

Reviewed by:

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COMMISSIONER BOARD MINUTES
June 14, 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
LuAnn Hartman, Human Services
Jillian Stephens, Human Resources

Commissioner Vince Witherup
Shelly Hartle, Chief Clerk
Abby Flockerzi, Administrative Assistant
Diona Brick, Fiscal
Jason Ruggiero, Planning
Sally Bell, 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 6:05 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval of Amended Lease with Tri-County Developers for Partners For Performance Office Space under Finance Administration – Fiscal Agent for Northwest Workforce Development Board; addition of Approval of Contract Negotiations for Wide Area Network Resolution – Resolution 2016 – 14.

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

APPROVAL OF MINUTES FROM THE MAY 10, 2016 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the May 10, 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. Hartle:

Ratification of Copier Lease with Hicks Office Equipment for District Judge Patrick Lowrey – This agreement with Hick’s Office Equipment is for a copier at District Judge Patrick Lowrey’s office located in Seneca. This is a 60 month agreement at a monthly cost of \$107.93.

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

ROW OFFICES:

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

Approval of Disbursement of Funds of PCCD Grant for Paid Intern – This grant was approved in October 2015. The District Attorney’s office has selected their paid intern and is now requesting disbursements of this grant. This paid intern will perform duties of the Victim Witness Administrative Support. These duties will include assisting District Attorney, Assistant District Attorneys and Victim Witness providers in a variety of specialized administrative and secretarial projects and duties; statistical data entry utilizing the PMS system; assure that all paperwork is prepared for victim intake packets; update victim service materials as needed; other tasks as needed and assigned.

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

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval to Untable Bid Award to Terra Works for Hangar 6 Parking Apron at the Venango Regional Airport – This Bid Award was tabled during the May Board meeting due to the paperwork not being present.

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

Approval of Bid Award to Terra Works for Hangar Number 6 Parking Apron at the Venango Regional Airport – Terra Works was the low bidder for this project with a bid of \$24,420.

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

HUMAN SERVICES:

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

CONTINUATION AGREEMENTS 2016-2017

Item 1: Susquehanna Software, Inc. (MH)

Synopsis: Request Commissioner approval to continue to contract with Susquehanna Software, Inc. for the period July 1, 2016 through June 30, 2017 to provide technical and maintenance support (\$4,400 per quarter), quarterly CCRI submission (\$1,500 per quarter), and custom

programming (\$95 per hour) for software utilized by the mental health system. The required match will come from the existing match allocation.

Item 2: Alma Health dba MedStaffers. (OAS)

Synopsis: Request Commissioner approval to continue to contract with Alma Health dba MedStaffers for the period July1, 2016 through June 30, 2017 to provide Personal Care and Home Support at the rate of \$17.36 per hour as authorized by Venango County Older Adult Services. There is no local match requirement.

Item 3: Lifeline Systems (OAS)

Synopsis: Request Commissioner approval to continue to contract with Lifeline Systems for the period July1, 2016 through June 30, 2017 to provide Landline and HomeSafe wireless monthly monitoring at the rate of \$30 per month as authorized by Venango County Older Adult Services. There is no local match requirement.

Item 4: The Sugarcreek Police Department (MH)

Synopsis: Request Commissioner approval to continue to contract with The Sugarcreek Police Department for the period July 1, 2016 through June 30, 2017 to provide emergency transport of individuals originating within the Sugarcreek limits to the UPMC-Northwest Medical Center located in Seneca, Pennsylvania, as authorized by the MHDS Administrator or delegates of the Venango County Mental Health Department, pursuant to Article III, Section 301 and Section 302 of the of the Commonwealth of Pennsylvania Mental Health Procedures Act of 1976, As Amended, 1978. The County shall pay the Provider for officer overtime costs at a rate of the 1.5 times the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein. The local match will come from the existing match allocation.

