

Reviewed by: _____

COMMISSIONER BOARD MINUTES
February 10, 2009

Those present at the public meeting of the Venango County Commissioners held in Room 103 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	Sheila Boughner, News Herald
Judy Downs, Planning	Diona Brick, Fiscal
Bill Kresinski, MIS	Rich Mihalic, Park Director
George Merritt, Taxpayer	Tom Sherman, EMA Director
Dave Schwille, Human Services Director	Heather Mohnkern, Auditor
Mark Heim, WKQW	Dave Hazelton, Taxpayer
Ed Bergin, 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 6:07 p.m. A motion was made by Commissioner Wood to approve the minutes from the January 27, 2009 meeting, seconded by Commissioner Wood, aye all.

George Merritt asked if the agenda would be available prior to the Commissioners' meeting. Commissioner Brooks advised that many times the agenda is still being changed and updated right up to the last minute, but if anyone requested a copy of the agenda beforehand, it could be provided to them, noting there may be changes made to it. There was no business to come before the Board from the Prison or the Row Officers.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented on behalf of the Courts a blanket purchase agreement for Live Scan Maintenance Service between Identix, Inc. and the Pennsylvania Chiefs of Police Association. Identix is the manufacturer and provider of maintenance services for the Live Scan/CPIN equipment which is used by all Venango County Law Enforcement agencies. This equipment is located at the Franklin Police Department. The County of Venango and the City of Franklin share the annual fee for the T-1 telephone connections for this equipment, payable to the PA State Police (for 2007 - \$3,616.88). The County of Venango pays the annual maintenance fees for Live Scan (\$4,588 for 2008) and CPIN (for 2008 - \$3,950), payable to the PA Chiefs Assoc. This agreement runs until December 31, 2010. Commissioner Wood made a motion to ratify this purchase agreement, seconded by Commissioner Beichner, aye all.

The next items presented by Denise on behalf of Domestic Relations were contracts for a new Hearing Officer and an IV-D Attorney. The position of Permanent Hearing Officer of Domestic Relations was vacant due to the death of Terrance Whitling. The position will be filled by David P. Brandt, Esquire. There was a vacancy for the IV-D Attorney which David Brandt previously held which will be filled by Elissa Stuttler, Esquire. Commissioner Beichner made a motion to approve the new contracts, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Tom Sherman, EMA Director, presented a Memorandum of Understanding on behalf of Steve Rembold, 911 Director, for the Mobile Communication Unit. The MOU is requesting Venango County 911 Center's help to cover the cost of upkeep on the mobile antenna trailer. The cost to the County for upkeep of the mobile unit would be approximately \$200. Commissioner Beichner made a motion to approve the MOU, pending solicitor's review, seconded by Commissioner Wood, aye all.

The next item presented by Tom Sherman was The Pennsylvania Emergency Management Agency Grant Agreement for the year 2009. The performance period is October 1, 2008 to September 30, 2009. The grant amount is \$70,000 and is to be used for personnel salaries and benefits for the Emergency Management Coordinator, Operations & Training Officer, and Administrative Assistant. Commissioner Wood made a motion to approve the grant agreement, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwillie:

Children and Youth

Renewal agreement with Demetrios Marousis for the provision of specialized therapeutic services with foster parents.

Amendment to the 2008-09 contract with Grace Learning Center to reduce the contract amount to \$58,225.

OEO

Amendment to the 2008-09 weatherization contract with the Forest Warren EOC in the amount of \$67,980 in LIHEAP funds to weatherize an additional 26 houses.

MH/MR

Amendment to the contract with Training Toward Self Reliance due to a change in consumers in one of their homes from \$11,486 per half month to \$6,486 per half month.

