

Reviewed by: _____

COMMISSIONER BOARD MINUTES
January 27, 2009

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

Commissioner Tim Brooks	Commissioner Jan Beichner
Commissioner Troy Wood	Denise Jones, Chief Clerk
Rich Winkler, Solicitor	Lisa Mumford, Admin. Asst.
Connie Hazelton, Human Resources	Dave Schwille, CYS
Sheila Boughner, News Herald	Diona Brick, Fiscal
Bill Kresinski, MIS	Rich Mihalic, Park Director
George Merritt, Taxpayer	Dean Sherman, Taxpayer
Tom Sherman, EMA Director	Mark Heim, WKQW

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

The Election Board meeting was 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 Beichner to approve the minutes from the January 13, 2009 meeting, seconded by Commissioner Wood, aye all.

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

ROW OFFICES:

Chief Clerk, Denise Jones presented for approval a retainer for services of Forensic Pathologist per contract with the office of Lyell. P. Cook of the County of Erie. The retainer runs from January 1, 2009 through December 31, 2009. The Coroner fee is \$3,500 and the District Attorney fee is \$1,500 per year. Commissioner Wood made a motion to approve the retainer, seconded by Commissioner Beichner, aye all.

COMMUNITY SERVICES:

Tom Sherman, EMA Director advised that PEMA has offered to assist the County's Emergency Management Agency with help to update its Hazardous Mitigation Plan. The updates are required by the Federal Emergency Management Agency. There will be no charge to the County for this assistance. Commissioner Beichner made a motion to approve PEMA's assistance, seconded by Commissioner Wood, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

MH/MR

Keffer Software Products, Inc.

Synopsis: Request Commissioner approval to continue to contract with Keffer Software to provide annual maintenance support to the Clientrek Software, the clinical/data tracking software used by MH staff at a rate of \$625/month. Also to provide consultation services of requested by the Administrator for enhancements, specialized updates, staff training or other agreed upon software related services at a rate of \$85/hr. There is a 10% match which will come from the existing match allocation. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

AAA

This is the Draft Federal Financial Report prepared to reflect the accrual of activity for the Venango County Retired and Volunteer Program for the 12 month period ending December 31, 2008. This revised form indicates all of the authorized Federal funds were expended through the end of the project year. Local matching fund requirements for these federal funds is 30%. Staffing vacancies and other reduced spending patterns the last 12 months have enables us to re-budget recently. The result is a reduction of originally estimated matching Aging funds needed for the program by \$19,208.60 and still exceed that 30% minimum requirement. Your signature on the draft form will authorize me to electronically submit this report on your behalf by the January 31, 2009 due date. Also attached is a Project Profile and Volunteer Activity covering the period of July 1, 2007 through June 30, 2008. It is attached for your review and information, however, requires no approval for submission. Commissioner Wood made the motion to approve the Draft Federal Financial Report, seconded by Commissioner Beichner, aye all.

Chief Clerk, Denise Jones also advised the bid for the Human Services Complex Maintenance Project which Oil Regional Alliance had previously placed a bid for \$37,620 has been rejected. At this time, the Commissioners are looking into different options on how to handle the maintenance of this building. Commissioner Wood made a motion to approve the rejection of this bid, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

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

Warrant	HS011209	\$	427.50	Human Services Expenditures
Warrant	011609		136,634.38	Non-Human Services Expenditures
Warrant	HS011609		394,640.02	Human Services Expenditures
Warrant	012309		643,267.28	Non-Human Services Expenditures
Warrant	HS012309		490,451.85	Human Services Expenditures
Warrant	HS012209		72,262.00	Human Services Expenditures
Warrant	013009		306,624.12	Non-Human Services Expenditures
Warrant	HS013009		188,509.01	Human Services Expenditures

Total Estimated Cost \$ 2,232,816.16

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

Diona also presented an agreement with Sammartino & Stout of Erie for the appraisal of the Venango Human Services Complex at 1 Dale Avenue. The cost of the appraisal will be in the amount of \$2,450. The purpose of the appraisal is to determine the fair market value of the building following the numerous renovations to the structure. Commissioner Beichner made a motion to approve the appraisal, seconded by Commissioner Wood, aye all.

HUMAN RESOURCES:

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

PROBATIONARY NEW HIRE – In Department #110 (Commissioners) of **Amber Kistler**, Department Clerk II, SEIU position, Part-Time, 64 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 01/26/09**; **Special Conditions:** Filling newly created position ratified at January Salary Board meeting. In Department #115 (Voters' Registration) of **Denise Curtis**, Department Clerk II, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 01/26/09**; **Special Conditions:** Filling newly created position ratified at January Salary Board meeting.

TEMPORARY NEW HIRE – In Department #190 (Planning) of **Chad Cochran**, Planning Intern, Temporary Part-Time, 64 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 01/26/09**; **Special Conditions:** Filling newly created position ratified at November 2008 Salary Board meeting; temporary assignment for up to six months.

REHIRE – In Department #325 (911) of **Thomas Burchfield**, Telecommunicator I, On Call, Part-Time, 7 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 01/25/09**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #540 (MH/MR) of **Kim Buser**, Caseworker II, Full-Time, 80 hours/pay, **effective 01/13/09**; **Special Conditions:** No change in pay grade or step.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #265 (Prothonotary) of **Regina DeLoe**, Department Clerk Intern, Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 Step 2 (\$8.04/hr.), **effective 01/01/2009**; **Special Conditions:** Extension of temporary assignment for no more than 700 hours in 2009.

