

Reviewed by: _____

COMMISSIONER BOARD MINUTES
April 11, 2007

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Sue Smith	Diona Brick, Fiscal
Commissioner Gary Hutchison	Sandy Sutch, HR
Commissioner Larry Horn	Judy Downs, Planning
Denise Jones, Chief Clerk	Deborah Sharpe, Treasurer
Dave Schwille, Human Services	Judy Etzel, Venango Newspaper
O. C. Bell, Airport	Steve Rembold, 911
Randy Rice, NW Commission	Rod Bedow, Tax Payer
Ken Prichard, Tax Payer	Mr. and Mrs. Dean Sherman, Tax Payers
Roberta Prichard, Tax Payer	Annette Carter, Tax Payer
Bob Carter, Tax Payer	James McNally, Tax Payer
Richard Brady, Tax Payer	Elaine Jacoby, Tax Payer
Donald Baker, Tax Payer	J. R. Flint, Ven. Cty. Housing Authority
Malcolm Sullivan, Tax Payer	Lynn Moss, Planning
Rev. Alan Adams, Pastor	Peggy Miller, Prothonotary
George Thompson, Solicitor	Ellen Rettinger, Admin. Assistant
Glenn Weaver, Tax Payer	Harold H., Tax Payer

Pastor Alan Adams gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Salary and the Retirement Boards were convened and adjourned prior to the beginning of the Commissioner Board.

COMMISSIONER BOARD

Commissioner Smith called the meeting to order at 2:05 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the March 28, 2007 meeting, seconded by Commissioner Horn, aye all.

No public comment. No business to come before the Board from the Prison.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented for approval a renewal maintenance agreement with Bollinger Technical Services for the Lektriever located in the third floor court room. The agreement runs from 5/17/07 to 5/16/08 and is in the amount of \$710.19; up \$20.67 over the past two years. Commissioner Hutchison made a motion to approve the agreement, seconded by Commissioner Horn, aye all.

ROW OFFICES:

Chief Clerk Denise Jones presented an application to the PCCD for a sub grant of the STOP Violence Against Women Program administered through the District Attorney's Office. This grant is to improve the community response to violence against women through a collaborative effort of law enforcement, prosecutors, health care professionals and victim's services. This is an annual continuation with a Federal Fund Source of \$92,363.00 and an in-kind match of \$15,394.00 for a total of \$107,757.00. Project start date is 07/01/07 with an end date of 06/30/08. Commissioner Horn made a motion to approve the application, seconded by Commissioner Hutchison, aye all.

Peggy Miller with the Prothonotary and Clerk of Courts office gave a report on passports that are processed through her office. Currently you would need a passport to fly into Canada or Mexico but by 2008, you will need a passport to travel by land, air or sea to these destinations. Adult passports are good for 10 years at a cost of \$107.00. It is now taking around 10-12 weeks minimum to process where a year ago it took around 4-6 weeks. Minor passports, age 15 and under, cost \$82.00 and are good for 5 years. You can expedite passport processing by paying an additional \$60.00 to \$120.00. To date the prothonotary's office has received applications for 350 passports.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell presented 2 hangar leases for approval. The first is between Venango County and Dennis Delucia d/b/a/ Franklin Aircraft Sales. The lease is for a term of 5 years and rent is \$500.00 a month plus tax. Commissioner Hutchison made a motion to approve the lease, seconded by Commissioner Horn, aye all.

The second lease presented was between Venango County and Schiffer Excavating. The rent is \$124.00 plus tax and continues monthly until terminated. Commissioner Horn made a motion to approve the lease, seconded by Commissioner Hutchison, aye all.

O. C., when asked by Commissioner Smith, responded to the criticism leveled at the county for buying a \$779,000 aircraft rescue and firefighting vehicle. A federal grant pays for 95% of the cost leaving the county paying a share of \$19,444 and the airport is required to have this specific type of equipment because they service commercial air flights.

