers  
Rich Winkler, Solicitor  
OC Bell, Airport  
Tim Dunkle, Public Safety  
Bill Kresinski, MIS  
Rich Mihalic, Park  
Deb Sharpe, Treasurer  
Michelle Tarr, Older Adult Services  
Mitchell Littler, Public  
Pastor Barry Markel, Community Church of God

Commissioner Vince Witherup  
Denise Jones, Chief Clerk/County Administrator  
Abby Flockerzi, Administrative Assistant  
Diona Brick, Fiscal  
Timothy Johnson, Domestic Relations  
Gerry McGuinness, Voter Registration  
Jason Ruggiero, Planning  
Jillian Stephens, Human Resources  
Albert "Chip" Abramovic, Public  
Sheila Boughner, News Media

The Retirement Board and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

**CALL TO ORDER:**

Commissioner Brooks called the meeting to order at 6:06 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following changes were made to the agenda: addition of Approval of Bid Award to Dennis Baker Construction for Office Space in Hangar 3 and change of the Hangar Lease with Joseph James Campagna to a Residential Lease under Community Services; addition of Approval of Taylor Diversions, Inc. Contract and Approval of Memorandums of Understanding Between the County and Agencies that get Emergency Food Funding under Human Services; addition of Approval of Amendment to Lincoln Financial Group under Human Resources.

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

**APPROVAL OF MINUTES FROM THE NOVEMBER 17, 2015 MEETING:**

Commissioner Summers made a motion to approve the minutes from the November 17, 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. Johnson:

Approval of Title IV-D Contract with Attorney Eric A. Padin, Esq. – This contract is to approve Eric A. Padin, Esq. to provide IV-D counsel services to plaintiffs in child support matters.

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

Ratification of Order Agreement for Copier Lease with Ricoh – Domestic Relations – This contract provides a 60 page per minute copier, a multi-purpose fax machine and a color printer to Domestic Relations Services. The copier and fax machine are also covered under a maintenance agreement for the duration of the contract. This contract is a 29 month and begins 11/20/2015.

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

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

Approval of DUI Task Force Agreement – This is an agreement with the County, the boroughs of Emlenton, Polk and Sugarcreek 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 Court-Appointed PCCR Counsel for Calendar Year 2016: This is for Post-Conviction Collateral Relief Petitions. The cost is \$500.00 per case and shall be paid from the Public Defender’s budget.

- Matthew C. Parson, Esquire
- Eric A. Padin, Esquire

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

Approval of Court-Appointed Criminal Counsel for Calendar Year 2016: The cost is \$525.00 per case and shall be paid from the Public Defender’s budget. In the event an appeal is filed with the Superior

Court of Pennsylvania an additional stipend of \$250 per case shall be paid by the County of Venango upon proof of filing.

- Pamela Logsdon Sibley, Esquire
- Neil E. Rothschild, Esquire
- Eric A. Padin, Esquire

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

Approval of Court-Appointed Counsel For Polk Center Residents for Calendar Year 2016: This appointment is for counsel for residents of Polk Center at hearings that the Court may schedule from time to time in 2016. The cost is \$75.00 per case and shall be paid from the budget of the Court.

- Matthew C. Parson, Esquire

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

Approval of Court-Appointed Counsel / Mental Health Procedures Act for Calendar Year 2016: This is for representation of all defendants at UPMC Northwest, or at such other facility designated by UPMC for the care and treatment of person who are committed to their facility by petition under the Mental Health Procedures Act and at Warren State Hospital. The cost is \$9,500.00 and shall be paid from the Public Defender's budget.