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

FINANCE ADMINISTRATION:

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

Warrant	SP012709	\$	3,332.00	Non-Human Services Expenditures
Warrant	020609		199,157.43	Non-Human Services Expenditures
Warrant	HS020609		267,738.73	Human Services Expenditures
Warrant	HS020409		2,487.46	Human Services Expenditures
Warrant	021309		<u>115,523.92</u>	Non-Human Services Expenditures
Total Estimated Cost		\$	585,239.54	

Commissioner Wood 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:

APPOINTMENT – In Department #190 (Planning) of **Karen Wenner**, Shared Municipal Services Planner, Full-Time, Exempt Pay Grade 2 (\$40,000.00/yr.) **effective 02/11/09; Special Conditions:** Filling existing vacancy.

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Amanda Hogue**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 02/02/09; Special Conditions:** Filling existing vacancy; action ratified at February Prison Board meeting.

END OF PROBATION – In Department #240 (District Judge 3-4) of **Judi Vano**, District Judge Secretary, Part-Time, 42 hours/pay, **effective 01/27/09; Special Conditions:** No change in pay grade or step. In Department #270 (Sheriff) of **Cassandra Kilgore**, Administrative Assistant II, Full-Time, 80 hours/pay, **effective 01/26/09; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Thomas Perry**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from AFSCME Pay Grade 11 Step X (\$9.38/hr.) to AFSCME Pay Grade 11 Step 1 (\$11.41/hr.), effective 01/27/09; Special Conditions:** To be ratified at March Prison Board meeting. In Department #535 (Substance Abuse) of **Michele Orłowski**, Drug and Alcohol Case Management Specialist, Full-Time, 80 hours/pay, **effective 01/29/09; Special Conditions:** No change in pay grade or step. In Department #570 (OEO) of **Felicia Bixler**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **effective 01/28/09; Special Conditions:** No change in pay grade or step.

LATERAL TRANSFER – Of **Tessa Martin**, Fiscal Technician, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 10 Step 6 (\$11.34/hr.) **from** Department #520 (Children and Youth Services) **to** Department #509 (Human Services Fiscal), **effective 02/02/09; Special Conditions:** Filling newly created position ratified at February Salary Board meeting.

OUT OF CLASS COMPENSATION – In Department #135 (Fiscal) of **Pamela Weaver**, Senior Financial Analyst, Full-Time, 70 hours/pay, **from** Non-Union Hourly Pay Grade 9 Step 17 (\$20.39/hr.) **to** Non-Union Hourly Pay Grade 9 Step 25 (\$22.08/hr.), **effective 01/12/09; Special Conditions:** Temporary assignment involving increased responsibilities for up to 90 days. In Department #320 (EMA) of **Tina Eggers**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **from** SEIU Pay Grade 6 Step 14 (\$9.90/hr.) **to** SEIU Pay Grade 6 Step X (\$10.69/hr.), **effective 02/08/09; Special Conditions:** Temporary assignment involving increased responsibilities until no longer than 05/03/09.

PROMOTION – In Department #210 (Domestic Relations) of **Tracy Carbaugh**, **from**

Department Clerk I, Part-Time, 35 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), to Caseworker (DR), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 1 (\$11.07/hr.), **effective 02/01/09; Special Conditions:** Filling newly created position ratified at February Salary Board meeting. In Department #540 (MH/MR) of **Lisa Lamberton**, from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 6 (\$14.10/hr.), to Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 4 (\$15.24/hr.), **effective 02/09/09; Special Conditions:** Filling existing vacancy.

CORRECTION TO 12/23/08 HR AGENDA

TEMPORARY NEW HIRE – In Department #520 (Children and Youth Services) of **Tanisha King**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 01/12/09; Special Conditions:** Filling position to be ratified at January Salary Board; not to exceed 1,040 hours.

NOTE: Rescind action; applicant did not begin employment.

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

PLANNING:

Judy Downs, Planning Director, presented a Memorandum of Understanding between the County of Venango and the Southwestern Pennsylvania Household Waste Task Force. The MOU provides for a household hazardous waste collection. Venango County is planning an up and coming waste collection this summer. The event is tentatively scheduled for July 25, 2009 at the Cranberry Mall. The County's primary obligation under this MOU would be a contribution of \$5,000 to the task force, handling of the various logistical matters related to the event and obtaining any necessary permits, and provide at least twelve volunteers or staff to assist at the event. Commissioner Beichner made a motion to approve the MOU, seconded by Commissioner Wood, aye all.