Item 5: Seneca Medical Center of Butler Health System (MH)

Synopsis: Request Commissioner approval to continue to contract with Seneca Medical Center for the period July 1, 2016 through June 30, 2017 to provide on-call support to Venango County crisis intervention services during evening, weekend, and holiday hours. The provider will be reimbursed \$1000 per month and the local match will come from the existing match allocation.

Item 6: Monarch Care Services, LLC (OAS)

Synopsis: Request Commissioner approval to continue to contract with Monarch Care Services, LLC for the period July 1, 2016 through June 30, 2017 to provide Home Support Services (\$17.74 per hour), Personal Care Services (\$19.46 per hour) and Medication Management/administration by a licensed nurse (\$90.00 per hour) for older adults as authorized by the County. There is no local match requirement.

Item 7: Child Development Centers, Inc. (CFS)

Synopsis: Request Commissioner approval to continue to contract with Child Development Centers, Inc. for the period July 1, 2016 through June 30, 2017 to provide the Outer Limits After School Skill Building Program to approximately 145 Venango County youth aged 8 to 18. The Provider will be reimbursed \$536.67 per TANF eligible participant to the maximum of \$77,817. The local match will come from the existing match allocation.

Item 8: Schneider Electric Remote Support Contract (ID)

Request Commissioner approval to enter into an agreement for 24 hour remote telephone support, consultation, and training for the mechanical systems located at the Polk Enhanced Personal Care Home at the cost of \$4,170. The local match will come from the existing match allocation

CONTRACT ADDENDUMS 2015-16

Item 1: Hand in Hand Christian Counseling, LLC (MATP)

Synopsis: Request Commission approval to amend the contract with Hand in Hand Christian Counseling, LLC for fiscal year 15/16 to provide Medical Assistance Transportation Program (MATP) transportation to Venango County residents as authorized by the County at the rate of \$2.15 per “live mile” per MATP eligible passenger. There is no local match requirement.

Item 2: Sugar Valley Lodge (MH)

Synopsis: Request Commissioner approval to amend the contract with Sugar Valley Lodge, Inc. for fiscal year 15/16 to provide funding for various furniture and household items needed for two new 15 bed personal care homes. The maximum to be reimbursed to the provider will be \$20,000. The local match will come from the existing match allocation.

OTHER ITEMS:

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

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

Item2: Venango County Early Head Start – Community Services of Venango County

Request Commissioner approval to submit to the Department of Human Services a grant request for COLA funds in the amount of \$14,925 for the Venango County Early Head Start program for fiscal year 3/1/2016 through 2/18/2017. The local match requirement will be the responsibility of the service provider.

Item 3: PA Department of Agriculture – The Emergency Food Assistance Program (CSS)

Request Commissioner approval to submit the Program Management Agreement relative to the renewal of the Pennsylvania of Agriculture's contract to administer the Emergency Food Assistance Program for the Period October 1, 2016 through September 30, 2021.

Item 4: State Food Purchase Program (CSS)

Request Commissioner approval to submit the State Food Purchase Program Grant Agreement to the Pa Department of Agriculture for fiscal year 7/1/16 to 6/30/17.

Item 5: Helpmates, Inc. Business Associate Agreement (OAS)

Request Commissioner approval to sign a Business Associate Agreement with helpmates, Inc. in order to comply with the relevant requirements of the Health Insurance Portability and Accountability Act (HIPPA). There is no funding associated with this agreement.

Item 6: Landscaping Connections & C&S Hilltop Hardware (HS)

Request Commissioner approval to enter into an agreement with Landscaping Connections and C&S Hilltop Hardware to demolish and remove existing house at 1 Dale Avenue, dispose of debris, and fill with 320 cubic yards of structural fill at the cost of \$14,375.00. The local match will come from the existing match allocation.