- Edward McIntyre, Esquire

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

Approval of Court-Appointed Counsel / Juvenile Master Court for Calendar Year 2016:

- Elissa M Stuttler, Esquire – This appointment calls for Ms. Stuttler to preside over Juvenile Court as the appointed Juvenile Court Master when scheduled. The cost is \$6,000 and shall be paid from the Court of Common Pleas' budget.
- Edward J. McIntyre, Esquire – This appointment calls for Mr. McIntyre to provide legal representation for the Commonwealth of Pennsylvania before the Juvenile Court Master of Venango County as an Assistant District Attorney. The cost is \$6,000 and shall be paid from the District Attorney's budget.
- Virginia Garris Sharp, Esquire – This appointment calls for Ms. Sharp to provide legal representation as the Juvenile Court Attorney for all juveniles, except those that are determined to represent a conflict of interest, scheduled before the Juvenile Court Master. The cost is \$6,000 and shall be paid from the Public Defender's budget.

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

Approval of Court-Appointed Juvenile Court Counsel / Parents for Calendar Year 2016: This is for legal representation to parents on days that are designated "Juvenile Court / CYS", in involuntary termination of parental rights proceedings initiated by Venango County Children, Youth and Families

as scheduled by the Court, facilitations and at such other times as may be directed by the Court in 2016.

- Neil E. Rothschild, Esquire – total stipend of \$26,500.00
- Edward J. McIntyre, Esquire – total stipend of \$21,500.00

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

Approval of Court-Appointed Juvenile Court Counsel / Guardian AD Litem for Calendar Year 2016:

- Virginia Garris Sharp, Esquire – Juvenile Court / JP – Is appointed to represented juveniles on days that are designated “Juvenile Court / JP”. The cost is \$21,500 and shall be paid from the Public Defender’s budget.
- Virginia Garris Sharp, Esquire – Juvenile Court / CYS – Is appointed to represent juveniles on dates that are designated “Juvenile Court / CYS”. The cost is \$36,500 and shall be paid from the Public Defender’s budget.
- Virginia Garris Sharp, Esquire – Ms. Sharp shall provide legal services for Emergency Hearings on hearing on 72–hour reviews on matters filed by Venango County Children, Youth and Families or Juvenile Probation, Court Supervision Services.

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

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

Approval of Reimbursement of Costs by Venango County Children and Youth Services to the Budget of the Venango County Public Defender for Legal Service Provided to Juveniles – The Human Services Administrator / MHDS Director (Office of Children Youth and Families) is directed to reimburse the budget of the Public Defender \$36,500.00 for counsel fees paid to Virginia Garris Sharp, Esquire for legal services provided to juveniles (CYF) for the calendar year of 2016.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

There was no business to be conducted.

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Drainage Supplemental Agreement with GAI Consultants, Inc. – This supplemental agreement is to provide additional inspection services to the drainage project at the Airport. The

maximum amount of the agreement shall be increased from \$68,724.70 to an amount not to exceed \$74,285.07 for an increase of \$5,560.37.

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

Approval of Residential Lease with Joseph James Campagna – This is a residential lease for the property located at 1550 Pittsburgh Road, Franklin. The lease begins December 1, 2015 and runs through November 30, 2016. The tenant, Joseph James Campagna, will pay \$650.00 per month for this lease agreement.

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

Approval of Bid Award to Dennis Baker Construction for Office Space in Hangar 3 – Dennis Baker Construction submitted the lowest bid to construct office space for the aviation flight school for the professional pilot’s program. This program is being offered in conjunction with Clarion University. The amount of the bid for this project is \$24,980.00. Dennis Baker Construction will have five (5) days to begin construction and fifteen (15) days to complete construction.

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

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

Approval of Venango County 2015 Hazard Mitigation Plan Adoption Resolution #2015-16 – The Federal Emergency Management Association (FEMA) requires the County to adopt this plan so the County is eligible for both pre- and post-disaster funds should the need arise.

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

Approval of Venango County’s Emergency Operations Plan – Per Title 65, the County is required to have a plan that is updated every four (4) years. The County last updated this plan in in 2008.

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

**HUMAN SERVICES:**

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

**NEW CONTRACTS**

**Item 1: Kara L. Smith** (EI)

**Synopsis:** Request Commissioner approval to enter into a contract with Kara L. Smith for fiscal year 2015-16 for the purpose of reimbursing the provider for Special Instruction Services to Venango County Early Intervention children as authorized by the County. The Provider will be reimbursed \$27.99 per 15 minute unit of service. The local match will come from the existing match allocation.

