

Reviewed by: \_\_\_\_\_

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**COMMISSIONER BOARD MINUTES**  
**September 14, 2010**

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

Commissioner Tim Brooks  
Denise Jones, Chief Clerk  
Deb Sharpe, Treasurer  
Sally Mays, OEO  
Bill Kresinski, MIS  
Sheila Boughner, News Herald  
O.C. Bell, Airport  
Jayne Romero, MH/MR  
Judy Downs, Planning  
John Spangler, Radio  
Ray Beichner, Taxpayer  
Jane Richey, Taxpayer

Commissioner Jan Beichner  
Rich Winkler, Solicitor  
Lisa Mumford, Admin. Asst.  
Diona Brick, Fiscal  
Rich Mihalic, Park Director  
Barb Benedict, Human Services  
Frank Toothman, Taxpayer  
Major Smith, Prison  
Timothy Johnson, Domestic Relations  
Frank Toothman, Taxpayer  
Donna Fletcher, Taxpayer

The meeting began with a moment of silent prayer and then Commissioner Brooks led the group in the Pledge of Allegiance.

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

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 6:05 p.m. A motion was made by Commissioner Brooks to approve the minutes from the August 24, 2010 meeting, seconded by Commissioner Beichner, aye all.

No public comment on the agenda.

**COURT ADMINISTRATION:**

Tim Johnson, Director of Domestic Relations, presented Domestic Relations Contracts with Attorneys Ellisa Stuttler, Pamela Sibley, David Brandt, and William Martin. The contract is for five years which begins October 1, 2010 and runs thru September 20, 2015 and is a Cooperative Agreement between the Bureau of Child Support Enforcement, the Court of Common Pleas and the County of Venango. The only significant change from the previous contract is the increase in hourly rate from \$65.00 per hour to \$70.00 per hour. The enclosure of the contract for the four attorneys is listed below:

1. Contract with Ellisa M. Stuttler, Esq. to provide Title IV-D legal services from 10/1/10 thru 09/30/15.
2. Contract with Pamela R. L. Sibley, Esq. to provide Title IV-D legal services from 10/1/10 thru 09/30/15.
3. Contract with David P. Brandt, Esq. to provide Hearing Officer services from 10/1/10 thru 09/30/15.

4. Contract with Wiliam G. Martin, Esq. to provide Hearing Officer services in the absence of Attorney Brandt from 10/1/10 thru 09/30/15.

Commissioner Brooks made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

### **ROW OFFICES:**

Presented by Denise Jones was a sub grant from the PCCD for financial support for the Continuation of the Rights and Services Act (RASA) or Victim/Witness Services for adults administered through the District Attorney's Office. The grant money will cover funding for personnel in the amount of \$57,370 and employee benefits in the amount of \$24,082 for a total of \$81,452 to be divided yearly over a two-year period. This is a two-year continuation with State Fund Source of 100% and the in-kind match of 0%. Project start date is 01/01/2011 with an end date of 12/31/2012. Commissioner Brooks made a motion to approve the grant, seconded by Commissioner Beichner, aye all.

### **PRISON:**

Warden Major Smith presented two renewal contracts for approval. The first contract is between Cummings Bridgeway and the Jail for generator maintenance in the amount of \$845.21 per year. The duration of the contract will be from October 2, 2010 thru September 20, 2011. The second contract is with Johnson Controls for preventative maintenance on the power control system. The amount of the contract is \$6,738 per year. The duration of the contract will be from October 1, 2010 thru September 30, 2011.

Commissioner Brooks made a motion to approve both the above contracts, seconded by Commissioner Beichner, aye all.