Item 7: Venango County Older Adult Services Four-Year Plan 2016-2020 OAS

Request Commissioner approval to submit the Older Adult Services Four – Year Plan for years 2016-2020 to the Pa. Department of Aging. The plan serves as a framework for a comprehensive, coordinated and integrated service model for the residents of Venango County age 60+ years.

Item 8: Warren Forest Economic Opportunities Council (Weatherization)

Request Commissioner approval to extend the contract with Warren/Forest County Economic Opportunities Council for the Weatherization Program to June 30, 2016.

Item 9: Crawford Area Transportation Authority Lease Agreement (CATA) (trans)

Request Commissioner approval to enter into a lease agreement with Crawford Area Transportation Authority to allow for the lease of vehicles purchased/leased with MHDS or MATP funds. CATA will reimburse the County thirty cents (\$0.30) per mile.

Item 10: Letter of Agreement with Butler County Human Services (ID)

Request Commissioner approval to enter into an agreement with Butler County Human Services for the implementation and oversight of a shared Health Care Quality Unit (HCQU). The letter of agreement allows for up to \$6,000 of additional specialized training.

Item 11: PA Department of Human Services Grant Agreement (OAS)

Request Commissioner approval to enter into a Grant Agreement with the PA Department of Human Services and The PA Department of Aging for the purpose of extending the current grant agreement (January 1, 2012 through June 30, 2016) to June 30, 2017. The maximum grant amount to be received is \$248,296 per year but may be adjusted by the state as a result of changes in scope of work, applicable appropriations or allocations or certifications of available funds.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of County of Venango / Venango County Human Services Business Associate Agreement with Avanco International, Inc. – The County must have business agreements with everyone that has access to our information under the Health Insurance Portability and Accountability Act (HIPAA). This is to protect privacy.

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

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

Ratification of Contract with Johnson Controls for The Pointe – This contract with Johnson Controls will replace outdated / failing pneumatic boiler and chiller controls with new digital, web based controls. The cost of this contract is \$8,208.

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

FINANCE ADMINISTRATION:

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

051316	1,148,856.47	Non-Human Service Warrant
HS051316	206,897.07	Human Service Warrant
052016	901,189.90	Non-Human Service Warrant
HS052016	241,576.81	Human Service Warrant
052716	506,463.50	Non-Human Service Warrant
HS052716	148,623.16	Human Service Warrant
SP052516	250.00	Non-Human Service Warrant
SP052616	2,185.00	Non-Human Service Warrant
060316	88,970.37	Non-Human Service Warrant
HS060316	200,142.92	Human Service Warrant

061016	141,315.51	Non-Human Service Warrant
HS061016	155,054.59	Human Service Warrant
	Total: 3,741,525.30	

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

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

Approval of Cellular Policy – Policy #CEL-01 – Amendments to the Cellular Policy include reimbursement for use of cellular phones will be limited to exempt employees and elected officials only as approved by the County Commissioners. In no case shall non-exempt employees be receiving County data to a personal cellular phone. Any non-exempt employees are not to be checking County cell phone data unless on-call or otherwise being compensated as required by their supervisor.

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

Fiscal Agent for NW Workforce Development Board (NWWDB)

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

Approval of Memorandum of Financial Agreement – Greater Erie Community Action Committee (GECAC) – The amount of this financial agreement is \$171,990. This is Dislocated Worker money or Rapid Response money for the General Electric Transportation layoff.

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

Approval of Amended Lease with Tri-County Developers for Partners For Performance Office Space – This lease amendment is for space in the Downtown Mall in Meadville. The current amount of the lease is approximately \$9,380. The new amount of the lease will be \$13,002 and will provide an extra 1,000 extra square feet of space.

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

HUMAN RESOURCES:

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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Nathan Hannah**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/30/16; Special Conditions:** Filling existing vacancy; action ratified at the June

Prison Board meeting. In Department #530 (PIC Unit) of Philip Delay, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 06/06/16; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of Herbert Gordon, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 06/20/16; Special Conditions:** Filling existing vacancy; of Matthew Updegraff, Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 9, **effective 06/13/16; Special Conditions:** Filling existing vacancy.