Next Judy Downs conducted the second public hearing on the County's 2009 CDBG funds. Judy advised that the County expects to receive roughly \$250,000 that will be distributed to local municipalities for eligible projects benefiting low-to-moderate income people. Six requests for funding was received totaling \$270,000 and five of the six projects were selected for funding. Utica Borough requested \$25,000 for sidewalk improvements, but it received \$108,000 in CDBG funds for the project in 2007 that has not been spent yet, so the County declined their request. The following five (5) projects were selected:

1. Sandycreek Sewer - \$58,000
2. Clintonville Community Pantry - \$2,100
3. Clintonville Water System - \$60,000
4. Rouseville Streets - \$30,000
5. County Park - \$54,900

\$205,000 of the anticipated \$250,000 allocation will be used for the above five (5) projects all of which benefit a 51% or greater low/moderate income person. \$45,000 will be used for administration over the 5-year period of the grant. A draft copy of the 2009 CDBG application will be available in the Commissioners' office for review and comment after February 27, 2009.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, thanked Sheila Boughner from the News-Herald for all the ads she

has put in the paper promoting the Park. Rich advised the cross-country skiing and the tubing has been a success at the Park so far this year.

COUNTY ADMINISTRATION:

Commissioner Brooks announced a Proclamation recognizing Anthony Zerbe of Cranberry for his attainment of Eagle Scout.

Mike McCraig of PNC Capital Markets presented information on the authorized debt ordinance for refinancing bonds issued in 2002 and 2003 which was authorized by the Commissioners. The new bond will be for \$9,615,000 at an interest rate of 2.89%. Refinancing at the lower interest rate will save the County \$261,605. As with the old bonds, payments on the new bond will extend to 2019. Commissioner Beichner made a motion to approve the ordinance, seconded by Commissioner Wood, aye all.

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

Commissioner Brooks announced Resolution #2009-01 for Compensation for Venango County Tax Collectors. This resolution is a four-year compensation plan for the 29 elected tax collectors in the County. The compensation rate will remain at the current level of \$.30 for each per capita tax collected and \$4.00 for each property tax payment thru 2010. In 2011, the rate for per capita tax collections will increase to \$.55; and in 2012, the rate for property tax collection will increase to \$4.25 per parcel. Also in 2012, the tax collectors shall receive \$3.25 per parcel on each tax parcel for which they do not collect the full amount of taxes. In 2013, tax collectors shall receive the same compensation as they received during calendar year 2012. Commissioner Wood made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

OTHER BUSINESS:

Oil City Police Chief Robert Wenner commended the County's Emergency Management director, Tom Sherman, for his assistance with the Region II Terrorism Task Force. Wenner advised that Tom Sherman has gone above and beyond his duties as EMA director.

Planning Director, Judy Downs presented a 2009 DEP Illegal Dump Clean-up Grant Application. The grant requests funding assistance in the amount of \$13,276 from the state. Funding from this grant will aid in the clean-up efforts for two of the larger illegal dump sites in Cornplanter Township. The County will be responsible for an in-kind match equivalent to \$13,626 which will be provided in the form of services and equipment. Commissioner Beichner made a motion to ratify this grant application, seconded by Commissioner Wood, aye all.

PUBLIC COMMENT:

Ed Bergin announced that the Venango Vision Leadership Institute urges all Venango County's low and moderate-income working individuals and married couples to file for the Federal Earned Income Tax Credit (EITC) Program for 2008. It is paid to low and moderate-income wage earners who meet certain filing status, residency, income and independent child criteria. The Venango County RSVP is offering free help in filing for this EITC Refund.

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

Respectfully submitted,

Lisa Mumford, Admin. Assist.