

Reviewed by: TSB
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COMMISSIONER BOARD MINUTES
February 9, 2016

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

Commissioner Timothy Brooks
Commissioner Albert Abramovic
Rich Winkler, Solicitor
OC Bell, Airport
Karen Clark, Transportation
Rich Mihalic, Park
Jason Ruggiero, Planning
Jillian Stephens, Human Resources
Paul Kentzel, Emlenton Boro
Paul Poorman, Public
Pastor Jodi Poorman, Fox Street Church of God

Commissioner Vince Witherup
Denise Jones, Chief Clerk/County Administrator
Abby Flockerzi, Administrative Assistant
Diona Brick, Fiscal
Gerry McGuinness, Voter Registration
Jayne Romero, Human Services
Deb Sharpe, Treasurer
Tim Geibel, CATA
Nancy Marano, Emlenton Boro
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 6:04 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval to Rescind Copier Agreement with Ricoh for Domestic Relations under Court Administration; Approval of Copier Agreement with Hick's Office Equipment for Domestic Relations under Court Administration; Approval of Agreement between Community Ambulance Service, Inc. and Venango Sheriff's Office under Row Offices; Ratification of Settlement Agreement and Release with St. Benedict's Education Center under Finance Administration – Fiscal Agent for NW Workforce Development Board (NWWDB); and addition of Appointment of Tracy Jamieson to the Venango County Planning Commission under Planning Commission.

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

APPROVAL OF MINUTES FROM THE JANUARY 11, 2016 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the January 11, 2016 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

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

Approval to Rescind Maintenance Agreement with Ricoh – This agreement was first approved in October 2015. In December 2015, an updated agreement was ratified to reflect a lower price than the October agreement. In January 2016, Mr. Johnson, Director of Domestic Relations, was notified Ricoh was unable to honor the lower price.

Commissioner Witherup made a motion to rescind the above contract, seconded by Commissioner Abramovic, aye all.

Approval of Copier Agreement with Hick’s Office Equipment – This agreement with Hick’s Office Equipment is for a copier and a multi-purpose fax machine. The agreement also includes a maintenance agreement on both the copier and the multi-purpose fax machine. This is a 60 month agreement at a monthly cost of \$335.53.

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

ROW OFFICES:

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

Approval of Agreement between Community Ambulance Service, Inc. and Venango Sheriff’s Office – This agreement, with the consent of the Dr. Randy Boggess, DO (EMS Agency Medical Director), permits Venango County Sheriff’s Deputies to obtain and use a supply of Naloxone (Narcan).

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

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of Agreement with GAI Consultants, Inc. for Obstruction Removal Phase II – This agreement is for Phase II Obstruction Removal – Engineering. This is intended to clear the obstructions from the flight paths on three (3) of the Airport’s runway approaches. The amount of this agreement is \$108,018.93.

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

Ratification of Rehabilitate Runway Pavement and Marking Grant Offer / Agreement – This grant offer / agreement is offered by the Commonwealth of Pennsylvania, acting through the Department of Transportation, Bureau of Aviation, for and on behalf of the Commonwealth of Pennsylvania to rehabilitate runway pavement and marking. The total amount is \$338,469, with 95%, or \$321,545, coming from State Block Grant Program. An additional 2 ½%, or \$8,464, will come from the Aviation Development Program and the remaining 2 ½% will be the County’s match responsibility.

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

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

Approval of Regional Computer Aided Dispatch (R-CAD) Memorandum of Understanding and Agreement – R-CAD is a Regional Group of the following counties: Butler, Lawrence, Mercer and Venango. The group desires and intends to formalize their agreement to provide a mechanism for the acquisition of consulting services to provide Phase I services including a consulting contract not to exceed \$100,000. The Regional Group agrees the expenses related to the consulting services shall be divided according to the total cost of the contract, to the number of positions as a percentage of the total as follows: Butler County = 28%; Lawrence County = 24%; Mercer County = 31%; and Venango County = 17%.

Commissioner Abramovic made a motion to approve the above Memorandum of Understanding and agreement, seconded by Commissioner Witherup, aye all.

Approval of MCP Consulting Contracts – This contract is with Mission Critical Partners (MCP) and is to obtain consultant assistance for performing and technical support of public safety information systems, primarily Computer Aided Dispatch (CAD), but also as CAD relates and interfaces to the existing law enforcement Records Management System (RMS) and the existing mobile data system (MDS) for the generation of an Request for Proposal for a new shared Regional CAD (R-CAD) system. The fee for Phase I services is not to exceed \$100,000.