### **COMMUNITY SERVICES:**

Airport Director, O.C. Bell, had two items to present. The first item presented was the Cooperative Service Agreement between Venango Regional Airport and the United States Dept. of Agriculture Animal & Planet Health Inspection Services Wildlife Services. The purpose of this agreement is to cooperate in a wildlife damage management project. APHIS WS will conduct a 12-month Wildlife Hazard Assessment at Venango Regional Airport. The WHA will consist of surveys conducted on the airfield and within the airports "critical zone". The information collected during the surveys will be analyzed to develop the WHA report to the airport. The Cooperative Service Agreement shall commence on October 1, 2010 and shall expire on September 20, 2012. The total cost of the project would be approximately \$83,000 which federal funding will pay up to \$80,812 and the County is responsible for 5 percent or approximately \$4,000. Commissioner Brooks made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

The second item presented by O.C. was the renewal of the Airfield Snow Removal Agreement with Dennis Baker Construction for the Venango Regional Airport. The agreement, in the amount of \$13,000, will begin December 1, 2010 and will run thru March 31, 2011 for 24/7 coverage. Commissioner Brooks made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

## **HUMAN SERVICES:**

The following items were presented for approval by Barb Benedict:

### **CHILDREN, YOUTH AND FAMILY SERVICES**

Venango County Children and Youth Services and Venango County Court Supervision Services – 2010 – 2011 Implementation Plan and 2011-2012 Needs Based Plan & Budget

Assurance of Compliance/Participation Form Documentation of Participation by the Juvenile Court.

Commissioner Brooks made a motion to approve the above contracts, seconded by Commissioner Beichner, aye all.

Renewal of the Child to Family Contract. It provides a family group decision making service. The service is funded by a special grant in the amount of \$156,750. Commissioner Brooks made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

The following items were presented for approval by Jayne Romero:

### **MENTAL HEALTH, DEVELOPMENT PROGRAMS AND EARLY INTERVENTION**

#### **NEW CONTRACTS 2010/11**

##### **1. The ARC of Clarion County, Inc.**

**Synopsis:** Request Commissioner approval to contract with the ARC of Clarion County, Inc. for the promotion of Supported Employment initiatives for mental health consumers in Venango County. Provider will be reimbursed for actual expenses incurred up to a maximum of \$2,000. Approval is also requested for The Arc of Clarion County to provide Supported Employment services to Venango County MH and MR consumers at the rate of \$8.75 per 15 minute unit of service as authorized by the County. The required match for Mental Health and MR Base funded individuals will come from the existing allocation.

#### **CONTINUATION CONTRACTS 2010/11**

##### **1. Integrated Care Corporation**

**Synopsis:** Request Commissioner approval to continue to contract with Integrated Care Corporation to provide Special Instruction and Evaluation – Special Instruction services to Early Intervention Clients as authorized by the Venango County Early Intervention Staff. The rate is \$24.81 per 15 minute unit of service. The required match for base funded individuals will come from the existing EI allocation.

#### **CONTRACT ADDENDUMS 2010/11**

##### **1. Regional Counseling Center, Inc**

**Synopsis:** Request Commissioner approval to amend the Contract for FY 2010-11 with the Regional Counseling Center to cover costs associated with airing mental health services announcements. The 310

announcements will air on 4 local radio stations over a three month period at a cost of \$4,020. The required match will come from the existing MH allocation.

## **2. City of Oil City**

**Synopsis:** Request Commissioner approval to amend the Contract for FY 2010-11 with the City of Oil City to cover expenses associated with the Weed and Seed program's effort in maintaining, publicizing, and promoting the on-line service directory at [www.venangoinfo.net](http://www.venangoinfo.net) at the cost of \$27.30 per hour. The maximum to be reimbursed to the provider for this service is \$5,000 and the cost will be shared equally by CYS and MH/MR. The required match will come from the existing match allocations.

## **3. Venango Training and Development Center**

**Synopsis:** Request Commissioner approval to amend the Contract for FY 2010-11 with Venango Training and Development Center to cover programmatic, legal, and financial consultation expenses associated with the development of a consumer run non-profit organization and the transition of the mental health drop-in center from VTDC to the non-profit organization. Provider will be reimbursed for actual expenses incurred up to a maximum of \$8,740. The project is funded with an OMHSAS mini grant and there is no associated match.