### **CONTRACT ADDENDUMS 2015-16**

#### **Item 1: Community Services of Venango County, Inc.** (Older Adults)

**SYNOPSIS:** Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 2015-16 for the purpose of reimbursing the Provider for actual costs incurred to secure a facility and convert the space in preparation for the future operation of a senior center. The Provider will enter into a long term lease agreement (5 year agreement) with the landlord of the future senior center facility. The County agrees to reimburse the Provider for actual costs incurred in leasing the space through the terms of the lease. The maximum to be reimbursed to the provider for all costs associated with this contract addendum will be \$50,000. Local match will come from the existing match allocation.

#### **Item 2: Northwest Behavior Health Partnership** (MH)

**SYNOPSIS:** Request Commissioner approval to amend the contract with Northwest Behavioral Health Partnership for fiscal year 2015-16 for the purpose of reimbursing the Provider to actual costs incurred for necessary renovations needed to a small personal care home. The maximum reimbursed to the provider for renovations is \$19,200 and the contract terms were extended to June 30, 2016 to accommodate the renovation schedule. Local match will come from the existing match allocation.

### **CONTINUATION CONTRACTS 2015-16**

#### **Item 1: Xtreme Snow Removal & Ice Control** (Transportation)

**Synopsis:** Request Commissioner approval to contract with Xtreme Snow Removal & Ice Control for the period December 1, 2015 through April 15, 2016 for salt and plow services at the Cranberry Walmart shelter (\$55/salt and plow) and the UPMC Seneca Area shelter (\$28 / salt and plow).

### **OTHER ITEMS:**

#### **Item 1: Pennsylvania Department of Agriculture Agreement** (Older adults)

Request for the County to enter into an agreement with the PA Department of Agriculture who will provide funds through the county to eligible senior citizens to purchase fresh fruits and vegetables from PA farmers who offer their produce for sale at designated farm markets. Annual funding in the amount of \$1000 will become available beginning in 2016 through the year 2020. There is no local match required.

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

Request Commissioner approval to enter into a Resource Family Agreement for the Foster/ Kinship Care Program.

**Item 3: Memorandum of Agreement – Erie Metro Transit Authority** (Trans)

Request for the Commissioners to enter into an agreement with the Erie Metro Transit Authority whereby Venango County will provide transportation needed by Venango County clients with the use of a 2010 Ford E-450 16 passenger bus that is owned by the Erie Metropolitan Transit Authority.

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

The following item was presented for approval by Commissioner Brooks:

Transportation Regionalization Resolution #2015-18 – This resolution serves as the first formal step in the process to merge the Venango county Public Transportation Program and the Crawford Area Transportation Authority. This merger is being done in an effort to reduce costs while still providing a high level of service to residents of both counties. PennDOT has indicated they are supportive of both counties moving forward with regionalization of their transportation services as it is the best option for both entities.

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

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

Approval of Taylor Diversions, Inc. Contract – Request Commissioner approval to enter into a contract with Taylor Diversions, Inc. to provide foster care and residential placement to Venango County children in the Child Welfare system, as authorized by the County.

Approval of Memorandums of Understanding between the County and Agencies that get Emergency Food Funding – The four agencies involved with the memorandums of understanding are the Salvation Army of Franklin, Community Services of Venango County, Salvation Army of Oil City and Grace United Methodist Church.