POSITION RECLASSIFICATION – In Department #540 (MH/DS) of Todd Johnson from Quality Management Coordinator/Transportation Safety Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Quality Management/Apprise Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 07/01/16; Special Conditions:** Position reclassification due to Transportation merger.

END OF PROBATION – In Department #305 (Prison) of Charles Donella, Corrections Monitor, AFSCME Position, **effective 05/24/16; Special Conditions:** Action ratified at the June Prison Board meeting; of Michael Griffin, Corrections Monitor, AFSCME Position, **effective 05/25/16; Special Conditions:** Action ratified at the June Prison Board meeting; of Tyler Lockhart, Corrections Officer, AFSCME Position, **effective 06/13/16; Special Conditions:** Action to be ratified at the July Prison Board meeting. In Department #320 (Emergency Management) of Timothy Dunkle, Public Safety Director, **effective 09/16/15.**

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #110 (Commissioners' Office) of Denise Jones, Chief Clerk/County Administrator, **effective 05/31/16.** In Department #510 (Older Adult Services) of Susan Walters, Senior Center Services Advisor, **effective 06/30/16; Special Conditions:** Position furloughed. In Department #580 (Transportation) of Linda Chatley, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of Thomas Clark, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of George Etzel, Bus/Van Driver, SEIU Position, **effective 05/20/16;** of Jean Fico, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of John Frederick, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of Gerald Hackett, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of P. Michael Hartman, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of Theodore Heckathorn, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of Robert Heller, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of Samuel Posey, Bus/Van Driver, SEIU Position, **effective 06/10/16;** of Kenneth Ramsey, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department; of Donald Schons, Bus/Van Driver, SEIU Position, **effective 06/30/16; Special Conditions:** Separation due to furlough of Transportation Department.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Michael Rossi**, Corrections Officer, **effective 06/09/16**; **Special Conditions:** Action to be ratified at the July Prison Board meeting. In Department #509 (Human Service Fiscal) of **Dayna Trowbridge**, Fiscal Operations Officer I, **effective 06/03/16**. In Department #510 (Older Adult Services) of **Pamela Moon**, Senior Center Manager I, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Senior Center. In Department #580 (Transportation) of **Amanda Barber**, Transportation Aide, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **John Barber**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Karen Clark**, Transportation Specialist, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Robert Goodman**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **James Hovis**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Cole Irwin**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Makayla King**, Transportation Aide, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Michael McElhaney**, Lead Mechanic, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Michael McKean**, Mechanic, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Thomas McMahon**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Gary Parson**, Transportation Aide, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Mark Pattee**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Jeffrey Seigworth**, Operations Program Specialist, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Ralph Semprevivo**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department; of **Jack Slater**, Bus/Van Driver, SEIU Position, **effective 06/30/16**; **Special Conditions:** Separation due to furlough of Transportation Department.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Michael Rossi**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/12/16**; **Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; action ratified at the June Prison Board meeting.

RE-HIRE – In Department #160 (Maintenance) of **Karyn Holden**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/06/16**; **Special Conditions:** Temporary seasonal assignment through 09/02/16; filling newly created position ratified at the May Salary Board meeting; of **Zachary Walters**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/06/16**; **Special Conditions:** Temporary seasonal assignment through 09/02/16; filling newly created position ratified at the May Salary Board meeting. In Department #605 (Park) of **Rachael Moore**, Department Clerk Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/23/16**;

Special Conditions: Temporary seasonal assignment through 08/20/16; filling newly created position ratified at the May Salary Board meeting.

