

Reviewed by: _____

COMMISSIONER BOARD MINUTES
January 13, 2009

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

Commissioner Tim Brooks
Denise Jones, Chief Clerk
Lisa Mumford, Admin. Asst.
Jim Sandok, CYS
Judy Downs, Planning
Bill Kresinski, MIS
George Merritt, Taxpayer
Cammy Shreffler, Taxpayer
Mark Heim, WKQW
Brenda Carll, Taxpayer

Commissioner Jan Beichner
Rich Winkler, Solicitor
Connie Hazelton, Human Resources
Sheila Boughner, News Herald
Diona Brick, Fiscal
Ray Beichner, Taxpayer
Sharon Peterson, Taxpayer
Scott Walkowski, Court Supervision
Dave Hazelton, Taxpayer
Stephen Kosak, 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 6:06 p.m. A motion was made by Commissioner Beichner to approve the minutes from the December 23, 2008 meeting, seconded by Commissioner Brooks, aye all.

No public comment on the agenda. There was no business to come before the Board from the Prison or Community Services Administration.

COURT ADMINISTRATION:

Scott Walkowski, Court Supervision Supervisor, presented for approval the JABG Continuation Application in the amount of \$10,000 to run from 2009 thru 2010. The application remains substantively unchanged from the previous 10 years with the exception of an increase in the County portion to sustain this service. The funds will be used to offset a portion of personnel expenses for an intensive juvenile probation officer. The application is submitted electronically. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Brooks, aye all.

Denise Jones, Chief Clerk, presented several items on behalf of the Courts. The first item presented for approval was a Professional Service Agreement between the Venango County Courts and Capital Recovery Systems, Inc. Capital Recovery Systems will provide their services as a collection agency to the Court relating to the collection of fines and public moneys due and payable to Court. The collection agency's fee shall be added to the bill of costs to be paid by the defendant and shall not exceed 25% of the amount of fines, costs (other than collection costs) and restitution collected, with respect to any payment, full or partial, made by a

defendant to the collection agency. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Brooks, aye all.

Next presented by Denise was a Neopost Postage Meter Lease Agreement with Neopost, Inc. The Franklin Magisterial District 28-03-03 office would like to lease a new postage meter rather than paying to update the old meter. The cost of the lease for the new meter will be made in payments of \$137.26 for 63 months. Commissioner Beichner made a motion to approve the lease of the postage meter, seconded by Commissioner Brooks, aye all.

Denise presented two (2) Court-Appointed positions ordered by Judge Lobaugh. They are as follows:

Juvenile Court Master – Elissa M. Stuttler, Esquire to be paid a stipend of \$6,000. The stipend shall be paid by the County of Venango from the budget of the Court of Common Pleas.

Court Reporting Services for 2009 – Judith R. Scarsella – Judith shall submit monthly statements for payments to the Assistant Court Administrator. Her rates shall be as follows: Per Diem rate - \$240; Retainer Fee if cancelled by the Court - \$75; Half-day rate - \$120; Per hour rate after eight (8) hrs. - \$30; Per page rate – County rate. Judith shall be paid from the budget of the Court.

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

ROW OFFICES:

Denise Jones presented for approval one (1) Court-Appointed Counsel position ordered by Judge Lobaugh. Edward J. McIntyre, Esquire shall provide legal representation for the Commonwealth of PA before the Juvenile Court Master of Venango County as an Assistant District Attorney in 2009 for a total stipend of \$6,000 which will be paid from the budget of the District Attorney. Commissioner Beichner made a motion to approve this position, seconded by Commissioner Brooks, aye all.

HUMAN SERVICES:

The following items were presented for approval by Jim Sandok:

OEO

The following are contracts related to the Community Services Block Grant for 2009. These contracts are for five months and cover both Crawford and Venango County.

Crawford:

Titusville YMCA-	\$3,333 for emergency shelter
County commissioners-	\$3,333 for employment aid
	\$11,667 for utility assistance
	\$2,167 for transportation

Crawford County

Coalition on Housing Needs	\$2,667 for shelter and supportive housing
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Higher Dimensions

Community Development	\$833 for youth recreation
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Venango:	
Community Services	\$1,327 for family meal program
Child Development Centers	\$2,500 for transportation
	\$1,125 for recreation and summer field trips
Franklin School District	\$2,500 for summer education program
Youth Alternatives	\$2,084 for field trips
	\$835 for camping services
VARHA	\$479 for therapeutic horseback riding
Regional Center for	
Workforce Excellence	\$4,167 for employment aid

Amendment to the 2008-09 Weatherization contract providing \$67,982 to weatherize 26 additional units.