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:

112015	\$ 879,675.05	Non-Human Service Warrant
HS111615	533.66	Human Service Warrant
SP111815	3,081.81	Non-Human Service Warrant
EL111715	25,158.70	Non-Human Service Warrant

HS112015	152,173.16	Human Service Warrant
112515	201,941.25	Non-Human Service Warrant
SP112315	10,129.00	Non-Human Service Warrant
HS112515	219,235.50	Human Service Warrant
SP120115	3,050.11	Non-Human Service Warrant
HS120115	3,555.33	Human Service Warrant
120415	553,490.11	Non-Human Service Warrant
HS120415	54,539.48	Human Service Warrant
SP120415	38,000.00	Non-Human Service Warrant
	<b>Total: \$ 2,114,563.16</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 2016 Budget – Ms. Brick presented the 2016 Budget which includes the millage rate remaining at 6 mills for 2015. Total revenue for the 2015 budget is \$60,655,334 and total expenses are \$61,588,456. Revenue and expenses do not equal due to the fact that the General Fund and the Human Services Fund have two different fiscal years, but the General Fund is required to be adopted with a balanced budget on or before December 31 annually. A minimal change from the proposed budget presented at the November meeting includes \$20,000.00. This amount was included for a new vehicle for Two Mile Run County Park and has been removed from the final 2016 budget. A \$20,000.00 budget transfer will be presented to the Board for approval from Capital to the Maintenance budget for the purchase of a vehicle, as one (1) vehicle from Maintenance will be transferred to the Park.

Commissioner Witherup made a motion to approve the 2016 budget, seconded by Commissioner Summers, aye all.

Approval of Tax Base Certification – The Commissioners are required to certify the Tax Base on or before December 31 annually. There are 36,095 parcels. The total taxable amount is \$2,006,651,595.00. The County-wide total including the exempt is \$2,430,408,475.00.

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

Approval of Budget Transfers – The following budget transfers were presented for approval:

- Transfer of \$38,000.00 from Capital to the Equipment Capital line item in the Prison Budget for the fire alarm.
- Transfer of \$38,000.00 from Capital to the Vehicle line item in the Maintenance Budget for the truck purchase.

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

Approval of Computer Support Contract – This contract is with the Title I provider. This is strictly for time and materials.

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

Approval of Grant Amendment for EARN (Enrichment and Advancement Retention Network) – This grant amendment outlines the fact that reinvesting performance funds must go back into the EARN program. It also eliminates the increase in performance goals and makes some other changes to the percentages for the performance goals.

Commissioner Witherup made a motion to approve the above item, 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 **Charles Donella**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 11/24/15; Special Conditions:** Filling existing vacancy; Action ratified at the December Prison Board meeting; of **Michael Griffin**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 11/25/15; Special Conditions:** Filling existing vacancy; Action ratified at the December Prison Board meeting; of **Jessica Stewart**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/06/15; Special Conditions:** Filling existing vacancy; Action to be ratified at the January Prison Board meeting.

**CHANGE IN STATUS / JOB TITLE CHANGE** – In Department #305 (Prison) of **Tyler Lockhart** from Corrections Monitor, AFSCME Position, Probationary Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11 to Corrections Officer, AFSCME Position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/13/15; Special Conditions:** Filling existing vacancy; Action to be ratified at the January Prison Board meeting.

**PROMOTION / TRANSFER** – In Department #305 (Prison) of **Mitchell Womeldorf** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department #270 (Sheriff's Office), Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 12/07/15; Special Conditions:** Filling existing vacancy. In Department #510 (Older Adult Services) of **Laurie Greenlee** from Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 to Department #509 (Human Service Fiscal), Fiscal Technician, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 11/23/15; Special Conditions:** Filling existing vacancy.

**TRANSFER / VOLUNTARY DEMOTION / DECREASE IN HOURS** – In Department #305 (Prison) of **Bobbi Seigworth** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department #180 (Treasurer's Office), Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6, **effective 12/07/15; Special Conditions:** Filling existing vacancy.

**INCREASE IN HOURS** – In Department #320 (Emergency Management) of **Janis Cochran**, Department Clerk III, SEIU Position, SEIU Pay Grade 8 **from** 75 hours/pay **to** 80 hours/pay, **effective 11/23/15**.

**END OF PROBATION** – In Department #125 (Public Defender’s Office) of **Matthew Parson**, Assistant Public Defender, **effective 12/08/15**. In Department #305 (Prison) of **Daniel Hovis**, Corrections Officer, AFSCME Position **from** Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.) **to** Regular Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$11.25/hr.), **effective 11/11/15**; **Special Conditions**: Action ratified at the December Prison Board meeting.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #580 (Transportation) of **Patti Watson**, Lead Dispatcher, **effective 11/30/15**.