Steve Rembold, 911 Director presented the 911 Center Ergonomic Furniture Bid which he is recommending be awarded to Bramic Creative Business out of Canada. The bid came in at \$99,563.87 and the cost will be paid out of the wireless fund. Commissioner Horn made a motion to award the bid to Bramic, seconded by Commissioner Hutchison, aye all.

HUMAN SERVICES

Dave Schuille presented the following CY5 items for approval.

Annual renewal of the Independent Living Grant in the amount of \$35,190

New contract with Tech S2 for Human Services Software development and maintenance/enhancements agreement for the next two years. Total contract amount is \$221,930 and lead in time is approximately 6 months. This will be paid by special allocations while the County pays less than \$13,000.00 which is in the Human Services budget. Commissioner Horn made a motion to approve the above 2 items, seconded by Commissioner Hutchison, aye all.

Presented by Commissioner Smith was the re-appointment of Margaret Millholen to a second three-year term to the Substance Abuse Executive Commission and the MH/MR Advisory Board. Term begins March 1, 2007 through March 31, 2010. Commissioner Horn made a motion to approve the re-appointment, seconded by Commissioner Hutchison, aye all.

FINANCE ADMINISTRATION

The following warrants were submitted by Diona Brick for approval:

Warrant	040907	\$ 61,778.54	Non-Human Services Expenditures
Warrant	HS040907	172,543.15	Human Services Expenditures
Warrant	041307	95,333.40	Non-Human Services Expenditures

Total Estimated Cost \$ 329,655.09

Commissioner Horn made a motion to approve the warrants, seconded by Commissioner Hutchison, aye all.

Also submitted by Diona was the below budget transfer.

Transfer \$2,625 from the Contingency Account to the Adult Court Supervision Services budget to cover the local match portion for the Criminal Justice Advisory Board Grant.

Commissioner Horn made a motion to approve the above transfer, seconded by Commissioner Hutchison, aye all.

HUMAN RESOURCES

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

PROBATIONARY NEW HIRE – In Department #190 (Planning) of **Benjamin Breniman**, Shared Municipal Services Planner, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 8 Step 10 (\$16.95/hr.), **effective 03/26/07**; **Special Conditions:** Filling newly created position ratified 09/06/06. In Department #510 (AAA) of **Donald Heckathorn**, Vehicle Driver, SEIU position, Part-Time, 55 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.62/hr.), **effective 04/16/07**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #260 (District Attorney) of **Susan Shilling**, Victim Witness Coordinator, Full-Time, 70 hours/pay, **effective 04/05/07**; **Special Conditions:** No change in pay grade or step.

PROMOTION – In Department #520 (Children & Youth Services) of **Laine McCullon**, from Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 2 (\$11.75/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 02/24/07**; of **Terry Bliss**, from Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 2 (\$11.75/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 02/17/07**.

PROMOTION/TRANSFER – In Department #510 (AAA) of **Vicki Babb** from Department Clerk II, SEIU position, Full-Time, 70 hours/pay, Pay Grade 6 Step 2 (\$8.57/hr.) **to** Department #715 (Agriculture Cooperative Ext.), Department Clerk III, SEIU position, Full-Time, 70 hours/pay, Pay Grade 8 Step 1 (\$9.37/hr.), **effective 04/09/07**; **Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #270 (Sheriff) of **Jason Bean**, Deputy Sheriff/Sergeant, Teamsters position, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 12 Step 6 (\$12.49/hr.) **to** Teamsters Pay Grade 12 Step 7 (\$12.62/hr.), **effective 04/19/07**; **Special Conditions:** Step increase per Teamsters contract.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #715 (Agriculture Cooperative Ext.) of **Marilyn Wadding**, Department Clerk III, **effective 05/18/07**.

SEPARATION OF EMPLOYMENT – In Department #265 (Prothonotary) of **Karen Wolfgong**, Bookkeeper II, **effective 04/11/07**.

Commissioner Horn made a motion to approve the above agenda items, seconded by Commissioner Hutchison, aye all.