TEMPORARY NEW HIRE – In Department #160 (Maintenance) of Nathan Allison, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/06/16**; **Special Conditions:** Temporary seasonal assignment through 09/02/16; filling newly created position ratified at the May Salary Board meeting; of Dustin Seigworth, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/06/16**; **Special Conditions:** Temporary seasonal assignment through 09/02/16; filling newly created position ratified at the May Salary Board meeting. In Department #605 (Park) of Trevor Irwin, Maintenance Worker Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/23/16**; **Special Conditions:** Temporary assignment through 08/20/16; filling newly created position ratified at the May Salary Board meeting.

LATERAL TRANSFER – In Department #535 (Substance Abuse) of Michele Orlowski from Drug and Alcohol Case Management Specialist II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Department #310 (Court Supervision Services), Problem Solving Court Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 07/05/16**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting.

CORRECTION TO 05/10/16 COMMISSIONER BOARD AGENDA:

VOLUNTARY DEMOTION / TRANSFER – In Department #530 (PIC Unit) of Cathy Lackatos from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 to D&A Case Management Specialist II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 06/06/16**; **Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

Note: Action should also reflect a transfer to Department #535 (Substance Abuse).

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

ROW OFFICES

Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROMOTION – In Department #180 (Treasurer's Office) of Nichole Kellar from Tax Clerk, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 9 to Second Deputy Treasurer, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3, **effective 06/06/16**; **Special Conditions:** Filling existing vacancy; of Jeannie Ritchey from Second Deputy Treasurer, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 to First Deputy Treasurer, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 5, **effective 06/06/16**; **Special Conditions:** Filling existing vacancy; of Bobbi Seigworth from Department Clerk III, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 8 to Tax Clerk, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 9, **effective 06/06/16**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #235 (District Judge 3-3) of **Jenifer Graham**, Legal Secretary II, **effective 12/08/15**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #180 (Treasurer's Office) of **Bonnie Smith**, First Deputy Treasurer, **effective 06/03/16**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

LATERAL TRANSFER – In Department #535 (Substance Abuse) of **Michele Orłowski** from Drug and Alcohol Case Management Specialist II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Department #310 (Court Supervision Services), Problem Solving Court Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 07/05/16**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting.

Approval of Reappointment of Tracy Jamieson to Alternative Dispute Resolution (ADR) Panel – This reappointment is for a two (2) year term to the Alternative Dispute Resolution Panel. This is for the County's merit employees at the Troy A. Wood Human Services Complex.

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

PLANNING COMMISSION:

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

Approval of FIDC 52, LLC Escrow Agreement – This is an escrow agreement with the limited liability company that is developing the Cranberry Retail Plaza under the name Cocca Development. This is the same agreement that was approved at the April 12, 2016 Commissioner Board meeting. This is the execution of that agreement. This is an escrow agreement that will satisfy the municipal planning code requirements of a performance guarantee. This agreement is essentially a line of credit.

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

Approval of Agreement between County of Venango and Mahantango Enterprises, Inc. – This agreement with Mahantango Enterprises, Inc. is to conduct a tire collection at the Cranberry Mall on October 15, 2016.

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

Approval of Fair Housing Resolution – Resolution 2016-08 – This resolution names Erik Johnson of the Planning Commission as the Fair Housing Officer. This is a Community Development Block Grant (CDBG) requirement that we are mandated to adopt by the State.

Commissioner Witherup made a motion to approve the above resolution, seconded by Commissioner Abramovic.

Ratification of Scope of Work with Landscaping Connections, LLC. – Re-surfacing at County Transportation Building – This is a contract with Landscaping Connections, LLC to re-surface Hangar Drive at the County Transportation facility. The cost will be \$9,990 and will be paid for with Liquid Fuels funding.

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

TWO MILE RUN COUNTY PARK:

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

Approval of Contract with Miller Construction – This contract is with Miller Construction to replace the roof on the Lakes Edge Pavilion with a metal roof. The cost of this project is \$2,235.95. This money will come from the Adopt-A-Pavilion fund.