**SEPARATION OF EMPLOYMENT** – In Department #530 (PIC Unit) of **Ryan O’Neill**, Caseworker III, **effective 12/01/15**; of **Jennifer Richards**, PIC Program Director, **effective 12/11/15**.

**CORRECTIONS TO 11/17/15 HR COMMISSIONER BOARD AGENDA**

**PROBATIONARY NEW HIRE** – In Department #580 (Transportation) of **Robert Amsler, Jr.**, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 11/30/15**; **Special Conditions**: Filling existing vacancy.

**Note: Applicant rescinded acceptance of job offer.**

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

None.

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 #270 (Sheriff’s Office) of **Justin Alt**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 12/07/15**; **Special Conditions**: Filling existing vacancy.

**PROMOTION** – In Department #180 (Treasurer’s Office) of **Jeannie Ritchey** **from** Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 **to** 2<sup>nd</sup> Deputy Treasurer, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3, **effective 12/07/15**; **Special Conditions**: Filling existing vacancy.

**PROMOTION / TRANSFER** – In Department #305 (Prison) of **Mitchell Womeldorf** **from** Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 **to** Department #270 (Sheriff’s Office), Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 12/07/15**; **Special Conditions**: Filling existing vacancy.

**RATE ADJUSTMENT** – In Department #250 (Register & Recorder) of Lisa Allison, 2<sup>nd</sup> Deputy Register & Recorder, Full-Time, 80 hours/pay **from** Non-Union Hourly Pay Grade 3 (\$11.5594/hr.) **to** Non-Union Hourly Pay Grade 3 (\$12.1374/hr.), **effective 12/07/15**; **Special Conditions:** Rate adjustment due to increase in responsibilities; of Cori Sharpe, 1<sup>st</sup> Deputy Register & Recorder, Full-Time, 80 hours/pay **from** Non-Union Hourly Pay Grade 5 (\$13.9990/hr.) **to** Non-Union Hourly Pay Grade 5 (\$14.6990/hr.), **effective 12/07/15**; **Special Conditions:** Rate adjustment due to increase in responsibilities.

**TRANSFER / VOLUNTARY DEMOTION / DECREASE IN HOURS** – In Department #305 (Prison) of Bobbi Seigworth **from** Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 **to** Department #180 (Treasurer's Office), Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6, **effective 12/07/15**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #310 (Court Supervision Services) of James Weaver, ARD Probation Officer, **effective 12/18/15**.

**SEPARATION OF EMPLOYMENT** – In Department #270 (Sheriff's Office) of Andrew Falco, Deputy Sheriff, **effective 11/20/15**; of Frank Grzasko, Deputy Sheriff, **effective 12/04/15**.

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

**PROBATIONARY NEW HIRE** – In Department #205 (Courts) of Sondra Black, Court Reporter II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 01/04/16**; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting.

**PROMOTION** – In Department #180 (Treasurer's Office) of Bonnie Smith **from** 2<sup>nd</sup> Deputy Treasurer, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 **to** 1<sup>st</sup> Deputy Treasurer, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 5, **effective 12/07/15**; **Special Conditions:** Temporary assignment approved through 12/31/15 to provide training opportunity. At the completion of the temporary assignment employee will fill the existing vacancy.

**POSITION REALLOCATION** – In Department #205 (Courts) of Gwendolyn Calhoun **from** Court Reporter, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 **to** Court Reporter I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 01/04/16**; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting.

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

Approval of Renewal of Contract with Delta Dental – This is a two (2) year contract with Delta Dental. The term of the contract is from January 1, 2016 to December 31, 2017. The administration fee remains the same at 14.2% of claims. The monthly deposit increase to \$8,750.00, up from \$7,800.00 due to the amount of claims the County has paid.