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

HUMAN SERVICES:

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

NEW CONTRACTS 2015-2016

Item 1: Crawford County Mental Health Awareness Program CSS

Synopsis: Request Commissioner approval to enter into a contract with Crawford County Mental Health Awareness Program for the period February 1, 2016 through December 31, 2016 to operate a life coach program for individuals who are struggling in their efforts to build a sustainable life. The provider will supply coaching in the areas of housing, employment, natural resources, independent living, soft skills training, and assisting in achieving health benefits as necessary. The County will

reimburse the provider for actual costs incurred to the maximum of \$50,960.24. There is no local match requirement.

Item 2: Community Services of Venango County. (EHS)

Synopsis: Request Commissioner Approval to continue to contract with Community Services of Venango County to provide Early Head Start services for 116 Venango County pregnant women, infants and toddlers for the period of March 1, 2016 through February 28, 2017. This contract reflects partial funding in the amount of \$849,642.00. The non-Federal share in the amount of \$212,410.00 is the responsibility of the Provider.

CONTRACT ADDENDUMS 2015-16

Item 1: Community Services of Venango County, Inc. EHS

Synopsis: Request Commissioner approval to amend the Early Head Start contract with Community Services of Venango County, Inc. for fiscal year 2015-16 for the purpose of adding language to reflect the requirements as defined in the Uniform Guidance for pass-through entities. Funding remains unchanged.

Item 2: Community Services of Venango County, Inc. OAS

Synopsis: Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 15/16 for the purpose of reimbursing the provider for providing staffing for three (3) part-time drivers at the rate of \$8.00 per hour plus applicable payroll benefits for the Home Delivered Meals program. The Provider will also be reimbursed a 3% administrative fee. There is no match associated with this funding.

OTHER ITEMS:

Item 1: Appointments to the Systems of Care Advisory Board

Request Commissioner approval to appoint Laurie Hagerty, and Luke Braugher to the Systems of Care Advisory Board effective March 1, 2016.

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.

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

Approval of Promotional License Agreement with Elat Properties, Inc. dba Cranberry Mall for Children's Day at Cranberry Mall – This agreement involves no money and basically says the County

will abide by the Mall's rules and have the proper insurance coverage to participate in Children's Day at the Mall which will be held on April 10.

Commissioner Witherup made a motion to approve the above agreement, pending the address listed on the contract to reflect the address of the County, seconded by Commissioner Abramovic, aye all.

FINANCE ADMINISTRATION:

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

011516	803,121.65	Non-Human Service Warrant	
HS011516	257,963.11	Human Service Warrant	
HS011316	246.20	Human Service Warrant	
HS012216	904.10	Human Service Warrant	
012216	494,280.02	Non-Human Service Warrant	
HS012216	164,764.87	Human Service Warrant	
SP012116	1,559.00	Non-Human Service Warrant	
012916	755,256.47	Non-Human Service Warrant	
HS012916	130,566.86	Human Service Warrant	
HS020516	261,967.15	Human Service Warrant	
020516	235,102.75	Non-Human Service Warrant	
HS020416	17.00	Human Service Warrant	
	Total: \$ 3,105,749.18		

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

Fiscal Agent for NW Workforce Development Board (NWWDB)

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

Ratification of Settlement Agreement and Release with St Benedict's Education Center – This is a settlement agreement between the State, St. Benedict's Education Center and the County of Venango. The amount of this agreement is approximately \$315,000 and is for performance dollars relating back to 2012.

Commissioner Witherup made a motion to approve the above ratification, seconded by Commissioner Abramovic, 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 **Christina Rice**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/17/16**; **Special Conditions:** Filling existing vacancy; Action ratified at the February Prison Board meeting; of **Michael Rossman**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/31/16**; **Special Conditions:** Filling existing vacancy; Action to be ratified at the March Prison Board meeting. In Department #520 (Children & Youth) of **Christopher Colflesh**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 02/08/16**; **Special Conditions:** Filling existing vacancy; of **Karen Sehman**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 02/01/16**; **Special Conditions:** Filling existing vacancy.

RE-HIRE – In Department #520 (Children & Youth) of **William VanBeek**, Caseworker I, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 02/02/16**; **Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #531 (Human Service Clerical) of **Tammy Reitz** from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 01/25/16**; **Special Conditions:** Filling existing vacancy.

PROMOTION / CHANGE IN STATUS – In Department #130 (Human Resources) of **Amanda Carbaugh** from Department Clerk II, Temporary Part-Time, 50 hours/pay, Non-Union Hourly Pay Grade 2 to Recordkeeping Coordinator, Probationary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4, **effective 02/08/16**; **Special Conditions:** Filling existing vacancy.