PLANNING COMMISSION:

Judy Downs presented the 2004 Community Development Block Grant Program Modification. This modification removes the activity from the Pleasantville Borough Sewer and Water System Improvements on School Street to the new Pleasantville Borough Water Meter Purchase. The allocation remains the same. Commissioner Horn made a motion to approve the modification, seconded by Commissioner Smith, aye all.

Lynn Moss with the Planning Commission presented the Solid Waste and Recycling Bids. Three bids were received from Shred-It Co., Iron Mountain and Tri-County. The bid for solid waste was recommended to be awarded to Tri-County. Collection services will be provided at the Courthouse, Courthouse Annex, Jail, Exchange Building, Venango Airport and the County Garage. Cost is \$8,280 a year and would run from 4/11/07 through 4/30/08. The bid for the recycling was recommended to be awarded to Shred-It. Collection services will be provided at all county locations listed above and at all four of the Magisterial District Judge's offices at a cost of \$3,960 a year. Commissioner Horn made a motion to approve the bid award, seconded by Commissioner Hutchison, aye all.

Next presented by Judy Downs was the Affordable Housing Trust Down Payment/Closing Cost Assistance Program. A typing error needed to be corrected in the guidelines to state that after 5 years a housing loan would be forgiven and considered a grant. Commissioner Hutchison made a motion to approve the correction, seconded by Commissioner Horn, aye all.

Judy also announced that three advisory boards needed volunteers to serve on their respective committees. The Heritage Inventory Committee will meet at 6:00 p.m. on April 24th at the Courthouse Annex in room 101.

The Storm Water Advisory Committee will meet on Wednesday, April 25th at the Courthouse Annex in room 101.

The Greenway Advisory Board will meet on Tuesday, May 22nd at the Courthouse Annex in room 101.

COUNTY ADMINISTRATION:

Randy Rice, Manager of Technology Development for the NW PA Regional Planning and Development Commission announced that the Commission has received a grant pertaining to accelerating cable service and DSL in Venango County. The Commission is trying to get the word out and raise awareness so they'll be able to work with different providers to obtain the advanced technology for our area. Additional information is available by contacting Mr. Rice at the NW Commission office at 677-4800.

Commissioner Sue Smith presented Resolution #2007-06 which urges Congress to amend necessary federal regulation to allow federal financial participation for medical benefits to incarcerated individuals until convicted and sentenced. Commissioner Horn made a motion to approve the resolution, seconded by Commissioner Hutchison, aye all.

Presented by Chief Clerk, Denise Jones was a proposal for architectural services from Solomon Architecture Group for Courthouse Renovations. The fee of \$18,095.00 covers the design phase, the construction document phase, field verifying existing building on CAD, bidding negotiations and construction observations. Commissioner Hutchison made a motion to approve the proposal, seconded by Commissioner Horn, aye all.

Next presented by Denise Jones was the Inventory and Inspection Reimbursement Agreement which is an agreement to receive \$421,801 in a federal grant to inspect 18 of the county's bridges. The federal allocation covers a 4 year period. Venango County pays about \$84,363 in a match and because some of the bridges belong to municipalities within the county, they reimburse the County for their portion. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

Last presented by Denise Jones was the award of the custodial contract. Five bids were received and the two-year contract was awarded to Contempo Tech Cleaning Services of Emlenton. The cost is \$84,800 and excludes the provision of paper products, which is less than the \$105,000 the County is currently paying. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

OTHER BUSINESS:

Commissioner Hutchison introduced Judson R. Flint who is the New Executive Director for the Venango Housing Authority. Mr. Flint is from Mercer County and was a former NFL professional.

PUBLIC COMMENT:

Rod Bedow had several questions/comments for the Commissioners. He touched on the Park Authority, the referendum question of property tax relief through the school districts and the fraud case.

Commissioner Hutchison made a motion to adjourn at 3:17 p.m., seconded by Commissioner Horn, aye all.

Respectfully submitted,

Ellen Rettinger