OUT OF CLASS COMPENSATION – In Department #509 (HS Fiscal) of **Kelly Holden**, Fiscal Technician, SEIU position, Full-Time, 75 hours/pay, **from** SEIU Pay Grade 10 Step 3 (\$11.02/hr.) **to** SEIU Pay Grade 10 Step 11 (\$11.93/hr.), **effective 12/29/08**; **Special Conditions:** Temporary assignment involving increased responsibilities for no longer than 90 days. In Department #520 (Children and Youth Services) of **Nancy VanTassell**, Caseworker II, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.) **to** Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 01/26/09**; **Special Conditions:** Salary commensurate with performing higher-level job duties (Project Connect Caseworker III). In Department #535 (Substance Abuse) of **Rhonda Powell**, Drug and Alcohol Case Management Specialist, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step 28 (\$17.56/hr.) **to** Non-Union Hourly Pay Grade 6 Step X (\$18.96/hr.), **effective 01/12/09**; **Special Conditions:** Compensation to account for supervisory responsibilities for up to six months.

PROMOTION – In Department #520 (Children and Youth Services) of **Luann Hartman**,

from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 10 (\$9.33/hr.), **to** Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 Step 1 (\$15.90/hr.), **effective 01/26/09; Special Conditions:** Filling newly created position ratified at September 2008 Salary Board meeting; position grant-funded for three years.

SEPARATION OF EMPLOYMENT – In Department #265 (Prothonotary) of **Debra Krepps**, Department Clerk II, **effective 01/16/09**. In Department #310 (Court Supervision) of **Eric Foy**, Adult Domestic Relations Officer, **effective 01/20/09**. In Department #540 (MH/MR) of **David Taylor**, Caseworker II, **effective 01/23/09**.

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

PLANNING:

Chief Clerk, Denise Jones presented the award for the Handicapped Accessibility Venango County Fairgrounds bid. Five bids were received and reviewed by Chief Clerk, Denise Jones and Judy Downs, Planning Director. The bid was awarded to Findlay Builders, Inc., in the amount of \$12,770. Commissioner Wood made a motion to approve the bid award, seconded by Commissioner Beichner, aye all.

Denise Jones presented for approval on behalf of the Planning Department, a Revision/Amendment 1 to the Watershed Storm Water Management Plan Grant which was submitted by Judy Downs, Planning Director. Commissioner Wood made a motion to approve this Revision/Amendment 1, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Commissioner Brooks announced two (2) vacancies on the Affordable Housing Trust Board. The Affordable Housing Board is encouraging landlords to join its board.

Commissioner Brooks also presented for approval the appointment of Jayne Romero to the Affordable Housing Board. Romero will be replacing Vanessa Rockovich. Commissioner Beichner made a motion to approve the appointment, seconded by Commissioner Wood, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director advised those wanting to rent park facilities next summer should make reservations now.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented a Supplement Engineering Agreement with Frank B. Taylor Engineering. Taylor Engineering serves as the County's engineers and they are requesting an additional \$45,977.60 to the original agreement for work that needs to be done to the replacement of the Woolen Mills Bridge. Taylor is making corrections to the sub consultant's price proposal because they are adding tasks to the scope of the work that needs to be done to the bridge. Pennsylvania Department of Transportation has approved this additional price to Taylor's agreement. PennDOT will reimburse the County 80% of the cost from Liquid Fuel funds, and the County will pay 20%. Commissioner Wood made a motion to approve the additional cost to the agreement, seconded by Commissioner Beichner, aye all.

Commissioner Brooks presented for approval the appointment of Andy Restauri to the

Workforce Investment Board. Commissioner Beichner made a motion to approve the appointment, seconded by Commissioner Wood, aye all.

Commissioner Brooks announced two (2) vacancies on the VIDA Board. VIDA is seeking one person from Franklin and one person from Oil City.

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

Neil Rothschild, Esquire – Shall provide legal representation to parents on days that are designated “Juvenile Court/CYS” and in involuntary termination of parental right proceedings initiated by Venango County Children and Youth Services as scheduled by the Court. Rothschild will be paid a total stipend of \$21,500 per year.

Edward McIntyre, Esquire – Shall provide legal representation to parents on days that are designated “Juvenile Court/CYS” and in involuntary termination of parental right proceedings initiated by Venango County Children and Youth Services as scheduled by the Court. McIntyre will be paid a total stipend of \$10,750 per year.

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

OTHER BUSINESS:

Commissioner Brooks thanked the County’s maintenance department and workers at the airport for their snow removal efforts so far this winter. Commissioner Brooks also praised the Venango County Jail Warden, Major Smith for his efforts to get new portable radios for the jail.

PUBLIC COMMENT:

George Merritt asked the Commissioners if they are ready to go with any shovel-ready projects if President Obama’s economic stimulus package is approved. Commissioner Brooks advised that Venango County has an estimated 10 to 20 projects have been engineered and are ready to go if funding becomes available.

A motion to adjourn the meeting was made by Commissioner Wood at 6:24 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.