## **OTHER ITEMS**

### **Item 1: Addendum to Sub-Lease Agreement between Venango County and individuals identified by Venango County MH/MR.**

**Synopsis:** Request Commissioner approval to amend the sub-lease agreement with two individuals identified by Venango County MH/MR to reflect programmatic changes in the design and implementation of the Forensic Supported Housing Program. There is no match or financial changes associated with this addendum.

### **Item 3: Automobile Lease Agreement with Northpoint Automotive**

**Synopsis:** Request Commissioner approval to enter into a 24 month single pay lease for a 2011 Malibu LS Sedan in the amount of \$8,051.25 This vehicle will be used exclusively by the Supported Housing Program. The savings associated with entering a lease agreement verses the cost of mileage reimbursement to staff is approximately \$5,000. The funding source of the Supported Housing Program (PCCD) does not allow for the purchase of vehicles. There is no match associated with this lease agreement.

Commissioner Brooks made a motion to approve the above items, seconded by Commissioner Beichner, aye all.

## **AAA**

Ratify the bid submitted by Design Concepts East for the Home Delivered Meal Heating/Cooling unit to be mounted on the Colorado Cab/Chassis. It is recommended that this bid be accepted and that the order be placed at the earliest convenience. The cost will be \$18,674.

Agreement with Frederick T. Frado for snow removal services from October 15, 2010 through May 30, 2011 for the Scrubgrass Senior Center. The rate on this agreement is the same as the former 2

agreements which is a flat fee of \$45.00 per call. The Contractor shall submit a monthly invoice showing the dates on which snow removal was needed and submit to the Venango County Area Agency on Aging.

Commissioner Brooks made a motion to approve the above items, seconded by Commissioner Beichner, aye all.

Sally Mays awarded the bid for two (2) Accessible Heavy Duty Small Transit Buses - CSBG-2 to Rohrer Bus Sales. There were five bids received in total. The two vehicles that will be purchased are 2010 Ford Star Trans Senators at a cost of \$52,045 each for a total of \$104,090. Commissioner Brooks made a motion to approve the bid, seconded by Commissioner Beichner, aye all.

Resolution #14-2010 – Wage Increases for Children and Youth Services Employees was presented by Denise Jones. Commissioner Brooks made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

Sally Mays, OEO Director, awarded the Work Ready Program Proposal to Crawford County Mental Health Awareness Program, Inc. (CHAPS) for Crawford County only. CHAPS hourly reimbursement rate for delivery of Case Management & Related Supportive Services will be \$43.93 per hour and will begin July 1, 2010 and run thru June 30, 2011. The Work Ready Program Proposal for Venango County was awarded to Community Services of Venango County during the period of July 1, 2010 to June 30, 2011 at a rate of \$37.53 per hour. Commissioner Brooks made a motion to approve the bids, seconded by Commissioner Beichner, aye all.

#### **FINANCE ADMINISTRATION:**

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	082710	\$ 337,839.45	Non-Human Services Expenditures
Warrant	HS082710	223,698.91	Human Services Expenditures
Warrant	SP083010	3,075.00	Non-Human Services Expenditures
Warrant	090310 13	5,468.08	Non-Human Services Expenditures
Warrant	HS090310	125,490.02	Human Services Expenditures
Warrant	091010	28,443.95	Non-Human Services Expenditures
Warrant	HS091010	<u>377,488.38</u>	Human Services Expenditures
	<b>Total</b>	<b>\$1,231,503.79</b>	

Commissioner Brooks made a motion to approve the warrants, seconded by Commissioner Beichner, aye all.

The next item Diona presented was a 2010 Budget Transfer from the Sheriff's budget to the Domestic Relations budget to cover costs of a Deputy Sheriff now assigned to Domestic Relations in the amount of \$38,546. Also an increase to the Hazmat Fund budget by \$1,300 to cover vehicle repair costs. Commissioner Brooks made a motion to approve items, seconded by Commissioner Beichner, aye all.