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

The following item was presented for approval by Commissioner Brooks:

Approval to Appoint Ethel Rodebaugh to Provide Volunteer Clerical Support to the Two Mile Run County Park Advisory Board – Ms. Rodebaugh has volunteered her clerical support to the Two Mile Run County Park Advisory Board.

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

Commissioner Brooks presented a brief Park Activities Report:

The YMCA Tri-Athlon was recently held at the Park.

The beach is now open.

The boat races were held on Memorial Day weekend and were a big success.

The following item was presented by Ms. Flockerzi:

Thank You to Two Mile Run County Park from Riverview Intermediate Unit 6 – Christina Keener, Service Learning / Community Based Coordinator for the Riverview Intermediate Unit 6 wrote a letter on behalf of the students, parents, staff and herself expressing gratitude. Ms. Keener wrote in part, “Your daily encouragement of our students lets us know how much your care. We are genuinely grateful you take time out of your busy days to not only teach our students, but give us advice on how we as an Intermediate Unit can improve our program. You have a true heart for our students and have become inspirational role models.”

COUNTY ADMINISTRATION:

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

Approval of Signatory Authority Resolution – Resolution 2016-09 – This resolution gives Michelle A. Hartle, Chief Clerk, authority to be a signer for all Venango County vehicle registration and titling paperwork as it relates to the purchase, sale and / or lease of County-owned vehicles.

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

Approval of Resolution Approving the Transfer and Assignment of All Assets of the Housing Authority of the County of Venango to the Housing Authority of the City of Oil City – Resolution 10-2016 – This resolution approves the transfer and assignment of all assets of the Housing Authority of the County of Venango to the Housing Authority of the City of Oil City.

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

Approval of Signatory Authority Resolution – Resolution 2016-11 – This resolution adds Michelle A. Hartle, Chief Clerk, to the Venango County Retirement Board as Secretary of the Retirement Board.

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

Approval of Appointment of 504 Officer – Resolution 2016-12 – This resolution appoints Michelle A. Hartle, Chief Clerk, as the 504 Officer for Venango County, Sugarcreek Borough and Cranberry Township.

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

Approval of Online Banking Access Authority – Resolution 2016-13 – This resolution authorizes Deborah Sharpe, Treasurer, and her deputies, Jeannie Ritchey and Nicole Keller to utilize the Online Banking system through the First United National Bank in order to access bank accounts for the purposes of accessing account information, bank statements and performing account transfers. These duties and responsibilities are no different than those that they would perform in person at the branch.

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

Approval to Place Land Bank Ordinance Number 16-01 on Public Display to Change Number of Members – The Land Bank has requested to change the number of members from a specific number to a range of numbers. This is due to increased interest in the Land Bank from the public. The Ordinance will be on display for thirty (30) days.

Commissioner Witherup made a motion to approve the placing the above ordinance on public display, seconded by Commissioner Abramovic, aye all.

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

Approval of Safety Committee Appointments

- Airport Director – OC Bell
- Human Services Building Manager – Bill Buchna

These two (2) appointees are deemed as “core members” and will remain as members on the Safety Committee until their appointment is revoked by the Board of Commissioners.

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

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

Approval of Proclamation – 30th Anniversary of Oil Creek and Titusville Railroad – June 14, 2016 – This proclamation commemorates the 30th Anniversary of the Oil Creek and Titusville Railroad, which made its inaugural excursion on July 18, 1986.

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

Approval of Contract Negotiations for Wide Area Network Resolution – Resolution 2016 – 14 – The County of Venango in conjunction with the City of Franklin and the Franklin Industrial and Commercial Development Authority (FICDA) wish to build a Wide Area Network. This resolution is for contract negotiations for Wide Area Network with Zito Media Communications, LLC, d.b.a. Zito Business.

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

OTHER BUSINESS

There was no other business conducted.

PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:31 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Abramovic, aye all.

Respectfully submitted,


Abby R. Flockerzi, Administrative Assistant