

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**May 12, 2009**

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

Commissioner Tim Brooks  
Commissioner Troy Wood  
Rich Winkler, Solicitor  
Lisa Mumford, Admin. Asst.  
Sheila Boughner, News Herald  
Dave Schwille, Human Services  
Rich Mihalic, Park Director  
Mark Heim, WKQW

Commissioner Jan Beichner  
Denise Jones, Chief Clerk  
Deborah Sharpe, Treasurer  
Connie Hazelton, Human Resources  
Diona Brick, Fiscal  
Bill Kresinski, MIS  
Major Smith, Warden

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 Beichner to approve the minutes from the April 28, 2009 meeting, seconded by Commissioner Wood, aye all.

No public comment on the agenda. There was no business to come before the Board from the Row Officers, Community Services, the Planning Commission, or County Administration.

**ROW OFFICES:**

Chief Clerk, Denise Jones presented for approval a renewal maintenance agreement with Bollinger Technical Services for the Lektriever located in the Law Library. The agreement runs from 5/17/09 to 5/16/10 and is in the amount of \$710.19; which is the same as it was last year. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

**PRISON:**

Presented by Major Smith was a renewal service agreement with Trane Building Services. This agreement covers inspection, maintenance and/or repair services to the air-cooled chiller in the jail. The agreement is for a three year period beginning May 1, 2009 and runs thru May 1, 2011 at cost of \$1,391.00 per year. Commissioner Wood made a motion to approve the renewal agreement, seconded by Commissioner Beichner, aye all.

**HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille:

**Area Agency on Aging**

Agreement with Phillips Lifeline to acquire the assets (personal emergency alert systems) of the AAA and to assume monitoring of these units. The cost to the consumer will remain the same. This agreement has been negotiated by the county solicitor.

Nomination to the AAA Advisory Council of Donald Shelatree.

Nomination to the RSVP Advisory council of William Jones.

**OEO/Transportation**

Approval of a 10% increase in the fare structure for the Shared Ride Program

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

**FINANCE ADMINISTRATION:**

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

Warrant	SP042709	\$ 2,632.00	Non-Human Services Expenditures
Warrant	HS050109	220,288.85	Human Services Expenditures
Warrant	HS043009	34,370.85	Human Services Expenditures
Warrant	SP043009	250.00	Non-Human Services Expenditures
Warrant	SP050409	836.38	Non-Human Services Expenditures
Warrant	050809	136,895.90	Non-Human Services Expenditures
Warrant	SP050509	1,200.00	Non-Human Services Expenditures
Warrant	HS050809	260,672.13	Human Services Expenditures
Warrant	HS050709	2,500.00	Human Services Expenditures
Warrant	051509	<u>136,670.64</u>	Non-Human Services Expenditures

**Total \$ 796,316.75**

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

The next item presented by Diona was the renewal data maintenance contract with STC Services Equipment & Maintenance Agreement for the County phone system. The agreement runs from June 5, 2009 thru June 4, 2010. The cost of the maintenance agreement is \$486.00 per year. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

The last item presented by Diona was a transfer from the capital budget to the courthouse budget in the amount of \$126,000. Commissioner Wood made a motion to approve the transfer, seconded by Commissioner Beichner, aye all.

## **HUMAN RESOURCES:**

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

**APPOINTMENT** – In Department #520 (Children and Youth Services) of **Shirley Heim**, Community Health Nurse II, Full-Time, Exempt Pay Grade 3 (\$41,188/yr.) **effective 06/01/09**; **Special Conditions:** Filling newly created position ratified at September 2008 Salary Board meeting; project connect, grant funded for 3 years.

**PROBATIONARY NEW HIRE** – In Department #235 (District Judge 3-3) of **Melissa Boreman**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 05/11/09**; **Special Conditions:** Filling existing vacancy. In Department #265 (Prothonotary) of **Carol Sherbine**, Bookkeeper II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 05/05/09**; **Special Conditions:** Filling existing vacancy. In Department #270 (Sheriff) of **Joseph Janidlo III**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 05/11/09**; **Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of **Joshua Covert**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 05/06/09**; **Special Conditions:** Filling existing vacancy; to be ratified at June Prison Board meeting; of **Daniel Duncan**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 04/29/09**; **Special Conditions:** Filling existing vacancy; ratified at May Prison Board meeting; of **Kathryn Williams**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 04/29/09**; **Special Conditions:** Filling existing vacancy; ratified at May Prison Board meeting. In Department #510 (AAA) of **Teri Stubler**, Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 05/18/09**; **Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening.