#### **PLANNING COMMISSION:**

Judy Downs, Director of Planning, presented for approval the submission of an application for Municipal Recycling Program Performance 904 Grant between PA DEP, Bureau of Waste Management and the County of Venango. Commissioner Brooks made a motion to approve the submission of the application, seconded by Commissioner Beichner, aye all.

Judy also requested amendments to be made to the FFY 2007 CDBG Grant. She advised that

Clintonville Water Plant move \$65,000; and, re-allocate monies for handicap accessible for the front of the Courthouse to the cottage at Two Mile Run County Park. Commissioner Brooks made a motion to approve the amendments, seconded by Commissioner Beichner, aye all.

### **TWO MILE COUNTY PARK:**

Park Director, Rich Mihalic, presented two contracts for approval. The first contract is between Hepler General Contracting and Two Mile Run County Park for replacement of the farmhouse roof. The amount of the contract is for \$6,800. The second contract is from Miller Construction for replacement of the cottage roof at the Park. The total amount of the contract is \$5,987. Commissioner Brooks made a motion to approve both contracts, seconded by Commissioner Beichner, aye all.

### **COUNTY ADMINISTRATION:**

The contract between the County of Venango and Open Flow Energy was presented by Commissioner Beichner for ratification. Open Flow Energy will be providing gas to the County at five (5) locations at a price of \$5.218/DT. Commissioner Beichner advised this rate is less than what the County paid last year. The terms of the contract will begin October 1, 2010 and run thru September 30, 2011. Commissioner Beichner made a motion to ratify the contract, seconded by Commissioner Brooks, aye all.

Resolution #2010-12 – Sale of County Surplus Property was presented by Chief Clerk, Denise Jones. The Board of Venango County Commissioners authorized the sale of various personal property that is no longer needed or being utilized by county departments. Commissioner Brooks made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

Commissioner Brooks presented Resolution #2010-13 – Read The Constitution Day. September 18, 2010, will be declared Read The Constitution Day in Venango County. Commissioner Brooks made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

Chief Clerk, Denise Jones, presented Blanket Agreement Amendment #3 for HAVA Grants which will extend the time of the grant period to June 30, 2016. Commissioner Brooks made a motion to approve the amendment, seconded by Commissioner Brooks, aye all.

Denise awarded the contract for the Pump Station Road Deck Rehabilitation Project to Terra Works from Clarion, PA in the amount of \$24,644. Terra Works was the only contractor to bid on the project. The contract was reviewed by Craig Russo from the Frank B. Taylor Engineering firm. Commissioner Brooks made a motion to approve the bid award, seconded by Commissioner Beichner, aye all.

Denise Jones announced the Proclamation – “Dignity and Respect Campaign” which launched September 9, 2010. The Board of Venango County Commissioners along with UPMC Northwest and UPMC Health Plan proclaims September 2010 through August 2011 as “Dignity and Respect Year in Venango County”. The goal of this proclamation is to promote unity and health awareness in our community and positioning our region to be a leader of diversity and inclusion. Commissioner Brooks made a motion to approve the proclamation, seconded by Commissioner Beichner, aye all.

### **PUBLIC COMMENT:**

Donna Fletcher stated she understood that the County received two bids for seven county bus

shelters. She questioned why one bid could not be accepted since the reason it was late was due to an accident on Rt. 8 the morning the bids were due. The county solicitor advised that the bid could not be accepted. The other bid from B & B Glass Center is being reviewed by the State Ethics Commission and PennDOT. Denise Jones advised that the county can reject all bids and re-bid the project.

Donna Fletcher also asked if the county is “moving forward at all” with respect to Commissioner Wood’s absence. Commissioner Brooks advised that the only way Commissioner Wood would be unseated is if he resigns, passes away, or commits a felony. Fletcher asked if any provisions exist for declaring incompetency. Denise Jones advised that she had checked with the Department of State and there is not.

Commissioner Brooks made a motion to adjourn the meeting at 6:40 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.