POSITION REALLOCATION – In Department #540 (MH/DS) of **Jayne Romero** from Human Service Administrator / MH/DS Director, Exempt Full-Time, Exempt Pay Grade 7 to Human Service Administrator / MH/DS Director, Exempt Full-Time, Exempt Pay Grade 8, **effective 01/11/16**.

POSITION RECLASSIFICATION / RATE ADJUSTMENT / TRANSFER – In Department #530 (PIC Unit) of **Kimberly Woods** from Case Management Director, Exempt Full-Time, Exempt Pay Grade 6 (\$65,253.98 / yr.) to Department #540 (MH/DS), Deputy Human Services Administrator, Exempt Full-Time, Exempt Pay Grade 6 (\$67,864.1392/yr.), **effective 01/25/16**.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #580 (Transportation) of **James Hovis** from Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 to Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 9, **effective 01/17/16**; **Special Conditions:** Filling existing vacancy; of **Ralph Semprevivo** from Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 to Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 9, **effective 01/17/16**; **Special Conditions:** Filling existing vacancy.

JOB TITLE CHANGE / RATE ADJUSTMENT – In Department #130 (Human Resources) of **Kristen Miller** from Recordkeeping Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay

Grade 4 (\$12.1623/hr.) to Payroll Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 (\$12.6488/hr.), **effective 02/08/16; Special Conditions:** Filling existing vacancy.

VOLUNTARY DEMOTION / TRANSFER – In Department #305 (Prison) of **Ashley Crawford** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department #265 (Prothonotary), Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2, **effective 02/15/16; Special Conditions:** Filling existing vacancy; Action ratified at the February Prison Board meeting.

END OF PROBATION – In Department #305 (Prison) of **Ashley Crawford**, Corrections Officer, AFSCME Position, **effective 02/07/16; Special Conditions:** Action to be ratified at the March Prison Board meeting; of **Jennifer Gregory**, Corrections Officer, AFSCME Position, **effective 02/06/16; Special Conditions:** Action ratified at the February Prison Board meeting. In Department #540 (MH/DS) of **Pam Haux**, Caseworker II, **effective 01/27/16**. In Department #580 (Transportation) of **Thomas McMahon**, Bus/Van Driver, SEIU Position, **effective 01/16/16**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #130 (Human Resources) of **Wanda Osgood**, Payroll Coordinator, **effective 02/05/16**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Shelby Knox**, Corrections Officer, **effective 01/15/16; Special Conditions:** Action ratified at the February Prison Board meeting; of **Dennis Quick**, Corrections Officer, **effective 02/12/16; Special Conditions:** Action to be ratified at the March Prison Board meeting. In Department #510 (Older Adult Services) of **William Nalepa**, Vehicle Driver, **effective 01/08/16**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROMOTION / TRANSFER – In Department #405 (Airport) of **Alan Roemer** from Custodial Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 4 to Department #160 (Maintenance), Maintenance Worker II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 01/26/16; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting.

Commissioner Abramovic 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:

VOLUNTARY DEMOTION / TRANSFER – In Department #305 (Prison) of **Ashley Crawford** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department #265 (Prothonotary), Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2, **effective 02/15/16; Special Conditions:** Filling existing vacancy; Action ratified at the February Prison Board meeting.

PROMOTION / TRANSFER – In Department #240 (DJ 3-4) of **Tonya Johnson** from Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3 to Department #225 (DJ 3-1), Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5, **effective 02/03/16; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #225 (DJ 3-1) of **Tonya Johnson**, Administrative Assistant II, Full-Time, 75 hours/pay **from** Non-Union Hourly Pay Grade 5 (\$13.3920/hr.) to Non-Union Hourly Pay Grade 5 (\$15.0000/hr.), **effective 02/03/16; Special Conditions:** Salary increase to last for a period not longer than 1 year for the purposes of training new staff and addressing administrative backlog.

INCREASE IN HOURS – In Department #260 (District Attorney) of **Christian Marshall**, Victim Witness Service Provider, Non-Union Hourly Pay Grade 6 **from** Full-Time, 70 hours/pay to Full-Time, 80 hours/pay, **effective 01/04/16; Special Conditions:** Additional hours funded through grant.

RATE ADJUSTMENT – In Department #205 (Courts) of **Andrew Karas**, Law Clerk, Exempt Full-Time **from** Legal Exempt Pay Grade 1 (\$38,957.00/yr.) to Legal Exempt Pay Grade 1 (\$43,012.00/yr.), **effective 10/09/15; Special Conditions:** Passed the PA Bar exam.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #180 (Treasurer's Office) of **Donald Ward**, First Deputy Treasurer, **effective 01/01/16**. In Department #210 (Domestic Relations) of **Debra Ochs**, Department Clerk III, **effective 12/31/15**. In Department #225 (DJ 3-1) of **Brenda Thompson**, Administrative Assistant II, **effective 01/29/16**.