**REHIRE** – In Department #190 (Planning) of **Willis Thomas**, Planning Intern, Temporary Part-Time, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 05/18/09**; **Special Conditions:** Filling newly created position ratified at May Salary Board; temporary assignment through September 2009; must successfully complete pre-employment drug screening. In Department #605 (County Park) of **Danny Norris**, Grounds & Facilities Worker, Temporary Full-Time, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 05/03/09**; **Special Conditions:** Filling newly created position ratified at April Salary Board; temporary assignment for no more than 18 weeks; of **Erick Speer**, Maintenance Worker Intern, Temporary Part-Time, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 05/17/09**; **Special Conditions:** Filling newly created position ratified at May Salary Board; temporary assignment through August 2009; must successfully complete pre-employment drug screening.

**END OF PROBATION** – In Department #225 (District Judge 3-1) of **Shannon Baker**, District Judge Secretary, Part-Time, 42 hours/pay, **effective 04/28/09**; **Special Conditions:** No change in pay grade or step. In Department #507 (Veterans) of **Dana Cochran**, Intake Clerk II, SEIU position, Part-Time, 50 hours/pay, **effective 04/22/09**; **Special Conditions:** No change in pay grade or step.

**DECREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS** – In Department #535 (Substance Abuse) of **Frank Fay**, Drug & Alcohol Case Management Specialist, Non-Union Hourly Pay Grade 6 Step 20 (\$16.22/hr.), **from Full-Time, 80 hours/pay to Regular Part-Time, 48 hours/pay, effective 05/04/09**; **Special Conditions:** Filling newly created position ratified at May Salary Board meeting; benefits cease immediately.

**PROMOTION** – In Department #540 (MH/MR) of **Kristina Hoepfl**, from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.) to Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 2 (\$14.95/hr.), **effective 05/05/09**.

**OUT OF CLASS COMPENSATION** – In Department #520 (Children and Youth Services) of **Roberta Davis**, Casework Supervisor, Full-Time Exempt, from Exempt Pay Grade 3 (\$39,319/yr.) to Exempt Pay Grade 3 (\$42,465/yr.), **effective 04/20/09**; **Special Conditions:** Performing additional job duties to cover ICS for no more than 90 days.

**EXTENSION OF OUT OF CLASS COMPENSATION** – In Department #320 (EMA) of **Tina Eggers**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step X (\$10.69/hr.), **effective 05/03/09**; **Special Conditions:** Temporary assignment for increased responsibilities as Telecommunicator I to be extended through 05/31/09.

**SEPARATION OF EMPLOYMENT** – In Department #180 (Treasurer) of **Teresa Bell**, Department Clerk II, **effective 05/15/09**. In Department #265 (Prothonotary) of **Martha Wagner**, Department Clerk II, **effective 05/01/09**.

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

#### **PLANNING:**

Commissioner Troy Wood presented on behalf of the Planning Commission two (2) applications for the First Time Homeowners Down Payment and Closing Cost Assistance Grant Agreement. The first application was in the amount of \$3,500 for Joshua Shreffler and Angela Christo for property located on 876 Meadville Pike, Franklin. The second application was in the amount of \$4,700 for Keith Johnson and Christie Hinds for property located at 583 Halyday Run Road, Oil City. Commissioner Beichner made a motion to approve the applications, seconded by Commissioner Wood, aye all.

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

County Solicitor, Rich Winkler presented a Lease Agreement with Purchase Option between Fisher & Father, Inc. and the County of Venango for one (1) John Deere commercial mower. The mower will be used and kept at the Park. A rental fee of \$25 per hour of usage shall be payable as rent, with the total rent payable under this Agreement not to exceed \$9,226.50. The County will be required to pay the lease rate only if it does not purchase the tractor. The County is anticipating a grant through Sen. Mary Jo White's office to purchase the mower. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Wood, aye all.

#### **OTHER BUSINESS:**

Commissioner Beichner advised that a prescription card, The Solution Card, will be available to county residents. The Solution Card, administered by Comprehensive HealthCare Solutions, provides discounts of 10 to 50 percent, with an average savings of 20 percent off prescription costs at participating pharmacies. The cards are free of charge.

A motion to adjourn the meeting was made by Commissioner Wood at 6:16 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.