Approval of a mini-grant from the Community Action Association of PA in the amount of \$4,205 to provide two forums, one in Venango and one in Crawford to assist low income individuals and agency staff in developing programs that will foster self-sufficiency.

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

Area Agency on Aging

The following are being nominated to four year terms on the RSVP Advisory Board

Doris and Gerald Rockwell
 Leo and Beverly Harsen
 Judy Villasenor

The couples will jointly serve one position on the board.

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

MH/MR

New contract with the Crawford County Mental Health Awareness Program to provide warm line service (non-emergency peer support for mental health consumers) at the rate of \$969 per month or a contract maximum of \$4,845. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Brooks.

Addendum to the contract with UCIP to add Home and Community habilitation services to several of their homes at various rates from \$4.11 to \$14.44 per 15 minute unit and to increase the residential rate for one consumer from \$1,938 to \$3,426 per half month.

Addendum to the contract with Training for Self Reliance to add respite out-of-home services at a rate of \$454.12 per day; and residential support for one MR consumer at a ½ month rate of \$6,391.07 for housing and \$94.64 for day program support.

Addendum to the 2007-08 contract with Baker Transportation to provide Individualized Transportation services as authorized by the BSU at a rate of \$1.00 per mile.

Addendum to the contract with Easter Seals to add Home & Community Habilitation Level 3 Enhanced services for identified MR consumers at a rate of \$22.50 per 15 minute unit.

Addendum to the 2007-08 contract with Community Services of Venango County to reimburse the provider for 23 supplemental satisfaction surveys administered at the County's request at the rate of \$100.00 per survey for a maximum payment of \$2,300.00

Addendum to the 2007-08 contract with the Visiting Nurses Association to add Homemaker services at a rate of \$3.32 per 15 minute unit.

Addendum to the contract with Regional Counseling Center to add start-up funds for the Youth transitional Program in the amount of \$59,575, \$1000 to conduct a provider satisfaction survey and \$1,200 to train an additional peer support specialist.

Lease agreement with the Regional Counseling Center for space at the old BSU building.

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

Denise Jones presented the award of the MH/MR-SA Vehicle Bid. Two bids were received and reviewed by Chief Clerk, Denise Jones. The bid was awarded to Clarion Chrysler Jeep Dodge in the amount of \$42,380 which covers two (2) 2008 Dodge Nitro's. Commissioner Beichner made a motion to approve the bid award, seconded by Commissioner Brooks, aye all.

FINANCE ADMINISTRATION:

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

Warrant	HS122908	\$	222,046.70	Human Services Expenditures
Warrant	SP122308		2,250.00	Non-Human Services Expenditures
Warrant	HS122408		1,000.00	Human Services Expenditures
Warrant	01022009		174,357.01	Non-Human Services Expenditures
Warrant	HS010209		163,451.62	Human Services Expenditures
Warrant	HS123008		756.17	Human Services Expenditures
Warrant	010909		140,462.11	Non-Human Services Expenditures
Warrant	HS010909		294,527.57	Human Services Expenditures

Total Estimated Cost \$ 998,851.18

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

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Connie Hazelton:

PROBATIONARY NEW HIRE – In Department #540 (MH/MR) of **Amanda Witherell**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 01/12/09; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #250 (Register & Recorder) of **Donna Manross**,

Department Clerk II, Full-Time, 70 hours/pay, **effective 01/12/09; Special Conditions:** No change in pay grade or step. In Department #510 (AAA) of Christine Spencer, Aging Care Manager II, Full-Time, 80 hours/pay, **effective 12/31/08; Special Conditions:** No change in pay grade or step. In Department #605 (County Park) of David Manikowski, Clerk/Maintenance Worker, SEIU position, Full-Time, 80 hours/pay, **effective 11/30/08; Special Conditions:** No change in pay grade or step.

LATERAL TRANSFER – Of Courtney Neely, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 4 (\$15.24/hr.) **from** Department #530 (Integrated Crisis Services) **to** Department #520 (Children and Youth Services), **effective 02/02/09; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #570 (OEO) of Craig Shipwash, Housing Services Advisor, Full-Time, Exempt, **from** Exempt Pay Grade 1 (\$34,192/yr.) **to** Exempt Pay Grade 1 (\$36,927/yr.), **effective 12/15/08; Special Conditions:** Temporary assignment involving increased responsibilities for no longer than 60 days; of Kit Woods, Caseworker II (OEO), Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step 22 (\$16.53/hr.) **to** Non-Union Hourly Pay Grade 6 Step 30 (\$17.92/hr.), **effective 12/15/08; Special Conditions:** Temporary assignment involving increased responsibilities for no longer than 60 days.