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

Approval of Amendment to Lincoln Financial Group – This contract is for the life insurance offered to County employees and retirees. This contract was approved at the November Commissioner Board Meeting as a one (1) contract. This amendment makes the contract a two (2) year contract.

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 Mr. Ruggiero:

Approval of Resolution #2015-17 – Approval of Community Development Block Grant Application FFY 2015 – This is a \$222,459.00 application for the County which includes projects in Cornplanter Township, Clap Farm Street improvements, Rouseville Borough sewer extension and Venango County Land Bank blight remediation along with program administration. For Cranberry Township, the County is now required to submit the application and administer the program. It is \$102,914.00 with projects to remove architectural barriers at Morrison Park, conduct road improvements on Upper Sage Run and to do code enforcement on Upper Sage Run along with program administration. The County is also required to administer the grant for Sugarcreek Borough. Sugarcreek Borough's allocation is \$91,904.00 with \$11,000.00 going to clearance and demolition, \$34,425.00 going to architectural barrier removal at the Miller Sibley pool and \$37,289.00 going to Venango Street improvements and program administration.

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

**TWO MILE RUN COUNTY PARK:**

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

Approval of Contract with Hepler General Contracting to Install a New Roof at the Conservation District Office – This contract is to install a new shingle roof on the Conservation District office. The cost is \$6,300.00.

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

Mr. Mihalic presented the Park Activities Report:

The annual Venango County Fatherhood Winter-Fest will be held at the Park on January 23. This will also be the free learn to ski day. The alternate date is January 30.

Mr. Mihalic thanked the Commissioner Board for all of the support they have given the Park and the Park staff. He also wanted all of the County offices and the Employee Relations Committee to know they are greatly appreciated.

**COUNTY ADMINISTRATION:**

The following item was presented for approval by Commissioner Witherup:

Approval of Oil Region Alliance of Business, Industry & Tourism 2016 Proposed Tourism Destination Marketing Plan and Budget – The Oil Region Alliance of Business, Industry and Tourism provides tourism services through the Tourist Promotion Agency that is housed in and is a part of the ORA. As a part of the agreement to receive the Hotel Excise funding, their annual marketing project summary must be submitted to the County for review and approved by the Board of Commissioners.

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

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

Approval of Lennon, Smith & Souleret Engineering, Inc. Increase in Engineering Fees for 2016 – This fee schedule is for the firm that provides engineering services for the County. All fees are remaining the same for 2016. Lennon, Smith & Souleret have added two (2) new classifications: Project Manager IV and Project Manager III.

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

Approval of County of Venango Use of Portable Electric Space Heaters Policy – This policy was prepared by the Safety Committee to ensure County employees have safe space heaters and that the space heaters are not left unattended.

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

The following item was presented for approval by Commissioner Summers:

Approval of Appointment of Nancy Marano to the Venango County Land Bank Governing Board – The appointment of Ms. Marano will be for a three (3) year term and will begin on January 1, 2016 and end on December 31, 2018. This will be Ms. Marano's first term.

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

The following item was presented for approval by Commissioner Witherup:

Approval of Proclamation for Eagle Scout Recognition for James Francis Amero II – This proclamation recognizes James Francis Amero II of Troop #11 for his attainment of Eagle Scout. The actual Eagle Scout ceremony for Mr. Amero will be held on December 12, 2015.

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

**OTHER BUSINESS**

Commissioner Brooks informed everyone that the Reorganizational Meeting will be held after the Swearing-In Ceremony on January 4, 2016.

Commissioners Brooks and Witherup took this time to thank Commissioner Summers for her time and service and to also thank her family for allowing her to be part of the Commissioner Board for the past four (4) years. Commissioner Summers stated that the three (3) Commissioners had worked from a “foundation of truth, trust and honesty”. She also thanked Chief Clerk / County Administrator Denise Jones and the entire “county team”.

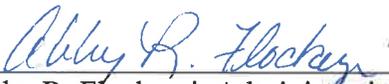
**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:41 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,

  
\_\_\_\_\_  
Abby R. Flockerzi, Administrative Assistant