SEPARATION OF EMPLOYMENT – In Department #225 (DJ 3-1) of **Janet Oakes**, Legal Secretary II, **effective 01/29/16**. In Department #310 (Court Supervision Services) of **Melanie Winters**, Collections Coordinator, **effective 02/12/16**.

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

Approval of Revisions to Policy #06-10 – ID Badge Policy – The ID Badge Policy was last updated in 2012. Recent updates include ID badges will now be updated every three (3) years verses every two (2) years and newly hired employees will receive an ID badge at their Human Resources orientation.

Commissioner Witherup a motion to approve the above revisions, seconded by Commissioner Abramovic, aye all.

PLANNING COMMISSION:

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

Approval of CDBG Cooperation Agreement with Sugarcreek Borough – This Cooperation Agreement with Sugarcreek Borough calling for the County to administer Sugarcreek Borough's CDBG program is a requirement of the Department of Community Economic Development (DCED). The Solicitor from Sugarcreek Borough and the County's Solicitor have both approved this agreement. The administration fee is 10%.

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

Approval of CDBG Cooperation Agreement with Cranberry Township – This Cooperation Agreement with Cranberry Township calling for the County to administer Cranberry Township’s CDBG program is a requirement of the Department of Community Economic Development (DCED). The Solicitor from Cranberry Township and the County’s Solicitor have both approved this agreement. The administration fee is 10%.

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

Approval of Service Provider Agreement with Victory Township – This is a County Service Provider Agreement for Stormwater Management between the Venango County Regional Planning Commission and Victory Township. This agreement sets forth that the County will administer but not enforce a flood plain ordinance for Victory Township effective December 14, 2015.

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

Approval of Appointments to the Venango County Planning Commission:

Rodney Gladd – This appointment is to change Mr. Gladd’s appointment from an elected member to non-elected member status.

Bill Moon – This appointment will be for an elected position.

Nancy Marano – This appointment will be for a non-elected position.

Tracy Jamieson – This appointment will be for a non-elected position.

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

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the Park Activities Report:

The annual Venango County Fatherhood Winter-Fest was held at the Park on January 23. There were approximately 65 people in attendance and two (2) groups participated in the free learn to ski day.

There are a number of Spring projects on tap at the Park including:

New roof on restrooms at Pioneer Flats

New shelters at campground.

COUNTY ADMINISTRATION:

The following item was presented for approval by Commissioner Brooks:

Approval of Agreement with Crawford Area Transportation Authority (CATA) – This is a commitment between the County of Venango and the Crawford Area Transportation Authority

(CATA) to engage CATA as the administrator of fixed route and shared ride paratransit services to provide public transportation for Venango County residents.

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

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

Approval of Contract with 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 2016 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 Abramovic, aye all.

Approval of Contract with TruGreen for the Courthouse and the Courthouse Annex – This contract is for grounds keeping at the Courthouse and the Courthouse Annex. The cost of this contract is \$1,825 and the contract is effective from March 1, 2016 through December 31, 2016.

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

Approval of Rental Agreement with Paris Uniform Services – This agreement calls for Paris Uniform Services to supply rugs of various sizes every two (2) weeks to the Troy A. Wood Human Services Complex, located at 1 Dale Avenue. The rugs range in price from \$1.95 each to \$4.16 each. This is a one (1) agreement and the total cost of the agreement is \$2,152.54 per year.

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

The following items were presented for approval by Commissioner Brooks:

Approval of Lease for House on Main Street in Polk – The County purchased the house located at 704 Main Street which was previously the gift shop for Polk Center. The County remodeled the house with the assistance from the Mustard Seed Mission volunteers and it is now being rented under the Section 8 voucher program.

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

Approval of Appointment of Will Price to the Venango County Housing Authority – This appointment is for a five (5) year term which is effective January 1, 2016 and expires December 31, 2020.

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

Approval of Appointment of Bonnie Summers to the Venango County Land Bank – This appointment is for a three (3) year term which is effective February 1, 2016 and expires January 31, 2019.

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

The following item was presented for approval by Commissioner Abramovic:

Approval of Proclamation Honoring Representative R. Lee James and Maureen James for Receiving the Outstanding Citizens of the Year Award – This proclamation recognizes R. Lee James and Maureen James as Citizens of the Year for the Venango Chamber of Commerce.

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

OTHER BUSINESS

There was no other business conducted.

PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:29 p.m. upon a motion by Commissioner Abramovic and a second by Commissioner Witherup, aye all.

Respectfully submitted,



Abby R. Flockerzi, Administrative Assistant