PROMOTION – In Department #115 (Voters' Registration) of Geraldine McGuinness, **from** Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 8 (\$9.33/hr.), **to** Voters' Registration Coordinator, Full-Time, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 01/01/09; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #190 (Planning) of Benjamin Breniman, Shared Municipal Services Planner, **effective 01/16/09**. In Department #515 (RSVP) of Debra Dunlap, Case Aide II, **effective 01/19/09**. In Department #580 (Transportation) of Ronald Aites, Mechanic, **effective 01/05/09**.

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

PLANNING:

Judy Downs, Planning Director, presented the first of two required public hearings on the 2009 CDBG program. Downs advised that Venango County is accepting applications from local municipalities for a share of about \$250,000 in 2009 CDBG funds. Eligible projects must benefit low and moderate-income people. The County's funds cannot be used in Oil City, Franklin, Sugarcreek Borough or Cranberry, which receive their own CDGB allocations. The County's deadline for applications is Friday, January, 17, 2009.

The next item Judy presented for approval was four (4) \$20,000 Community Revitalization grants. One was awarded to Barkeyville Borough for a new plow truck. Two Mile Run County Park received a grant for playground equipment at the campground, and Plum Township was awarded funds for a salt storage building. The final grant was for equipment at the County's Human Services Complex. Commissioner Beichner made a motion to approve the grants, seconded by Commissioner Brooks, aye all.

TWO MILE COUNTY PARK:

Commissioner Brooks reported that the ski trails are open and will be groomed this week. Ski rentals are available Monday – Thursday from 11:00 a.m. until 3:00 p.m., and Friday – Sunday from 11:00 a.m. until 4:00 p.m. The cost of ski rentals will be \$5 for up to two hours and \$8 for all day. Snowshoes are also available to rent for a cost of \$3 per rental.

COUNTY ADMINISTRATION:

Denise Jones presented for approval the following Court-Appointed Counsel positions ordered by Judge Lobaugh. Salaries for these positions will be paid from the budget of the Public Defender.

Virginia Garris Sharp, Esquire – Juvenile Court/JP Counsel to be paid a total stipend of \$21,500 per year; Juvenile Court/CYS to be paid a total stipend of \$25,000 per year; and Juvenile Court Advocate to be paid a total stipend of \$6,000 per year.

Troy Frederick, Esquire – Post-Conviction Collateral Relief Counsel to be paid \$500 per case. An additional stipend of \$250 will be paid if an appeal is filed with the Superior Court of PA.

Matthew C. Parson, Esquire – Post-Conviction Collateral Relief Counsel to be paid \$500 per case. An additional stipend of \$250 will be paid if an appeal is filed with the Superior Court of PA. Also, Matthew was appointed Criminal Counsel to be paid a total stipend of \$20,000 per year.

Pamela Logsdon – Criminal Counsel to be paid a total stipend of \$20,000 per year.

Neil E. Rothschild, Esquire – Criminal Counsel to be paid a total stipend of \$20,000 per year.

Edward McIntyre, Esquire – Court-Appointed Counsel to be paid a total stipend of \$5,200 per year.

Commissioner Beichner approved the above positions, seconded by Commissioner Brooks, aye all.

Next presented by Denise Jones was the agreement between Frank B. Taylor Engineering and the County Venango for Taylor's 2009 Professional Services Fees effective January 1, 2009. Frank Taylor's rates will remain the same in 2009 as in 2008 except in the following three categories: Principal which will increase from \$87 to \$100 per hour; Senior Engineer which will increase from \$82 to \$90 per hour; and Drafting & Calculating which will increase from \$59 to \$57 per hour. Commissioner Beichner made a motion to approve the services fees, seconded by Commissioner Brooks, aye all.

OTHER BUSINESS:

Denise Jones advised that RSVP will be sponsoring a Martin Luther King presentation to be held at 7:00 p.m. on Monday, January 19th at the First Baptist Church in Franklin. Admission is free and she encouraged everyone to attend.

A motion to adjourn the meeting was made by Commissioner Beichner at 6:38 p.m., seconded by Commissioner Brooks, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.